

View Acknowledgers

Anyone with at least view access to a document can see who has acknowledged the document.

View acknowledgers

Steps *To view acknowledgers:*

1. While in the document, open the Document History panel.
2. Search for the document version you want to view acknowledgers for. Optionally, deselect all options in the **Event types** filter to only show document events.
3. Click on the caret next to the document version to expand the event.
4. You will be able to see everyone who has acknowledged that version of the document as well as everyone who is required to acknowledge that version of the document but has't yet.

 **Tip** Users can also go to **Reports > System > Acknowledgements of Receipt** to run a report to get a list of requested acknowledgements and their statuses.