

Preparing Versions for Final Approval

August 26, 2026

Confirming you can prepare the version for approval

Before you start, open your project in Atloria and go to the **Versions** area for that project. Find the version you plan to send for final approval and check its current status in the version list or on the version details screen. You should be working with a version that is still in progress, under review, or otherwise not yet finished. If the version already shows **Final Approved** or **Published**, it is no longer in the preparation stage and you should not resubmit it as if it were still pending.

Open the version details page and make sure you can reach the controls that matter for approval work. You should be able to view or update the version **status**, review any assigned **reviewers**, and access the action used to move the version into final approval. If those controls are missing or read-only, your current access level may not allow approval preparation.

In most teams, this work is handled by people with **Documentation Manager** or **Project Administrator** access. In practical terms, you need to be able to:

- edit version content
- update visibility or access settings
- review assigned approvers
- submit the version into the final approval step

Gather everything you need before you begin the final pass. That usually includes:

- the finished page content for the version
- approved screenshots
- any linked files or media used in the pages
- the list of reviewers or approvers expected to sign off

If you still need to resolve comments or follow-up items from an earlier review round, return to [Understanding Version Review Feedback and Follow Up](#) before moving ahead.

[SCREENSHOT: Versions list showing a version status and the version details page with review controls]

Reviewing the version content for release quality

Use the version workspace to open each page included in the release. This is the point where you stop thinking about drafts and start checking what reviewers will actually see. Read page titles, section headings, and body content carefully. Remove any unfinished wording such as “TBD,” internal draft notes, temporary reminders, or comments copied into the page body by mistake. A page can look complete at a glance while still containing small draft leftovers that slow down final approval.

Check the structure of the version as you move through the page tree or navigation panel. The page order, nesting, and navigation labels should match the release scope you intend to approve. If a page belongs in the version, it should appear in the right place with a clear label. If a page was only for drafting or internal reference, remove it from the release version before submission.

Pay close attention to page details that affect consistency across the full set of content. In Atloria, confirm fields such as **Title**, **Description**, and **Keywords** are filled in where they are used. Keep naming and tone consistent from page to page so reviewers are not seeing one polished page beside another that still looks unfinished.

Preview each page rather than relying only on the editor view. In preview, confirm that:

- headings display in the right order
- bullet lists and numbered lists are formatted correctly
- tables are readable
- callout blocks appear properly
- embedded media displays as expected
- spacing and paragraph breaks are clean

This is also a good time to click through internal links and navigation items to make sure readers land on the correct pages. If you need a broader refresher on review decisions and approval handling, see [Managing Version Review Decisions and Approvals](#).

[SCREENSHOT: Version page editor beside page preview with headings, lists, and links being checked]

Updating screenshots and linked assets before sign-off

Screenshots often cause the last round of approval delays, so review them one by one before you submit the version. Open each page in the version and compare every screenshot against the current Atloria interface or the product screen being documented. If a button label, menu name, layout, or color treatment has changed, replace the image from the page editor or asset picker so reviewers are not approving outdated visuals.

When you replace or confirm screenshots, check the supporting details attached to each image. Reviewers should be able to tell what an asset is without opening it blindly. Make sure the image name is recognizable, and where Atloria shows supporting fields, confirm the **alt text** and **caption** are accurate and useful. This helps both review clarity and final publishing quality.

Also test every linked asset used in the version. In preview mode, open:

- downloadable files
- linked documents
- media attachments
- image references used inside pages

Each item should open correctly and point to the intended file for this version. If a page still links to an older asset or a draft file, update it before submission. A version can be blocked in final approval simply because one download opens the wrong attachment.

Clean up anything that could confuse approvers. Remove duplicate images, unused files, or older assets that were replaced during editing. If reviewers see multiple similar screenshots or attachments, they may not know which one is meant to be approved.

For broader screenshot handling guidance, use [Managing Screenshots for Documentation](#) or [Checking Screenshot Readiness Before Version Release](#).

[SCREENSHOT: Page editor showing screenshot selection and linked asset checks in preview]

Verifying access settings and reviewer visibility

Before you submit a version for final approval, make sure the right people can actually open it. Go to the version's access or visibility settings and confirm who is allowed to view the version during review. In Atloria, this may involve checking whether the version is available to the correct project workspace, audience, or internal review group.

Look closely at any restrictions applied before approval. Some versions should only be visible to internal reviewers until sign-off is complete. Others may need access for a specific set of named reviewers. The important point is that the version should be visible to everyone involved in approval, but not accidentally exposed more broadly than intended.

Review the approval setup on the version details screen and confirm:

- the correct reviewers are assigned
- any due dates are set if your team uses them
- notifications are enabled or sent through the expected workflow
- no required approver is missing from the review chain

After checking settings, test the version from the reviewer's point of view as much as your access allows. Open the version preview and move through the pages, attachments, and restricted content areas. Confirm that hidden pages stay hidden, protected drafts are not visible to the wrong audience, and approved reviewers can reach the content they need.

If your team manages audience-based access or version sharing rules, it helps to cross-check this work with [Managing Version Visibility and Reader Access](#) and [Validating Version Access Before Sharing or Export](#). Those guides go deeper into access behavior, so you can stay focused here on final approval readiness.

[SCREENSHOT: Version visibility settings with reviewer assignments and preview access check]

Completing the final approval checklist and submitting the version

Once the content, screenshots, assets, and access settings are ready, return to the version record and complete the readiness checks your team uses before final approval. In Atloria, this usually means working through the version checklist and confirming that each review area has been finished. Mark content review, screenshot validation, asset verification, and access checks as complete only after you have personally confirmed them in the version preview.

Add final notes for approvers on the version record if there is a comments area or reviewer note field. Keep these notes short and specific. For example, mention that screenshots were updated, links were tested, or earlier review comments were

resolved. This gives approvers context without forcing them to recheck issues you already closed.

Before submitting, confirm that all required fields on the version are filled in. If your team uses a review-ready status before final approval, update the version to that status first. Then use the **Submit for Final Approval** action from the version screen. After submission, verify that the version moves into the expected approval status rather than staying in a draft or editable state.

Check the version history or activity area if it is visible. You want to confirm that Atloria recorded the submission with the correct timestamp and that the approval trail reflects the latest action. This is especially useful when multiple people are involved in the same release.

1. Open the version details page.
2. Complete each readiness item on the version checklist.
3. Add final reviewer notes or approval comments.
4. Update the version to the review-ready status if required.
5. Click **Submit for Final Approval**.
6. Confirm the status changes to the expected approval stage.
7. Review the recorded activity or timestamp on the version.

The next step in this workflow is [Requesting and Completing Version Reviews](#).

Fixing issues that block final approval

If Atloria will not let you submit the version, start with the version form itself. Missing required information is one of the most common blockers. Look for empty fields on the version record, incomplete checklist items, or missing reviewer assignments. If the version has a **Title**, **Description**, reviewer section, or readiness checklist, make sure none of those areas are left unfinished.

When reviewers say they cannot open the version preview, recheck the version's visibility settings first. Confirm the version is shared with the correct internal audience, group, or named reviewers. Then test any linked files or attachments from preview. A reviewer may be able to open the page itself but still be blocked from a linked asset if that item is not available under the same access setup.

If approval is delayed because content or screenshots are outdated, compare the current preview against the latest product state and your most recent edits. Replace stale screenshots, update labels that no longer match the interface, and remove

references to older workflows. Even small mismatches can cause approvers to send the version back.

Sometimes the submission appears to work, but the status does not change. In that case, check whether:

- you have permission to move the version into final approval
- another review step is still pending
- a required approver has not been assigned
- the version is still missing a required readiness item

If you need help deciding whether a version is actually ready for this stage, revisit [Preparing a Version for Final Release Review](#). If the issue is tied to approval decisions already in progress, [Managing Version Review Requests and Decisions](#) can help you identify where the workflow is stuck.

[SCREENSHOT: Version submission blocked by missing required items or access settings]

Overview

Preparing a version for final approval in Atloria means doing a controlled last pass on the version before approvers make the release decision. You are not rewriting the documentation at this stage. Instead, you are confirming that the version already reflects the intended release, that the pages look complete in preview, that screenshots and linked assets are current, and that the right reviewers can access everything they need.

This work usually happens on the version details page and inside the version's page editing and preview views. The most important areas to check are:

- version status
- page content quality
- screenshots and attachments
- visibility and reviewer access
- checklist completion
- final approval submission

A version is typically ready for final approval when it is no longer in active drafting, all major review feedback has been addressed, and the version can be read from start to finish without obvious gaps. If there are still unresolved comments, missing images,

broken links, or unclear access settings, final approval should wait until those issues are fixed.

This guide focuses on the preparation work immediately before submission. It does not repeat how to interpret review comments or follow up on earlier feedback rounds. For that part of the process, use [Understanding Version Review Feedback and Follow Up](#). It also does not replace the broader approval workflow guidance covered in [Reviewing and Approving Documentation Versions](#).

Use this page when you are the person responsible for making sure a version is polished, accessible, and ready to move into the final approval step without avoidable back-and-forth.

Prerequisites

Before you prepare a version for final approval in Atloria, make sure these conditions are already in place:

- You can sign in and open the project workspace that contains the version.
- You can access the project's **Versions** area and open the version details page.
- Your role includes the ability to edit version content or manage approval preparation, typically **Documentation Manager** or **Project Administrator** access.
- The version is not already marked **Final Approved** or **Published**.
- Earlier review comments have been addressed, or you have confirmed which items are intentionally left unchanged.
- The pages included in the version are already drafted and organized in their intended release structure.
- Required screenshots, downloads, and other linked assets are available for the version.
- The expected reviewers or approvers are known before submission.

It also helps to have these materials ready while you work:

- the final wording for page titles and body content
- the latest approved screenshots
- any version-specific files or attachments
- notes about what changed since the last review round

If you are still earlier in the workflow, these related guides may be more useful first:

- [Managing Documentation Versions Across the Release Cycle](#)

- [Comparing Version Output and Release Readiness](#)
- [Understanding Version Lifecycle and Release Readiness](#)

If those items are already in place, you can move through the checks in this guide and submit the version with much less risk of rejection or rework.