

Complete Documentation Update Requests

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This page explains how to review a documentation change request and complete the documentation updates it requires. Keeping request-related documentation current helps your users find accurate guidance after product changes.

Overview

Documentation update requests help you connect a requested change with the documentation that needs review or revision. You can use the change request area to review the request, return to its review stage when more information is needed, and open your documentation workspace to make updates.

The workflow includes a review summary and a completion stage. On screen, these stages are identified as **1 Review Summary** and **4. Complete**. Use the review summary to understand the requested change before you edit documentation.

When the request is ready to finish, use **4. Complete** or **Skip to Complete**. If the documentation is not ready, you can return to review by selecting **Back to Review** or request additional updates with  **Request Changes**.

 *Screenshot pending: A documentation change request showing the 1 Review Summary stage, Back to Review, and request actions.*

Prerequisites

Before you start, make sure you have:

- Access to the relevant project and its change requests.
- A documentation update request that you are responsible for reviewing.
- The information needed to understand the product change and its user impact.
- Permission to edit and save documentation changes.

- A clear understanding of which user guides, manuals, or changelog entries may be affected.

Step-by-Step Instructions

1. Open the project that contains the documentation update request.
2. Go to the project's change request area.
3. Select the change request you need to complete.
4. Review the information in **1 Review Summary**.
5. Select **Back to Review** if you need to revisit the request before completing it.
6. Select  **Request Changes** if the request does not contain enough information to update the documentation accurately.
7. Select **View Your Documentation** → to open the documentation workspace for the request.
8. Review the affected content in **User Guides**, **User Docs**, or  **User Manuals**, as applicable.
9. Update the documentation so that it reflects the requested product change.
10. Select **Preview** to check how your updated documentation will appear to readers.
11. Select **Save Changes** to save the documentation update.
12. Select **View Changelog** if the change also requires a changelog review or update.
13. Select **Review & Publish** when the documentation is ready for final review or publication.
14. Select **4. Complete** to finish the documentation update request.
15. Select **Skip to Complete** only when the request can be completed without additional steps in the workflow.

 *Screenshot pending: Documentation editing view showing the Preview and Save Changes actions.*

Tips and Best Practices

- Review the request before editing. Start with **1 Review Summary** so that your documentation addresses the actual requested change rather than an assumed change.
- Update all affected documentation locations. A change may affect a user guide, a user manual, and a changelog entry. Check **User Guides**, **User Docs**, and  **User Manuals** when determining the scope of the update.
- Use **Preview** before saving. Previewing helps you catch formatting, wording, and content issues before readers see the updated documentation.
- Save your work regularly. Select **Save Changes** after making a meaningful set of revisions so that your updates are retained.
- Request clarification instead of guessing. If the request lacks details about expected user behavior, select  **Request Changes** and explain what information is needed.
- Use the completion controls carefully. **4. Complete** indicates that the request is finished. Use **Back to Review** when you discover that more review or documentation work is required.
- Check the changelog when appropriate. Select **View Changelog** when the update represents a notable user-facing change that should be recorded for users or stakeholders.

Related Pages

- [Review Documentation Changes](#)
- [Create a Maintenance Request](#)
- [Preview and Save Documentation](#)
- [Review and Publish Documentation](#)
- [View Documentation Changelog](#)
- [Export Documentation](#)

Troubleshooting

You cannot determine what documentation needs to be updated

Return to **1 Review Summary** and review the request details again. If the expected documentation impact is still unclear, select  **Request Changes** and ask for clarification before editing.

Your edits are not visible after you finish updating content

Select **Save Changes** after making your updates. Then select **Preview** to confirm that the saved content appears as expected.

You completed the request too early

Select **Back to Review** if the request still needs documentation work or review.

Complete the outstanding updates, save your changes, and then select **4. Complete** when the request is ready to close.