

Configure Change Priorities

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Configure your changelog settings to establish how documentation changes are recorded and reviewed for ongoing maintenance. A clear configuration helps your team identify meaningful updates and keep published documentation current.

Overview

Change priorities help you focus maintenance work on the documentation updates that matter most to your users. Before your team begins creating or reviewing maintenance requests, configure the project's changelog settings so changes can be consistently tracked and communicated.

You manage this configuration from the project settings area, where the **Changelog** page provides access to changelog-related options. After saving your settings, you can use **View Changelog** to review the resulting record of documentation changes.

Use this process when you are setting up freshness management for a new project, standardizing maintenance practices across teams, or updating how your project records documentation changes.



Screenshot pending: The Changelog settings page showing the Save Changes action.

Prerequisites

Before you start, make sure that:

- You can open the relevant project in Atloria.
- You have permission to change project settings.
- You have identified which documentation updates should receive the most attention during maintenance.

- You understand your team's review process for maintenance requests.
- You are ready to save the updated configuration using **Save Changes**.

Step-by-Step Instructions

1. Open the project for which you want to configure documentation change priorities.
2. Open the project's settings area.
3. Select **Changelog**.
4. Review the changelog configuration options shown on the page.
5. Set the available options to reflect how your team wants to prioritize documentation maintenance.
6. Click **Save Changes**.
7. Click **View Changelog** to review the project's change history after saving the configuration.

 *Screenshot pending: The View Changelog action and the project changelog display.*

8. Return to the project workflow when you are ready to act on a specific documentation update.
9. Open the relevant change from the project's changes list.
10. Click  **Request Changes** when a documentation change needs revision before it is accepted.
11. Use **← Previous Change** to move to the earlier change when reviewing changes in sequence.
12. Use **Next Change →** to move to the next change when reviewing changes in sequence.

Tips and Best Practices

- Configure your changelog approach before asking contributors to create maintenance requests. This gives reviewers a consistent basis for deciding which documentation updates need attention first.

- Save your configuration whenever you make an adjustment. Changes are not retained until you select **Save Changes**.
- Review the changelog regularly rather than waiting until a large number of changes have accumulated. Frequent review makes it easier to identify important documentation updates and request corrections promptly.
- Use  **Request Changes** for updates that require clarification, correction, or additional work. This keeps the review process connected to the individual change instead of relying on separate messages.
- Review related changes in order with **← Previous Change** and **Next Change →**. Sequential review is useful when several updates affect the same feature, workflow, or documentation area.
- Treat changelog configuration as part of your broader documentation workflow. After configuration is complete, you can continue with actions such as **Generate Documentation** →, **Configure CI/CD**, or **Export Documentation** as appropriate for your project.
- If your team already maintains documentation elsewhere, consider **Or import existing documentation** before defining a new maintenance process. Imported material may contain existing change history or content that needs to be considered during prioritization.

Related Pages

- [Create a Maintenance Request](#) — Learn how to start a documentation maintenance request.
- [Review Documentation Changes](#) — Learn how to review individual changes and use  **Request Changes**.
- [View the Changelog](#) — Learn how to read and use the project change history.
- [Configure CI/CD](#) — Learn how to connect documentation work to your delivery workflow.
- [Export Documentation](#) — Learn how to export maintained documentation for distribution.
- [Documentation Templates](#) — Learn how to standardize documentation structure across projects.

Troubleshooting

The Save Changes action is unavailable or does not retain my updates

Confirm that you are working in the correct project and that you have permission to edit project settings. Reopen **Changelog**, make the required changes again, and select **Save Changes** before leaving the page.

I cannot find the changelog configuration

Open the project settings area and select **Changelog**. If the option is not available, verify that you are in the intended project and ask a project administrator to confirm your access.

A change still needs work after I review it

Open the individual change and select  **Request Changes**. Add the required feedback through your normal team review process, then revisit the change after the requested updates have been made.