

Set Version Approval Policies

September 10, 2026

Set Version Approval Policies

Use the version review process to control which documentation version is approved for publication. Establishing this review requirement helps ensure that only reviewed content is published to your documentation site.

Overview

Atloria manages approval at the documentation version level. Before you publish a version, open its review area and use the available review summary to verify that the version is ready for release.

You typically use this process when a new version has been generated, when reviewers need to compare documentation changes, or when you want to prevent an unreviewed version from becoming the published version. The version remains separate from the currently published documentation until you choose the publish action.

The version workflow centers on the **Versions** area and the **Review & Publish** option. From there, you can review a specific version, compare it with other versions when needed, and publish only the version that has completed your organization's review process.



Screenshot pending: The Versions area showing the Review & Publish option for a documentation version.

Prerequisites

Before you begin, make sure you have:

- Access to the applicable project.
- Permission to review and publish documentation versions.
- At least one generated documentation version available in **Versions**.

- Agreement on who must review the version before it is published.
- Any required content updates completed in the version under review.

Step-by-Step Instructions

1. Open the project that contains the documentation versions you want to govern.
2. Select **Versions** to view the project's available documentation versions.
3. Identify the version that requires approval before publication.
4. Select **Review & Publish** for that version.
5. Review the information shown in **Review Summary**.
6. Select **Compare Versions** if you need to evaluate the selected version against another version.
7. Review the differences and confirm that the documentation changes meet your organization's approval requirements.
8. Return to the version review area by selecting **Back to Review**.
9. Confirm with your designated reviewers that the version is approved for publication.
10. Select the publish action displayed for the approved version, such as **Publish Version 4**.
11. Verify that the version shows the **Published** status after publication.
12. Select **View Published Docs** to confirm that the approved documentation is available to readers.



Screenshot pending: The Review Summary screen for a selected documentation version before publication.

Tips and Best Practices

- Use **Review & Publish** as the final checkpoint for every version. This creates a consistent approval practice even when different people generate, review, and publish documentation.
- Review changes with **Compare Versions** before publishing. Comparing versions is especially useful when a generated version contains broad updates and

reviewers need to identify what changed from the prior release.

- Treat the **Published** status as your release confirmation. A version is not the active published documentation merely because it is visible in **Versions**; confirm that it is marked **Published**.
- Establish an internal approval checklist outside the screen before selecting the publish action. For example, require content accuracy review, stakeholder sign-off, and a comparison against the current published version.
- Publish only the version your reviewers approved. If several generated versions exist, carefully verify the version number and review summary before selecting **Publish Version 4** or the corresponding publish action.
- Use **View Published Docs** after publishing. This lets you verify the reader-facing result rather than relying only on the version's status.
- If you need a new candidate for review, select **Generate New Version** or **Generate Next Version** before restarting the review process. Do not publish a new version until it has completed your required review.

Related Pages

- [Manage Documentation Versions](#)
- [Review and Publish a Documentation Version](#)
- [Compare Documentation Versions](#)
- [Generate a New Documentation Version](#)
- [View Published Documentation](#)

Troubleshooting

You cannot find the version you need to approve

Open **Versions** and confirm that a documentation version has been generated. If no suitable version is available, select **Generate New Version** or **Generate Next Version**, then wait for the new version to appear before beginning review.

You are unsure which version is currently live

Look for the **Published** status in the version list. You can also select **View Published Docs** to open the published documentation and confirm what readers currently see.

The version is not ready to publish

Do not select the publish action. Use **Compare Versions** to identify changes that need review, then return with **Back to Review**. After the necessary updates are included in a new version, repeat the review and approval process before publishing.