



## Policy Manager: Minor Edits

Generally, changes to Policy content should be saved as a new version.

This ensures that any previous user acceptance is retained and that the updated version can be redistributed for fresh acceptance.

However, it is understandable that sometimes the changes to a policy are not big enough to warrant a new version. (e.g. to fix spelling mistakes, formatting or overall readability of the content).

In these cases, administrators can enable the **Minor Edits** control to make edits to a policy that is in the **Distribution** stage, even if it has already been accepted by users.

This control is optional and can be disabled if you want all edits to require a new policy version.

## Toggle the option

Minor edits are allowed by default.

An administrator can disable minor edits from the admin side via **Applications > Admin > Policy Manager > Configuration**.

Toggle the option to **No** and click **Submit** to apply the settings.

**Admin**

Admin > Policy Manager > **Configuration**

### Configuration

Policy Reference Pattern

Policy items per page

**Allow minor edits**  
This allows policy content to be edited during the distribution stage by creating a new version of the asset. It should only be used for minor edits such as correcting spelling errors. Users who have accepted the policy will not be asked to accept it again. The asset version accepted by the user is tracked.

Yes  No

Filters display  
Display the filters menu when viewing a single policy

Yes  No

Set Policy Manager landing page to All Policies

Yes  No

Show download as PDF

Yes  No

**Save Configuration**

# How Minor Edits Work

- If minor edits are disabled



A message will display when editing a policy that it is not possible to make changes to the content.

Minor edits can be enabled to allow changes to the current version, or if this should remain in place, the user will need to [create a new policy version](#) to apply the modifications to the content instead.

- If minor edits are enabled



When a user with appropriate permissions edits a policy that is in **Distribution** status, they can freely make changes to the article body and save these changes.

If the policy has already been [read & accepted by users](#), only minor edits should be made.

Significant changes call user acceptance into question. Any major edits required, beyond fixing spelling errors or formatting, should be created as a [new policy version](#) to be sent for fresh acceptance.