



Policy Manager: Minor Edits

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

This ensures a record of any previous user acceptance is kept, and the new version with updated information can be sent for acceptance again.

However, it is understandable that sometimes the changes being made 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, there is a control in the Intranet that will allow administrators to make minor edits to a policy that is in the 'distribution' stage and may already have been accepted by users.

This is a completely optional control and can be disabled if you would rather ensure that any edits require a new policy version to be created.

Toggle the option

Minor edits are allowed by default.

An administrator can disable minor edits from the admin side (Applications > Admin > Policy Manager > Configuration)

Toggle the option to 'no' and click 'submit' to save this.

A screenshot of the Policy Manager Configuration page. The page has a left sidebar with navigation options: Admin, Policy permissions, Categories, Policy Types, Status Details, Policy Default Permissions, User Report Permissions, and Configuration. The main content area is titled 'Configuration' and contains several settings: 'Policy Reference Pattern' (text input), 'Policy items per page' (input with value 10), 'Allow minor edits' (radio buttons for Yes and No, with Yes selected), 'Filters display' (radio buttons for Yes and No, with No selected), 'Set Policy Manager landing page to All Policies' (radio buttons for Yes and No, with Yes selected), and 'Show download as PDF' (radio buttons for Yes and No, with Yes selected). A 'Save Configuration' button is at the bottom. The 'Allow minor edits' section is highlighted with a red box. The text for 'Allow minor edits' reads: '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.'

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 make changes to the article body freely and save these changes.

If this is a policy that has been [read & accepted by users](#) already, the user making the changes must understand that only minor edits should be applied.

Changing the policy too much calls user acceptance into question, and any larger edits required (beyond fixing spelling errors or formatting) should be created as [a new policy version](#) to be sent for fresh acceptance.