

Generating New Documentation Versions

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Checking access before you generate a version

Before you start, open Atloria and go to the project where you want to create the new documentation version. Use the project workspace navigation to find the **Versions** area. If you can open the project but do not see **Versions** in the project navigation, or you can open the version list but do not see a **New Version** or **Generate Version** action, your account may not have the right level of access for version creation. In that case, ask a Project Administrator to review your project permissions.

On the **Versions** page, check that you are in the correct documentation project and looking at the right version list. This matters when your team manages several projects or multiple release tracks. Confirm the project name shown in the workspace header and review the existing version entries so you know where the new version will be added. If your team already uses naming patterns for releases, drafts, or milestones, identify the version label you plan to use before opening the creation form.

You should also make sure the source material you expect Atloria to use is available in the project. If your team generates versions from current project content, connected source material, or an existing version, confirm that content is already present and visible in the project workspace. Missing source content can delay generation or cause the new version to be incomplete.

A quick access check usually includes:

- Opening the correct project workspace
- Finding the **Versions** section in project navigation
- Confirming you can see **New Version** or **Generate Version**
- Reviewing the current version list for the correct project
- Verifying the source content you want to generate from is available

[SCREENSHOT: Project workspace with the Versions section highlighted in the left navigation]

Starting a new documentation version

1. In Atloria, open the correct project and select **Versions** from the project navigation.
2. On the **Versions** page, click **New Version** or **Generate Version**. Atloria opens the version creation form.
3. In the version form, enter the version name or label. Use the exact naming format your team expects, because this label will appear in the version list, comparison views, and review steps later. If your team tracks releases by milestone or release number, make sure the label clearly distinguishes this version from earlier ones.
4. Choose the source Atloria should use for generation. Depending on how your project is set up, this may be the latest project content, an existing version, or the current published documentation. Review the source choice carefully before you continue, especially if you are creating a version for release review rather than a working draft.
5. Submit the form to start generation. After you confirm, Atloria returns you to the version list or updates the page so the new version appears as a new entry.
6. Find the new row in the **Versions** list and confirm that it shows an early processing state rather than a final review state. Right after submission, the version may appear with a status that indicates it has been created and is waiting to begin, or that generation has already started.

At this point, the important check is simple: the version should now exist in the list with the name you entered and a processing status. If the version does not appear, refresh the page once and check the list again before starting another one.

[SCREENSHOT: Versions page showing the Generate Version button and the version creation form]

Following generation progress in the version list

1. Stay on the **Versions** page after you submit the new version. Atloria shows progress directly in the version list, usually in the row for the version you just created.
2. Look for the status badge in that row. This is the fastest way to tell whether the version is still waiting, actively generating, or ready for review. If the list also shows a progress indicator or a **Last updated** value, use those details to confirm that work is still moving forward.
3. Click the version entry to open its details page if you want a closer view. The version details screen is the best place to watch generation activity when you need

more than the list view gives you. It can also help you confirm whether Atloria is still processing content or has stopped because of an issue.

4. While generation is running, expect some actions to remain unavailable. A version that is still being built is not yet ready for comparison, review, or sharing. If buttons for those tasks are missing or inactive, that usually means Atloria is still processing the version.
5. Watch for page updates. In some workspaces, the version status may update on its own. If the status does not change after a reasonable wait, reload the page and check the row again. A manual refresh is also useful if you have the version details page open in one tab and the version list open in another.

When you monitor progress, focus on these items in the version row or details view:

- Status badge
- Progress display, if shown
- Last updated time
- Availability of review or comparison actions

[SCREENSHOT: Version list row with status badge and updated time visible]

Understanding version status changes

As soon as you create a version, Atloria adds it to the **Versions** list and begins moving it through a visible status flow. The exact wording may vary slightly by workspace, but the pattern is consistent: the version starts in an early waiting state, moves into active generation, and then finishes in a state that signals it is ready for review.

A **Queued** or **Pending** status means the version record has already been created, but Atloria has not started building the content yet. You should still see the version in the list with its name and creation details. This status is normal immediately after submission, especially if other generation work is already underway.

A **Generating** or **In Progress** status means Atloria is actively building the version. During this stage, the version exists, but the output is not final. You may be able to open the version details page, but you should expect generation indicators, temporary warnings, or limited actions until processing is complete.

A **Ready**, **Completed**, or review-ready status means the version has finished generating and is available for the next step in the release workflow. Once the version

reaches this state, you can usually open it, inspect the generated content, compare it with another version, and begin review-related work.

Use the status badge as your main guide:

Status shown in Atloria	What it means for you	What to do next
Queued / Pending	The version exists and is waiting to start	Wait and refresh the list if needed
Generating / In Progress	Atloria is building the version	Monitor progress and avoid review actions for now
Ready / Completed	Generation is finished	Open the version and begin review checks

If you want a broader view of how these states fit into the full release cycle, see [Understanding Version Lifecycle and Release Readiness](#).

Confirming that the version is ready for review

1. Return to the **Versions** page and locate the version you generated. Check the status badge first. It should show a final ready state such as **Ready** or **Completed**, not **Queued**, **Pending**, or **Generating**.
2. Open the version details page by selecting the version entry. Review the page for any remaining generation notices. A review-ready version should open without active processing indicators, warning banners about generation still running, or other signs that the content is unfinished.
3. Confirm that the generated content can be opened normally. If the version details page lets you move into the content itself, make sure the pages load as expected and that you are not blocked by a processing message.
4. Check whether review-related actions are now available. A finished version should make it possible to continue with tasks such as opening the version, sharing it with reviewers, or comparing it with another version. If those actions are still unavailable, refresh the page and verify the status again.
5. Review the version metadata shown on the record. At minimum, confirm the version name matches what you intended to create and that the creation time is correct. If Atloria shows a completion time or updated time, use that to confirm generation has fully finished.

A review-ready version should give you confidence in four areas:

- The status badge shows the final ready state
- The version details page opens without processing warnings
- Review and comparison actions are available
- The version record shows the expected name and timing details

Once those checks look right, continue with [Comparing Version Output and Release Readiness](#).

[SCREENSHOT: Version details page showing a completed status and available review actions]

Fixing problems when a version does not finish generating

If a version stays in **Queued**, **Pending**, or **Generating** longer than expected, start with the version list and version details page. Check whether the **Last updated** time is changing. If the time remains unchanged after repeated refreshes, Atloria may no longer be actively processing that version. Refresh the page once, then reopen the version details view to see whether the status changes there.

A failed generation is usually easiest to spot from the version's status badge or from a message on the version details page. If Atloria shows an error message, read it closely and compare it with the source you selected when you created the version. Problems often come from missing source content, choosing the wrong base version, or not having the required access to complete the action.

Use this approach when something goes wrong:

- If the version is still updating, wait and keep watching the status
- If the version shows a failure or error state, do not assume it will recover on its own
- If the source content was missing or incorrect, fix that first before trying again
- If you cannot see generation actions anymore, ask a Project Administrator to review your access and the project setup

Retry generation when the issue appears temporary and the source content is available. If the original version record is clearly unusable, create a replacement version with the correct source and naming details. After you retry or create a replacement, return to the **Versions** list and confirm the new entry follows the normal

flow: it should appear in the list, show an early processing status, and then move forward through the usual generation states.

If you need help deciding whether to retry or replace the version, the follow-up guide [Managing Version Generation Jobs and Results](#) covers the monitoring side in more detail.

Overview

Generating a new documentation version in Atloria is the starting point for release review work. You use the **Versions** area inside a project workspace to create a separate version record, choose the source content Atloria should build from, and then monitor that version until it reaches a review-ready state. The main screens involved are the project workspace, the **Versions** list, the version creation form, and the version details page.

The basic flow is straightforward:

- Open the correct project
- Go to **Versions**
- Click **New Version** or **Generate Version**
- Enter the version label
- Choose the source content
- Submit the form
- Watch the status change until the version is ready

What matters most during this process is reading the status correctly. A newly created version may appear immediately, but that does not mean it is ready to review. Atloria first creates the version entry, then processes the content, and only after that makes review actions available. The status badge and version details page are your main tools for understanding where the version stands.

This guide focuses on creating the version and confirming that generation finishes successfully. It does not cover detailed comparison or approval work after the version is ready. For the broader release workflow around version lists, statuses, and release decisions, see [Managing Documentation Versions Across the Release Cycle](#) and [Managing Version Lists Statuses and Comparisons](#).

If you are already signed in and working inside the right project, you can move through this process quickly. The key is to verify the project, source, and status at each step so the version you generate is the one your team actually intends to review.

Prerequisites

Before you generate a version in Atloria, make sure the project and your access are ready. You do not need to complete advanced setup on the same screen, but a few checks prevent failed or confusing version runs.

Use this checklist before you click **New Version** or **Generate Version**:

- You can sign in to Atloria and open the project workspace
- The project already exists and contains the documentation content you want to generate from
- You can see the **Versions** section in the project navigation
- You can access the **New Version** or **Generate Version** action
- You know which source content or existing version should be used as the base
- You have the version name or label your team wants to use

If you are still getting into the project or setting it up for the first time, these guides may help first:

- [Creating Projects and Completing Onboarding](#)
- [Understanding Project Navigation and Linked Workspaces](#)
- [Managing Project Version Workspaces](#)

If you cannot find the version controls, the issue is usually one of these:

- You are in the wrong project
- Your account does not have permission to create versions
- The project content needed for generation is not available yet

In those cases, stop before creating duplicate attempts. Confirm the project name in the workspace header, review the existing version list, and ask a Project Administrator for help if the **Versions** area or generation action is missing.

After these prerequisites are in place, you are ready to create a version and then move on to [Comparing Version Output and Release Readiness](#).