

Managing Project Operations Across Project Home Tabs

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Opening a project home page and identifying the main tabs

When you open a project in Atloria, the project home page keeps all major project work in one place. At the top of the page, look for the project header. This area shows the current **project name** and gives you the project-level context you should confirm before making any changes. If you recently worked through project workspaces and recent activity, this page builds on that same project-centered workflow described in [Managing Project Workspaces and Recent Activity](#).

Below the header, use the tab bar to move between the main project areas. Depending on your access, you may see tabs for:

- **Administration**
- **Analytics**
- **Versions**
- **Technical Documentation**
- **Audit** or another audit-related area

The selected tab is visually highlighted, and the main content area below it updates to match that tab. You stay inside the same project while switching tabs, so you do not need to go back to the project list each time you want to review a different area.

[SCREENSHOT: Project home page showing the project name in the header and the tab bar with one tab highlighted]

These tabs are typically used by different roles:

Tab	Typical user	What they do here
Administration	Project Administrator	Update project setup and management options
Analytics	Project Administrator, Documentation Manager	Review project activity and performance information

Tab	Typical user	What they do here
Versions	Documentation Manager	Check version history and release progress
Technical Documentation	Documentation Manager	Open and review project-linked documentation
Audit	Project Administrator	Review project activity records and traceability

Before you click into any tab, confirm the project name in the header. That quick check helps you avoid reviewing or editing the wrong project.

Managing project administration from the home page

Use the **Administration** tab when you need to change project-level setup rather than review content. From the project home page, click **Administration** in the tab bar. The content panel switches to project management controls tied to the project shown in the header.

This area is where a Project Administrator typically works with project configuration details. Depending on your access, you may use this tab to:

- update project settings
- maintain project metadata
- review project-level management options
- open related setup areas connected to the current project

Because this tab stays inside the project home page, it is useful when you need to make a change and then immediately check another project area, such as **Versions** or **Technical Documentation**. After you finish an update, return to the tab bar at the top of the page and click the next tab you want to review. You do not need to reopen the project.

Permission-sensitive controls may appear only for users with Project Administrator access. If another user opens the same **Administration** tab, they may see fewer actions or no editable controls at all. For example, a Documentation Manager may be able to view project context but not change administrative settings.

[SCREENSHOT: Administration tab on a project home page with project settings and management options visible]

If you need more detailed guidance on project setup tasks inside this area, continue with the project administration workflow in [Managing Project Administration from the Project Home](#). Use this tab for project setup and management changes; use other tabs when your goal is monitoring, reviewing versions, or working with documentation.

Reviewing project analytics and version history

The **Analytics** and **Versions** tabs support two different kinds of project review. One helps you monitor the project, and the other helps you confirm release and documentation progress.

To check project metrics, click the **Analytics** tab from the project home page. This tab is for reading project information rather than changing settings. In Atloria, analytics views focus on monitoring and summary information tied to the current project. You may use this area to review project metrics, reporting panels, or other read-only insight screens that help you understand activity and performance without editing project setup.

This makes **Analytics** different from **Administration**. In **Administration**, you change project details. In **Analytics**, you review what is happening in the project and use that information to guide decisions.

Next, click the **Versions** tab to inspect the project's version-related records. Documentation Managers often use this tab to confirm which version is current before editing documentation, preparing a review, or checking release readiness. In this area, look for version entries, release-related records, or revision history connected to the project you opened.

A practical way to use these tabs together is:

1. Open **Analytics** to review the current project's activity or summary information.
2. Switch to **Versions** to confirm the latest project iteration.
3. Verify which version should be updated or reviewed before moving into documentation work.

[SCREENSHOT: Project home page with the Analytics tab selected, showing summary panels]

[SCREENSHOT: Project home page with the Versions tab selected, showing version entries or release history]

If you need deeper help with version-specific tasks after confirming the right entry, continue with [Managing Project Version Workspaces](#) or [Managing Version Lists](#)

Working with technical documentation linked to the project

Click the **Technical Documentation** tab when you want to open documentation records connected to the current project. This tab keeps you inside the project workspace while shifting the content panel to documentation-related items, which is especially useful when you need to compare project context with the documentation set you are reviewing.

Inside this tab, look for the documentation list or navigation area that shows existing technical documentation items for the selected project. From there, open the item you want to review. Depending on the page layout, Atloria may show a list of documentation records first and then a detail view after you select one. The key point is that the documentation you open from this tab remains tied to the project shown in the header.

Documentation Managers commonly move back and forth between **Versions** and **Technical Documentation**. That workflow helps you verify that you are reviewing or editing the correct documentation set for the right project version. A simple pattern is:

1. Open **Versions** and confirm the current or target version.
2. Click **Technical Documentation**.
3. Open the documentation item linked to that project.
4. Review the content with the project name and version context in mind.

[SCREENSHOT: Technical Documentation tab showing a list of project-linked documentation items]

If you need more help understanding the documentation area itself, see [Exploring Technical Documentation Inside a Project](#). If your next step is editing pages rather than locating them, continue with [Creating and Editing Documentation Pages](#).

When switching between tabs, always recheck the project name in the header before making changes. That is the fastest way to stay in the correct project while moving between project operations and documentation work.

Checking audit-related areas from the same project workspace

Use the **Audit** tab, or the audit-related section available from the project home page, when you need traceability rather than setup controls. This area is for reviewing

project activity records and other accountability-focused information tied to the current project.

From the project home page, click the audit-related tab in the same tab bar you use for **Administration**, **Analytics**, **Versions**, and **Technical Documentation**. The page content changes, but the project context remains the same. That means you can review project-specific audit information without manually searching for the project again.

This area is typically used by a Project Administrator when they need to check:

- project activity records
- review-related artifacts
- compliance-oriented project information
- traceable history connected to actions taken in the project

Use the audit area instead of **Administration** when your goal is to inspect what happened, not to change settings. For example, if you want to verify whether a project action was recorded or review the history around a project process, the audit-related tab is the better place to start. If you need to update project details, go back to **Administration** instead.

[SCREENSHOT: Audit-related project tab showing project-specific activity records or review history]

Because this area stays scoped to the current project, it helps reduce mistakes during review. You can switch from **Versions** or **Technical Documentation** into the audit area and keep the same project selected throughout the process. For broader audit guidance beyond the project home page, see [Reviewing Security and Audit Controls](#).

Fixing common navigation and access issues across project home tabs

If something looks wrong while moving between project home tabs, start by checking the project header and the tab bar before making any changes. Most issues come from access limits or from working in a different project than expected.

A tab is missing

If you do not see **Administration**, **Versions**, **Technical Documentation**, or an audit-related tab, your account may not have access to that area for the current project.

Check with a Project Administrator if you expected to see:

- **Administration** or audit-related tabs for project oversight work
- **Versions** or **Technical Documentation** for documentation and release work

In Atloria, some tabs appear only when your role includes the right project permissions.

The wrong project content appears

If the content under a tab does not match what you expected, look at the **project name** in the header first. This is especially important before changing settings in **Administration** or opening content in **Technical Documentation**. If the wrong project is open, return to your project list and reopen the correct project.

Analytics or audit content does not load correctly

If the **Analytics** or audit-related panel does not appear as expected:

1. Refresh the project home page.
2. Wait for the page to reload fully.
3. Click the tab again to reopen that project-scoped view.

This often restores the correct panel for the current project.

You cannot edit settings or documentation

If you can open a tab but cannot make changes, your role may be view-only for that project. Typically:

- **Project Administrator** access is needed for administrative changes
- **Documentation Manager** access is needed for documentation and version work

For related access guidance, see [Managing User Access and Administrative Permissions](#).

Overview

This page in Atloria brings several project operations together under one project header so you can move between setup, monitoring, release work, documentation, and audit review without losing project context. The main value of the project home tabs is that each tab changes the working area while keeping the same project selected.

The most important tabs to recognize are:

- **Administration** for project setup and management options
- **Analytics** for project monitoring and summary information
- **Versions** for version history and release-related records
- **Technical Documentation** for project-linked documentation items
- **Audit** or an audit-related area for project traceability

Different roles usually focus on different tabs. A **Project Administrator** spends more time in **Administration** and audit-related areas, while a **Documentation Manager** usually works most often in **Versions** and **Technical Documentation**. **Analytics** can support either role because it helps both monitoring and planning.

A good working habit is to treat the project header as your anchor. Before switching tabs, opening documentation, or changing settings, confirm the project name. Then use the tab bar to move to the exact area you need. This reduces the risk of editing the wrong project or reviewing the wrong version.

[SCREENSHOT: Full project home page with the header, tab bar, and content area labeled]

If you want to go deeper into how the project workspace connects to other linked areas after using these tabs, continue with [Understanding Project Navigation and Linked Workspaces](#).

Prerequisites

Before using project home tabs effectively in Atloria, make sure the following are already in place:

- You can sign in and open your project workspace successfully. If needed, review [Signing In to Atloria and Solving Access Problems](#).
- You already know how to find and open a project from the project list or dashboard. If not, use [Working with Project Lists and Dashboards](#).
- You are familiar with the recent activity and workspace context for the project, as covered in [Managing Project Workspaces and Recent Activity](#).
- You have the correct project role for the work you need to do.

Use this quick role guide before you begin:

If you need to...	Typical access needed
Change project setup or review audit-related records	Project Administrator

If you need to...	Typical access needed
Review versions or open technical documentation	Documentation Manager
Monitor project metrics	Project access to Analytics

You should also have a specific project ready to open. Since the tabs work inside the current project, they are most useful when you already know which project you want to review.

If you plan to work with documentation after checking versions, it also helps to know the project's current release stage. That way, when you open **Versions** and **Technical Documentation**, you can quickly confirm that you are reviewing the right documentation set for the right project state.