ATLORIA

Managing User Access and Administrative Permissions

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Opening the administrative user management pages

To work with user access in Atloria, start by signing in with an account that can open the **Admin** workspace. If you are not signed in yet, go to the **Login** page, enter your **Email** and **Password**, and click **Sign In**. If the details are incorrect, Atloria shows the message **Invalid email or password**. If sign-in succeeds, Atloria opens the main authenticated area.

From there, open the **Admin** area and look for the **Users & Permissions** card. This card is the entry point for reviewing people, roles, and access decisions. The card label and description make it clear that this is where you manage users, roles, and access control. Click **Users & Permissions** to open the user management pages.

On the user management screen, focus on the main working areas:

- A **user list** or table showing existing accounts
- A **search field** for finding a specific person
- **Filter controls** that help narrow the list
- A **role** or **access** column that shows each person's current level
- A per-user **action menu** or row action that opens more details

These are the controls you will use most often when reviewing or changing access.

This area is usually used by people who already have administrative responsibility in Atloria. In most teams, that means:

- A **Project Administrator** who decides who can manage projects, settings, or team access
- A **Documentation Manager** who reviews who should maintain documentation content and related workspaces

If you need a broader tour of the admin area before making changes, see Using the Admin Workspace.

[SCREENSHOT: Admin workspace showing the Users & Permissions card]

Reviewing users and understanding their current access

Once you are on the user management page, begin with the search and list tools before opening any record. The search field is the fastest way to find one person in a long list. Enter the person's **name**, **email address**, or **username** if that option appears in your Atloria workspace. As you type, review the matching rows in the user table and confirm you have the correct person before opening their record.

If the list is still too broad, use the available filters. Depending on what your Atloria workspace shows, you may be able to narrow the table by:

- **Status**
- **Role**
- **Administrative access**
- Other access-related categories shown on the page

These filters are especially useful when you are reviewing all administrators, all documentation-focused users, or only active accounts.

After locating the correct person, open their user record from the list. This usually happens by clicking the row, the person's name, or an action option in that row. On the user details page, review the visible profile and access information carefully. Look for fields, labels, badges, or sections that show:

What to review	What it tells you
Profile details	Confirms you are editing the right person
Assigned role	Shows the main access level currently applied
Administrative setting	Indicates whether the user has elevated rights
Permission-related settings	Clarifies what management tasks the user can perform

Use these details to decide whether the person has standard access, broader administrative responsibility, or a documentation-focused role. If you are comparing this with broader admin responsibilities, Managing Organization and Admin Settings can help you understand where those permissions are used.

[SCREENSHOT: User list with search, filters, and role column]

Interpreting administrative responsibilities before changing permissions

Before you change anyone’s access, pause on the user details page and decide what that person actually needs to do in Atloria. The most important distinction is between **general access** and **administrative permissions**. General access lets someone sign in and work in the areas already available to them. Administrative permissions go further and can allow someone to manage other users, review broader workspace information, or change settings that affect more than their own work.

A **Project Administrator** is usually the right choice when the person needs to make decisions that affect project setup, project-level controls, or team access around project work. A **Documentation Manager** is a better fit when the person’s main responsibility is maintaining documentation content, reviewing documentation structure, or helping keep published information accurate without taking on wider administrative control.

When you review the user’s current role or access fields, think about the effect of increasing that access. A higher level may give the person broader visibility into records, more control over team settings, or the ability to change access for others. That is why the user management pages should be treated as a decision point, not just a form to update quickly.

Use simple decision criteria before approving a change:

- Does the user need to manage people, settings, or project administration?
- Does the user only need to maintain documentation content?
- Does the requested role give more visibility than the person actually needs?
- Is someone else already assigned to the same administrative responsibility?

Reviewing these questions first helps avoid unnecessary overlap in admin responsibilities. For related guidance on role decisions, see Reviewing Security and Audit Controls and Using the Admin Workspace.

Updating roles and permission-related settings for a user

When you are ready to make a change, stay on the individual user details page and use the visible role or access controls there. In Atloria, this is the safest place to update a person’s permissions because you can review their current details and the new setting in the same view.

1. Open the user’s record from the **Users & Permissions** page.

2. Find the editable **Role**, **Administrative access**, or similar access assignment control shown on the page.
3. Select the new role or updated access level that matches the person's responsibilities.
4. If Atloria shows a confirmation step, review the change carefully and confirm it.
5. Click **Save** to store the update.

After saving, do not leave the page immediately. First, verify that the updated values now appear in the user details view. Check the same field you changed and make sure the new role, badge, or access label is visible. If the page includes multiple access-related sections, confirm the change appears consistently across those sections.

Next, return to the main user list. Find the same person again using the search field if needed, and confirm the updated access level appears in the table. Depending on your Atloria workspace, this may show in:

- The **Role** column
- An **Access** badge
- An **Admin** indicator
- Another permission-related label in the row

This final check matters because it confirms the update is reflected both in the full record and in the list view used by other administrators. If your team also manages broader admin settings, Managing Organization and Admin Settings is a useful companion reference.

[SCREENSHOT: User details page with editable role or access setting and Save button]

Handling common permission decisions across administrator and documentation roles

Most access requests fall into a few repeat patterns, and the user management pages in Atloria give you enough information to choose the right outcome if you review the visible role and access fields carefully.

If someone needs to manage projects, make decisions that affect project setup, or help control who can work in project areas, that request usually points to **Project Administrator** access. If someone mainly writes, organizes, or maintains documentation and does not need broader control over users or settings,

Documentation Manager is usually the better fit. When a person only needs to view project or content records, keep them at **standard access** unless the user details page clearly shows that a higher role is required for the tasks they must perform.

Before assigning any elevated role, review the person's current record first. Do not assume a new request means they need another layer of access. A user may already have enough permissions through an existing role shown in the details page or user table. Adding more responsibility than necessary can create overlap, especially if several people already hold administrative rights.

Use this decision guide while reviewing the visible fields on the user page:

Request	Best access outcome
Manage project-level decisions and broader team actions	Project Administrator
Maintain documentation content and related documentation work	Documentation Manager
View records without changing administrative settings	Standard access

Keep this checklist in mind before you save:

- Review the user's current **Role** or **Access** field first
- Match the role to the person's actual day-to-day work
- Avoid assigning elevated access just for visibility
- Check whether another administrator already covers the same responsibility
- Save only after the selected role clearly matches the request

For more role-specific context, see Using the Admin Workspace and Managing Organization and Admin Settings.

Fixing common issues when access changes do not behave as expected

If a user search or permission update does not behave the way you expect, start with the controls visible on the user management pages before assuming the change failed.

When a user does not appear in search results, first check the search term. Try the person's full name, then their email address, and then any username shown in your Atloria workspace. If the person still does not appear, clear any active filters. A **Status**, **Role**, or **Administrative access** filter can hide valid results even when the search term is correct. Also confirm you are working in the correct administrative area for your current scope.

If you changed a role and do not see the update after clicking **Save**, refresh the user details page and check the same access field again. Then return to the user list and confirm the updated role appears there as well. Looking in both places helps you tell the difference between a display delay and a change that did not apply.

If you cannot edit a user at all, review your own access. In Atloria, not every signed-in person can manage other users. If the page does not show editable role controls or you cannot save changes, your current account may not have enough administrative rights for user management.

If a user still cannot perform the tasks they need after an access change, compare the assigned role on their record with the responsibility they were meant to receive. For example:

- If they need broader project control, confirm they were given **Project Administrator**
- If they only need documentation maintenance access, confirm they were assigned **Documentation Manager**
- If they only needed visibility, confirm no broader role was expected

For related admin troubleshooting, see Reviewing Security and Audit Controls and Monitoring Administrative Analytics and Activity.

Overview

Managing user access in Atloria centers on one main workflow: open the **Admin** area, go to **Users & Permissions**, review the person's current record, decide whether their responsibilities call for standard access or elevated access, and then save the updated role if needed. The user list helps you work quickly with search, filters, and role indicators, while the individual user page gives you the detail needed to make a careful permission decision.

The most important thing to watch is the difference between users who need broad administrative control and users who only need documentation-focused responsibility. In practice, this often means choosing between a **Project Administrator** role and a **Documentation Manager** role. The correct choice depends on what the person must do in Atloria, not simply on how often they use it.

As you work through access reviews, keep your attention on the visible fields and labels in the user pages:

- The **user table** for quick comparison across accounts
- The **search** and **filter** controls for narrowing the list
- The **Role** or **Access** values shown in each record
- The **Save** action used to confirm updates

This area is especially useful during onboarding, team changes, and periodic access reviews. It is also the right place to confirm whether someone already has enough responsibility before adding more. If you need broader admin context around how these permissions fit into the rest of Atloria, continue with Using the Admin Workspace or Managing Organization and Admin Settings.

Prerequisites

Before you start changing user access in Atloria, make sure a few basics are in place. These checks help you avoid opening the wrong area or making permission decisions without enough context.

- You can sign in to Atloria with a valid **Email** and **Password**
- Your account can open the **Admin** workspace
- You can access the **Users & Permissions** area from the admin page
- You know which person's access you need to review or update
- You understand whether the request is for standard access, **Project Administrator**, or **Documentation Manager** responsibilities

It also helps to gather the reason for the request before you open the user record. For example, you may be responding to a new team member setup, a change in project ownership, or a request for documentation maintenance access. Having that reason in mind makes it easier to choose the correct role when you reach the editable access fields.

Before saving any change, confirm you can answer these questions from the user management pages:

- Is this the correct user record?
- What role does the person have now?
- Does the requested access match their actual work in Atloria?
- Would the new role give broader control than necessary?

If you are not yet comfortable moving through Atloria’s sign-in and admin entry points, review Accessing and Registering Your Atloria Account and Understanding Account Entry Points and Session Navigation. If you need help deciding how admin permissions fit into the wider workspace, Using the Admin Workspace is the best next reference.