

Navigating Project Workspaces and Linked Tools

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Opening a Project Workspace and Reading the Navigation Areas

In Atloria, you usually enter a project workspace from the main signed-in area after selecting a project from your project list or dashboard. If you have already worked through [Using Project Home to Coordinate Documentation Work](#), this is the same project context, but here the focus is on moving between the linked tools inside that project without getting lost.

1. Open your project from the project list, dashboard, or any project card that takes you into the workspace.
2. Look at the project header at the top of the page. This area identifies the current project and helps confirm that you are working in the right place before you open documents, versions, or settings.
3. Use the project navigation area on the left side or in the project tabs to move between the linked sections available for that project.

The project navigation is where Atloria groups the workspaces tied to the current project. Depending on your access, you may see links such as **Documents**, **Versions**, **Analytics**, **Audit History**, **Settings**, **Technical Documentation**, and **Onboarding**. These links keep you inside the same project, even though the screen content changes.

[SCREENSHOT: project workspace showing the project header and navigation links for Documents, Versions, Analytics, Audit History, Settings, Technical Documentation, and Onboarding]

Pay attention to the difference between changing sections and leaving the project entirely. When you click a project navigation link, Atloria opens another area connected to the same project. The project name in the header should stay consistent. If a linked tool opens in a different layout, panel, or browser tab, check the header or breadcrumb trail right away so you can confirm you are still viewing the same project.

If you need to move to another project, use the project list or project switcher area available from your broader workspace navigation rather than using document or version links inside the current project. That helps you avoid mixing content from two different projects.

Moving Between Documents and Version History

The **Documents** area is where most day-to-day writing and review work starts. From the current project workspace, open **Documents** in the project navigation to see the document list for that project. This list is your starting point for opening pages, checking what exists, and moving into version-related work without leaving project context.

1. Click **Documents** in the project navigation.
2. Review the document list and use any visible **Search** field or filters to narrow the list if you need a specific page.
3. Select a document from the list to open its detail view or editing screen.
4. From that document view, open the related **Versions** tab, version panel, or linked version area to review its history.

Inside version history, look for the details that help you understand what changed over time. Atloria may show version labels, revision dates, timestamps, and the name of the person who made the update. Use the version selector to switch between the current version and earlier versions. This is especially helpful when you need to confirm whether a change is new, already reviewed, or part of an earlier release cycle.

[SCREENSHOT: document page with document list on one side and a linked version history panel or tab]

When comparing versions, focus on:

- The selected version name or revision entry
- The date and time of the change
- The person associated with the update
- Any status or history details shown alongside the version record

To return without losing your place, use the document title link, the **Documents** tab, or the breadcrumb trail if it is visible. If you opened version history from a document, return to that parent document first rather than jumping back to the full project list. That keeps your navigation smooth and avoids reopening the same project from

scratch. For deeper version workflows, use [Managing Project Version Workspaces](#) and [Managing Version Lists Statuses and Comparisons](#).

Using Analytics and Audit History to Understand Project Activity

Atloria includes linked project views that help you understand what is happening around your documentation work, not just the content itself. Two of the most useful are **Analytics** and **Audit History**. Open each one from the project navigation so you stay within the same project while reviewing activity.

1. Click **Analytics** from the project workspace navigation.
2. Review the page header to confirm you are still in the correct project-related workspace.
3. Use the available charts, summaries, or activity indicators to understand project performance and usage.
4. Switch to **Audit History** to trace specific actions in time order.

The **Analytics** area is intended for usage statistics and performance metrics tied to the current project. Use it when you want a higher-level view of activity, such as documentation trends, project usage, or overall performance signals. Analytics helps you step back from individual pages and see the bigger picture. If your Atloria workspace currently shows a coming-soon message in **Analytics**, that means the section exists in navigation but detailed project metrics are not yet available on that screen.

The **Audit History** area is different. It is for event-by-event tracking. In audit records, look for:

- Timestamps showing when something happened
- User names showing who performed the action
- Event descriptions showing what changed

This is the best place to confirm edits, status changes, settings updates, and other recorded actions. If a document looks different than expected or a project option changed, the audit trail helps you trace the sequence.

[SCREENSHOT: project analytics page header and a separate audit history list with timestamps and user actions]

Use **Analytics** for patterns and **Audit History** for exact actions. If you need broader administrative reporting, see [Monitoring Administrative Analytics and Activity](#). If you

are focused on project-level reporting, continue with [Analyzing Project Performance and Activity](#).

Updating Project Settings Without Losing Your Place

The **Settings** area lets you adjust options tied to the current project while staying connected to the rest of the workspace. Open **Settings** from the project navigation when you need to review project details, workspace options, or connected features that belong to this project rather than the whole organization.

1. From the current project workspace, click **Settings**.
2. Confirm the project name in the header before making changes.
3. Open the settings section you need and update the available fields or options.
4. Click **Save** if the page includes a save action.
5. Use the breadcrumb trail, project header, or project navigation to return to **Documents**, **Versions**, or **Analytics**.

Project settings are different from organization-wide administration. If you are changing something from inside a project, treat it as project-specific unless the screen clearly takes you into a broader admin area. For example, project metadata, project options, and linked project tools belong to the current workspace. Broader user access or organization administration belongs in the admin workspace, which is covered in [Managing Organization and Admin Settings](#).

As you work, keep an eye on the navigation state. Atloria may keep the **Settings** section highlighted while you are editing. After you save, the page may remain in **Settings** so you can continue reviewing options, or you may choose another project link yourself. Use the project header and navigation links rather than the browser back button when possible, because that makes it easier to stay in the same project context.

[SCREENSHOT: project settings screen with project header, save action, and navigation links back to Documents and Versions]

If you need help with specific project configuration tasks after onboarding, the next document in this sequence goes deeper into that work: [Managing Project Setup After Initial Onboarding](#).

Opening Technical Documentation and Onboarding Resources from the Project

Some project links in Atloria are not for editing day-to-day documents. They support the people working on the project by giving them reference material and setup guidance. The two key areas are **Technical Documentation** and **Onboarding**.

1. In the current project workspace, click **Technical Documentation** when you need project-specific reference material.
2. Click **Onboarding** when you need setup guidance or first-use instructions for contributors.
3. Use the breadcrumb trail, project header, or project navigation to return to your active project area when finished.

Use **Technical Documentation** when you need implementation-focused material tied to the project. This may include structured reference content, schemas, internal notes, or other technical guidance that supports documentation work. Documentation Managers and Technical Writers often use this area while checking terminology, validating reference details, or reviewing source material before updating published content. If you want a deeper walkthrough of this area, see [Exploring Technical Documentation Inside a Project](#).

Use **Onboarding** when the goal is getting someone started. This area is more appropriate for first-time contributors, Project Administrators, or team members who need setup instructions, role-based guidance, or a checklist of what to do next inside the project. It is the better choice when the question is “How do I begin?” rather than “What does this project contain?”

[SCREENSHOT: project navigation with Technical Documentation and Onboarding links highlighted]

A simple way to choose between them:

- Use **Technical Documentation** for reference and project knowledge
- Use **Onboarding** for setup and first-use guidance
- Return to **Documents** when you are ready to write or review content
- Return to **Versions** when you are checking release-related changes

If either area opens in a linked view, use the visible project name, breadcrumbs, or related-resource links to get back to the same project workspace instead of starting over from the main dashboard.

Fixing Common Navigation Problems Across Linked Workspaces

When project navigation does not behave the way you expect, start by checking the visible project context before assuming content is missing. Most navigation issues in Atloria come from being in the wrong project, opening a linked workspace in a separate tab, or not having access to a section.

If links such as **Documents**, **Versions**, **Analytics**, or **Audit History** are missing:

- Check whether you are inside a project workspace and not in a broader admin or dashboard view
- Look at the project header to confirm a project is actually open
- Refresh your view by returning to the project list and reopening the project
- If the link still does not appear, your access level may not include that section

If a linked tool opens with unexpected content or an empty screen:

- Confirm the project name in the header
- Compare it with the project you intended to open
- Return to the project list or dashboard and reopen the correct project
- If you used a browser bookmark or an older tab, it may be pointing to a different project workspace

If you cannot open **Settings**, **Technical Documentation**, or **Audit History**:

- This usually means your current role does not allow access to that area
- Ask a project administrator or organization administrator to confirm your permissions
- If you need help with access management, use [Managing User Access and Administrative Permissions](#)

If you lose the breadcrumb trail or open a linked workspace in a new tab:

- Use the project name in the header to confirm where you are
- Reopen the main project workspace from your project list if needed
- Avoid switching projects from old tabs without checking the header first

[SCREENSHOT: example of a linked workspace open in a separate tab with the project name visible in the header]

When navigation problems affect setup-related areas, continue with [Managing Project Setup After Initial Onboarding](#), which covers the next stage of working inside a project after you have found the right workspace.

Overview

This guide focuses on how to move around a single project in Atloria without losing track of where you are. The goal is not to explain every project feature in detail, but to help you recognize the linked workspaces that belong to the current project and move between them confidently.

Inside a project workspace, Atloria groups related work into clear navigation areas. The most important sections for everyday use are **Documents** and **Versions**, where you review content and its history. Supporting areas such as **Analytics**, **Audit History**, **Settings**, **Technical Documentation**, and **Onboarding** help you understand project activity, adjust project options, and find guidance without leaving the project context.

This guide is especially useful if you:

- Open a project and are unsure which link to use next
- Need to move from a document into version history and back again
- Want to check project activity without opening organization-wide admin screens
- Need to open settings, technical reference material, or onboarding help and return to your current work quickly

You will also learn how to tell whether you are still inside the same project when a linked tool opens in a different view, panel, or tab. That is important when several projects have similar content or when you are switching between writing, review, and project administration tasks.

For background on the project home itself, use [Using Project Home to Coordinate Documentation Work](#). For broader project navigation patterns, [Understanding Project Navigation and Linked Workspaces](#) is the best companion document.

Prerequisites

Before using the navigation patterns in this guide, make sure you have the basics in place so the project links and workspace areas make sense.

You should have:

- An Atloria account that can sign in successfully
- Access to at least one project workspace
- Permission to open the project areas relevant to your role
- A basic understanding of the project home and project list

Helpful background reading:

- [Accessing and Registering Your Atloria Account](#)
- [Signing In to Atloria and Solving Access Problems](#)
- [Working with Project Lists and Dashboards](#)
- [Using Project Home to Coordinate Documentation Work](#)

It also helps if you already know what kind of task you are trying to complete. For example:

- Choose **Documents** if you want to open or review documentation pages
- Choose **Versions** if you want to inspect revision history or release-related changes
- Choose **Settings** if you need to adjust project-specific options
- Choose **Technical Documentation** if you need project reference material
- Choose **Onboarding** if you are helping a new contributor get started

If some navigation links are not visible after you open a project, that usually means one of two things: you are not in the project you expected, or your role does not include access to that area. In that case, confirm the project name in the header and then check with your project administrator before continuing.