

Understanding the Interface

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Understanding the Interface

When you first open Atloria, you will see a few main areas that help you move around, find your work, and keep track of what needs attention.

This guide gives you a simple tour of the interface so you can feel comfortable finding your way around before you start working.

Why the interface is organized this way

Atloria is built to help teams move between projects, documentation, reviews, publishing, and administration without getting lost.

Most pages in Atloria are organized around the same core areas:

- the **sidebar** for moving between major sections
- the **header** for quick actions and account-level tools
- **breadcrumbs** for seeing where you are
- **search** for finding projects, pages, and other items faster
- **notifications** for updates that may need your attention

Once you understand these areas, it becomes much easier to move confidently through Atloria.

Sidebar

The sidebar is usually the main navigation area on the side of the screen.

You will use it to move between the biggest parts of Atloria, such as:

- projects
- documentation workspaces
- analytics
- approvals
- settings

- administrative areas, if you have access

The exact options you see may depend on:

- your role
- the workspace you are in
- whether you are viewing a project area or an administrative area

For example, someone managing documentation may see options related to pages, versions, and publishing, while an administrator may also see broader controls for users, security, or activity.

What the sidebar helps you do

The sidebar helps you:

- switch between major sections without going back to a home page
- understand what area of Atloria you are currently using
- access project-level or admin-level tools quickly

What to expect

As you move through Atloria, the sidebar may change slightly to match the area you are in. This is normal. Atloria keeps the most relevant options close at hand so you do not have to search through unrelated choices.

If you want a broader view of project areas, see [Working with Project Lists and Dashboards](#). If you are using admin pages, see [Using the Admin Workspace](#).

Header

The header is the top area of the page.

It usually contains quick-access tools that stay useful no matter where you are in Atloria. Depending on the page, the header may include:

- the current page or section name
- search
- notifications
- account or profile access
- quick actions related to the page you are viewing

What the header helps you do

The header gives you a fast way to:

- confirm where you are
- jump to common actions
- check updates
- open account-related options

Because the header stays in a familiar place, it becomes one of the easiest ways to stay oriented while moving between different parts of Atloria.

Breadcrumbs

Breadcrumbs are a small trail of links near the top of a page. They show the path to your current location.

For example, breadcrumbs may show that you are inside:

- a project
- then a documentation area
- then a specific page or section

Why breadcrumbs matter

Breadcrumbs help you:

- see where the current page fits
- move back to a previous level
- avoid feeling lost in deeper areas of Atloria

This is especially helpful when you are working inside large documentation sets, project settings, or review flows.

If you are still getting familiar with project structure, [Managing Project Administration from the Project Home](#) can help you understand how project areas are organized.

Search

Search helps you find what you need without clicking through every section manually.

In Atloria, search is useful when you want to quickly locate:

- a project
- a documentation page

- a setting
- a version
- another item you know by name

When to use search

Search is helpful when:

- you already know what you are looking for
- you are working across many projects
- you want to move faster
- you are not sure which section contains an item

For new users, search is often the fastest way to build confidence. Even if you do not yet know the full layout of Atloria, search can help you get where you need to go.

Notifications

Notifications help you stay aware of updates and tasks that may need your attention.

Depending on your role and the work you do in Atloria, notifications may relate to things like:

- review activity
- approval decisions
- project updates
- publishing changes
- other important events tied to your work

Why notifications are useful

Notifications help you:

- notice changes without checking every area manually
- respond to reviews or approvals more quickly
- stay informed about important activity

If your work includes approvals, you may also want to read [Creating and Editing Documentation Pages](#) for content work and [Managing Project Administration from the Project Home](#) for project-level organization. For approval-specific tasks, follow the links available from the relevant project area in Atloria.

How the interface changes by area

Atloria supports several kinds of work, so the interface may look a little different depending on where you are.

In project areas

You will usually see navigation focused on:

- project overview
- documentation
- versions
- settings
- connected work related to that project

To learn more, see [Working with Project Lists and Dashboards](#) and [Creating Projects and Completing Onboarding](#).

In documentation workspaces

You will usually see navigation focused on:

- page creation
- editing
- organization
- previewing
- publishing

To continue from there, see [Creating and Editing Documentation Pages](#).

In admin areas

If you have administrative access, you may also see navigation for:

- users and permissions
- security
- audit activity
- analytics
- broader account controls

To explore those areas, see [Using the Admin Workspace](#), [Managing User Access and Administrative Permissions](#), and [Reviewing Security and Audit Controls](#).

Tips for getting comfortable quickly

If Atloria is new to you, these simple habits can help:

- start with the sidebar to understand the main sections
- use the header to check where you are
- look at breadcrumbs before going deeper into a page
- use search when you know the name of what you need
- check notifications for updates that may affect your work

You do not need to memorize everything at once. After a little use, the layout of Atloria will begin to feel familiar.

Where to go next

After you understand the main interface areas, these guides are good next steps:

- [Understanding Account Entry Points and Session Navigation](#)
- [Working with Project Lists and Dashboards](#)
- [Creating Projects and Completing Onboarding](#)
- [Creating and Editing Documentation Pages](#)
- [Using the Admin Workspace](#)

If you are completely new to Atloria, starting with project navigation and then moving into documentation work is usually the easiest path.