ATLORIA

Using Project Analytics And Audit Signals For Ongoing Operat

August 25, 2026

Reviewing project health from the Analytics dashboard

In Atloria, open your project workspace and go to the **Analytics** area for that project. This screen is where you review activity patterns and spot documentation areas that may need follow-up. If your project includes both project-wide and page-focused views, start with the broader project view to understand overall health, then move into page-level results to see which pages are driving the numbers. [SCREENSHOT: project Analytics screen showing project-level summary and page-level results]

Look for the main indicators at the top of the Analytics screen or in the first summary cards. Focus on counts that help you judge documentation health, such as:

- total pages in the project
- recently updated pages
- stale content
- unresolved issues

These numbers help you answer practical questions quickly. A healthy project usually shows steady recent updates, a manageable stale-content count, and unresolved issues moving down rather than up. If the stale content number is high, or if recently updated pages are low compared with the total page count, that is a sign to investigate further.

Use the **date range** control before you interpret the results. Set the current review period, then compare it with the previous review period so you can tell whether activity is improving or slowing down. This is especially useful before release reviews, weekly maintenance checks, or ownership meetings.

When the Analytics screen includes sortable cards, tables, or lists, sort for the highest-risk items first. Prioritize pages or sections showing:

- low engagement
- high issue volume

- older last-updated timing
- weak recent activity

If you already worked through release planning signals in Using Project Activity Signals to Improve Release Planning, use this dashboard review as the operational follow-up: less about planning the release window, and more about deciding what needs attention right now.

Filtering analytics to find content that needs attention

The Analytics screen becomes much more useful once you narrow the results. Instead of reviewing every page in the project, use the available filters to focus on the content that needs action. Start by selecting the **project** if you work across more than one workspace. Then apply the filters that match your review goal, such as **team**, **owner**, **status**, or **date range**.

For routine maintenance, page status filters are especially helpful. Use them to isolate groups such as:

- draft pages that have not moved forward
- published pages that may be aging
- archived pages that should stay out of current review
- overdue or maintenance-related items if those appear in your Analytics view

This makes it easier to answer targeted questions. For example, if you want to know whether published content is being maintained, filter to **Published** and set a recent date range. If you want to find work that is stuck, filter to **Draft** and sort by oldest update.

Where Atloria offers grouping or segmented views, switch the results by **owner**, **section**, or **content type**. Grouping by owner helps you see whether one person is carrying most of the maintenance load. Grouping by section helps you spot neglected parts of the documentation set. Grouping by content type helps you tell whether problems are concentrated in reference pages, guides, or release-related content.

For recurring reviews, save the filter combination if Atloria provides a saved-view option. A saved weekly documentation health view might include:

- the current project
- published content only
- a recent date range

- grouped by owner or section

[SCREENSHOT: Analytics filters with project, owner, status, and date range selected]

Using saved filtered views keeps your operational review consistent. It also makes team meetings easier because everyone is looking at the same slice of data instead of rebuilding the filters each time.

Using audit activity to understand what changed and who changed it

When analytics tells you *that* something changed, the audit activity view helps you understand *what* changed and *who* changed it. In Atloria, open the project's **audit activity**, **history**, or similar activity feed and review the most recent entries around the pages or project records you are monitoring. This is especially useful when freshness drops unexpectedly, edit volume spikes, or a release suddenly becomes unstable.

Read each audit entry using the visible fields on the screen. The most useful fields are usually:

Field	What to look for
Actor	Who made the change
Timestamp	When the change happened
Action type	What kind of action took place
Affected page or record	Which page, version, or project item was changed

Start with normal activity patterns. Routine updates often appear as expected edits, status changes, or publishing actions tied to release work. Those entries usually match planned team activity. What you are looking for are signals that suggest operational risk, such as repeated permission changes, frequent rollbacks, or publishing activity that appears outside the expected review cycle.

For example, if analytics shows a sudden burst of edits in one section, check the audit feed for repeated changes on the same pages. If stale-content counts improve but engagement drops, the audit feed may show that pages were updated quickly without broader review. If a release-ready section suddenly looks unstable, the activity feed may reveal several last-minute status changes.

[SCREENSHOT: project audit activity feed showing actor, timestamp, action, and affected page]

Use the Analytics screen and the audit feed together. Analytics gives you the pattern; audit activity gives you the explanation. That combination is what turns raw activity into a clear operational decision.

Turning analytics and audit signals into release and maintenance decisions

Operational reviews matter most when they lead to clear decisions. In Atloria, use the Analytics screen and the audit activity feed together before a release checkpoint, during weekly maintenance, and whenever content quality is in question. The goal is not to collect more numbers. The goal is to decide whether documentation is ready, risky, or in need of follow-up.

1. Start with the Analytics view and check stale-page counts, unresolved issues, and recent edit volume. If stale content is high or unresolved issues are climbing, treat the release as needing more review. If recent edit volume is unusually high close to release, that can also signal risk because late changes often need extra validation.
2. Open the audit activity feed for the same project or section. Look for last-minute edits, repeated status changes, or unusual publishing activity. A burst of changes right before release may be acceptable if it matches planned work, but it should still trigger a closer review.
3. Flag sections that need attention before release. Focus on areas where analytics shows low coverage, aging content, or issue concentration, especially if the audit feed also shows repeated changes on the same pages.
4. Turn those findings into a maintenance list. Pages with ownership gaps, older updates, and repeated activity often need a clearer owner and a scheduled review rather than another quick edit.
5. Bring evidence into team review meetings. Use screenshots from the **Analytics** screen and the **audit activity** view, or use exported views if your team shares records outside the live workspace.

[SCREENSHOT: Analytics summary beside audit activity entries used in a release review]

This approach works well alongside Using Project Activity Signals to Improve Release Planning. That earlier work helps you plan; this step helps you decide what is safe to move forward and what needs maintenance first.

Setting up a repeatable operational review process

A repeatable review process keeps project health from depending on memory or last-minute checks. In Atloria, build a simple routine around the **Analytics** screen and the project **audit activity** feed so your team reviews the same signals on the same schedule.

1. Set a review cadence that matches your team's pace. Many teams use a weekly documentation health check and a separate pre-release review. Weekly checks help you catch stale content and unresolved issues early. Pre-release reviews focus on whether recent activity introduces risk.
2. Create a standard review checklist using the screens your team already uses. Include the current **date range**, key Analytics indicators, and a quick pass through recent audit activity. Keep the checklist tied to visible items such as stale content, unresolved issues, recent updates, status changes, and publishing activity.
3. Assign clear responsibilities. Documentation Managers can review content health, stale pages, and unresolved issues. Project Administrators can review ownership gaps, permission-related activity, and unusual project-level changes. If your team uses approvals, include who decides whether a section is ready for release review.
4. Record recurring findings in a shared meeting note or exported review pack. If the same pages or sections appear every week, that is a signal to address ownership, structure, or workflow problems rather than only fixing individual pages.
5. Compare results over time. Use the same saved filters and date windows so you can tell whether stale content is dropping, issue counts are improving, and risky activity patterns are becoming less common.

[SCREENSHOT: recurring weekly review using saved Analytics filters and recent audit activity]

A repeatable process makes operational reviews faster and more objective. It also gives your team a shared way to discuss documentation health without relying on guesswork.

Resolving common issues when analytics and audit data do not match expectations

Sometimes the numbers or activity records in Atloria do not line up with what you expected to see. Before treating that as a content problem, check the screen settings and scope you are using.

If the **Analytics** view looks incomplete, first review the active filters at the top of the screen. A narrow **date range**, a selected **owner**, or a status filter can remove pages from the results without making it obvious at first glance. Also check whether you are looking at a project-wide view or a narrower page-level view. If archived pages are excluded from the current view, totals may appear lower than expected.

If the **audit activity** feed shows unexpected changes, look closely at the **actor**, **timestamp**, and **action type** columns. Confirm that the person listed is the one you expected, and check whether recent permission updates changed who could edit or publish. Also review whether the activity feed includes automated records alongside user actions. That can explain entries that appear unusual at first.

If metrics do not reflect recent edits, check three things:

- the reporting window on the Analytics screen
- whether the page changes were fully saved or published
- whether the screen needs a refresh to show the latest data

[SCREENSHOT: Analytics screen with filters highlighted and audit feed with recent entries]

A practical troubleshooting order is:

1. Confirm the project and date range.
2. Check status and owner filters.
3. Compare the affected page in Analytics and audit activity.
4. Refresh the screen and review the newest entries again.

If the mismatch remains after those checks, capture screenshots of both views before you escalate the issue internally. That gives your team a shared record of what Atloria is showing at the time of review.

Overview

This guide focuses on the operational side of project analytics in Atloria. Instead of using analytics only for broad performance review, you will use the **Analytics** dashboard and the project **audit activity** feed together to monitor documentation health, investigate unusual changes, and support release and maintenance decisions.

The main workflow in this guide is practical:

- review project health in the **Analytics** screen
- narrow the results with filters such as **project**, **owner**, **status**, and **date range**

- open the project **audit activity** feed to understand who changed what and when
- use both views together to decide what needs review before release or maintenance follow-up

This document builds on the earlier guidance in Using Project Activity Signals to Improve Release Planning. That document covered how activity signals can shape release planning. Here, the focus is ongoing operations: weekly health checks, pre-release validation, and identifying risky patterns such as stale content, unresolved issues, repeated status changes, or unexpected publishing activity.

You will also see how to make this review process repeatable by using saved filters, consistent date ranges, and shared review evidence such as screenshots or exported views. If you are responsible for documentation quality, release readiness, or project administration, these steps help you move from “something looks off” to a clear, evidence-based action.

Use this guide when you need to answer questions like:

- Which parts of the project are aging?
- Where are unresolved issues building up?
- What changed before this release review?
- Which pages or sections need follow-up first?

Prerequisites

Before you start, make sure you can open the parts of Atloria used in this guide and that you have a project ready to review.

You should have:

- access to a project workspace in Atloria
- permission to open the project **Analytics** view
- permission to view the project **audit activity** or history feed
- a project with existing documentation pages and recent team activity
- enough familiarity with project navigation to move between the project workspace, Analytics, and related project records

It helps if you have already worked through these related guides:

- Analyzing Project Performance and Activity
- Using Project Activity Signals to Improve Release Planning

You do not need advanced setup for this guide, but it is easier to follow if your project already has:

- multiple pages or sections to compare
- a mix of recently updated and older content
- visible issue or maintenance patterns in the Analytics screen
- recent edit, status, or publishing activity in the audit feed

If you review projects as part of an admin role, you may also want access to the broader **Admin** workspace, including **Analytics & Insights** or **Security & Audit**, where available. In the current Atloria interface, those admin screens may appear as placeholders rather than full working review tools, so this guide centers on the project-level Analytics and audit views you can use today.

From here, continue with Reading Project Analytics for Content and Release Decisions to turn these operational signals into specific content and release choices.