

Using the Admin Workspace

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Opening the Admin Workspace and Understanding the Layout

In Atloria, the **Admin** workspace is available after you sign in and enter the main authenticated area. If your account has administrator access, you can open the admin area from the main app navigation and land on a dashboard that groups management tools into clear sections. If you do not see **Admin**, your account likely does not have the required permissions for administrative pages.

The Admin workspace is designed for configuration and oversight rather than writing or reviewing documentation. Instead of project content, version pages, or document editing tools, you see management entries such as **Users & Permissions**, **Organizations**, **Documents**, **Projects**, and **Analytics**. These entries appear as dashboard cards with a title, short description, and a summary number such as total users, organizations, documents, or active projects. Selecting a card opens the related management screen.

At the top of each admin page, Atloria shows a page header with the screen title and a short description. For example, the analytics area displays **Analytics & Insights**, while the security area displays **Security & Audit**. This header helps confirm where you are before you make changes.

The main content area changes based on the section you open. Some pages show management lists or settings, while others currently show a “coming soon” message. Atloria keeps these pages inside the same signed-in workspace layout, so moving between admin sections feels consistent with the rest of the app.

[SCREENSHOT: Admin workspace dashboard showing cards for Users & Permissions, Organizations, Documents, Projects, and Analytics]

If you are new to Atloria navigation, see [Understanding Account Entry Points and Session Navigation](#). For broader admin tasks after you arrive here, continue with [Managing Organization and Admin Settings](#).

Managing Users from the Admin Workspace

From the Admin workspace, open user management by selecting **Users & Permissions**. This is the main entry point for reviewing who has access to Atloria and what level of control each person has. The card appears alongside other admin options, making it easy to return to related management areas after you finish user updates.

Once you are on the user management screen, look for the account list and any search or filtering tools available there. Use the search field to find a person by name or email address, or use filters if you need to narrow the list by role, status, or another visible category. After you locate the correct person, open their record to review and update their details.

1. Open **Admin** from the main app navigation.
2. Select **Users & Permissions**.
3. Use the user list to find the account you want to review.
4. Open the person's record.
5. Update the available details, such as role or account status.
6. Save your changes if the page includes a **Save** button.

Common user management work in Atloria includes:

- Reviewing profile details
- Updating access roles
- Changing whether an account is active
- Confirming who should have administrative access

After you finish, use the left-side navigation, the browser back button, or the Admin dashboard link to return to the main Admin workspace. Atloria keeps user controls grouped with other administrative areas so you can move directly from **Users & Permissions** to **Security & Audit**, **Analytics & Insights**, or organization settings without leaving the admin context.

For a deeper walkthrough of user roles and access decisions, see [Managing User Access and Administrative Permissions](#).

Accessing Security Pages and Reviewing Administrative Controls

To review security-related settings, open the **Security** area from the Admin workspace navigation. In Atloria, this section is labeled **Security & Audit** and is intended for administrators who need visibility into security-related activity and access controls.

The page header clearly identifies the screen and includes a short description focused on security logs and audit trail management.

When you enter this area, expect security pages to center on administrative controls rather than everyday project work. Depending on what is available in your Atloria environment, these pages may include settings or views related to sign-in behavior, access policies, permission controls, and audit-focused activity records. The purpose of this area is to help administrators review who can access Atloria, how administrative actions are tracked, and where sensitive changes can be monitored.

The security area uses the same overall admin layout as other management screens:

- A left-side navigation area for moving between admin sections
- A page header showing the current screen name
- A main content panel for settings, logs, or notices
- In some cases, page-specific tabs or sections inside the security screen

At the moment, the **Security & Audit** page may show a notice that the feature is still being prepared. Even so, the page location and title make it clear where security review and audit-related tools belong inside the Admin workspace.

Be careful when changing any security setting in Atloria. Updates in this area can affect:

- How people sign in
- Which users can see admin pages
- What actions are available to different roles
- Whether other users can access specific workspaces

[SCREENSHOT: Security & Audit page header and main content area]

For more detail on audit-related administration, see [Reviewing Security and Audit Controls](#).

Viewing Analytics and Monitoring Administrative Activity

To open administrative reporting, go to **Admin** and select **Analytics**. In Atloria, this page is titled **Analytics & Insights** and is described as a place for usage statistics and performance metrics. It sits alongside the other admin dashboard cards, so it is easy to reach when you want to check adoption, activity, or overall workspace usage.

The analytics screen follows the same structure as other admin pages. At the top, you see a clear page header with the **Analytics & Insights** title. Below that, the main

content panel is reserved for charts, summary information, and reporting tools. In the current version, this page may display a “coming soon” message instead of full reports. Even so, this is the correct place to look for administrative analytics in Atloria.

When analytics features are available, administrators typically use this area to review:

- Usage trends across Atloria
- Activity levels in shared workspaces
- High-level operational metrics
- Summary counts that help confirm adoption

Common analytics page elements may include:

- Summary cards
- Charts or graphs
- Date range controls
- Filters for narrowing results
- Activity sections that highlight recent changes

These reporting views are especially useful when you need to confirm that teams are actively using Atloria, check whether documentation work is growing, or identify where more support may be needed. Project administrators can use analytics to monitor engagement, while documentation managers can use the same area to understand how broadly Atloria is being used across teams.

[SCREENSHOT: Analytics & Insights page with header and reporting area]

If you need project-specific reporting rather than admin-wide reporting, see [Analyzing Project Performance and Activity](#). For broader admin reporting guidance, see [Monitoring Administrative Analytics and Activity](#).

Finding AI Settings and Understanding What Administrators Can Configure

AI-related settings are part of Atloria’s broader administrative controls, but they may not appear as a card on the main Admin dashboard shown to every administrator. In practice, AI configuration is usually reached through the administrative navigation or related settings areas available to your account. If your organization has AI features enabled, look for entries connected to AI settings, provider setup, usage controls, or support agent configuration.

When you open AI settings in Atloria, expect the pages to focus on configuration choices rather than document editing. Depending on what your organization uses, administrators may see options related to:

- Turning AI features on or off
- Choosing or maintaining AI providers
- Controlling usage limits or request behavior
- Managing workspace-level AI availability
- Configuring AI support agent access

AI settings often connect closely with other admin areas. For example:

- **Users & Permissions** helps determine who can access AI-powered features
- **Security & Audit** helps administrators review how sensitive features are governed
- Organization settings may control whether AI is available across teams or only in selected workspaces

Watch for standard settings controls such as toggles, selection lists, and **Save** actions. In Atloria, a change is not always applied the moment you select an option. If the page includes **Save**, click it before leaving. If you are testing access changes, refresh the affected screen or ask another permitted user to confirm the result.

Because AI settings can affect multiple teams, make changes carefully and confirm you are working in the correct administrative area before saving.

For detailed AI setup guidance, see [Configuring AI Settings for Your Organization](#) and [Setting Up and Maintaining AI Providers](#).

Common Issues When Navigating the Admin Workspace

If the **Admin** workspace is missing, the most common cause is account access. In Atloria, admin pages are only shown to people with the right administrative role or workspace permissions. Start by confirming that you are signed in with the correct account. If you recently received admin access, sign out and sign back in so the navigation can refresh. In some Atloria environments, certain admin features may also be limited by plan, environment, or rollout status.

If you can open **Admin** but do not see **Users & Permissions**, **Security & Audit**, **Analytics & Insights**, or AI-related settings, check whether those pages are available in your workspace. Some sections may be hidden because:

- Your account has partial admin rights

- The feature is not enabled in your Atloria environment
- The page is still being introduced and is not fully available yet

When changes you make are not visible to other people, look for a **Save** button before leaving the page. Many admin screens require an explicit save action. After saving, refresh the page you changed and, if needed, ask the other user to refresh their own screen. Also confirm that you updated the correct workspace or organization area, especially if you manage more than one team in Atloria.

If navigation feels inconsistent, pay attention to where you are in the interface:

- The left-side admin navigation keeps you inside the broader Admin workspace
- The page header tells you which management area is open
- Some pages may include their own tabs or internal sections
- Returning to the Admin dashboard can help reorient you if you feel lost

[SCREENSHOT: Admin page showing left navigation, page header, and a selected management section]

If sign-in problems are blocking access, see [Signing In to Atloria and Solving Access Problems](#).

Overview

The Admin workspace in Atloria is the central place for platform-level management. It is built for administrators who need to oversee access, review configuration areas, and move between high-level management screens without entering individual project workspaces. Instead of focusing on document authoring, version review, or publishing tasks, the Admin workspace groups together controls that affect people, organizations, reporting, and other shared settings.

From the main Admin dashboard, you can open cards such as **Users & Permissions**, **Organizations**, **Documents**, **Projects**, and **Analytics**. Each card includes a short description and a summary value, which helps you quickly understand what the section covers before opening it. Once inside a section, Atloria keeps a consistent layout with a page header and a main content area so you can move between admin screens with less confusion.

The most important thing to remember is that the Admin workspace is for oversight and configuration:

- Use **Users & Permissions** to manage access

- Use **Security & Audit** to review security-focused controls and audit-related areas
- Use **Analytics & Insights** to monitor usage and activity when reporting is available
- Use AI-related settings areas to control how AI features are enabled and governed

If you spend most of your time in project documentation, the Admin workspace will feel different because it is organized around management decisions rather than content creation. That separation helps keep administrative work clear and reduces the chance of mixing platform settings with project-level tasks.

For related guidance, see [Managing Organization and Admin Settings](#) and [Working with Project Lists and Dashboards](#).

Prerequisites

Before you use the Admin workspace in Atloria, make sure the following are true:

- You can sign in to Atloria successfully
- Your account has administrator access or another role that includes admin workspace visibility
- You are entering the main signed-in area of Atloria, not just the public documentation view
- The admin features you need, such as **Users & Permissions**, **Security & Audit**, **Analytics & Insights**, or AI settings, are available in your Atloria environment

It also helps to know what kind of task you are trying to complete before you open the Admin workspace. Different areas support different kinds of work:

- Access changes belong in **Users & Permissions**
- Security review belongs in **Security & Audit**
- Reporting belongs in **Analytics & Insights**
- AI configuration belongs in the available AI-related settings pages

If you are helping manage a team, gather the details you need before making changes. For example, know which user account you need to update, which workspace or organization you are working in, and whether the change affects only your own access or other people's access as well. This is especially important when adjusting permissions or AI availability.

You should also be comfortable moving through Atloria's signed-in navigation. If you are still getting familiar with account access and entry points, read [Accessing and](#)

[Registering Your Atloria Account](#) and [Understanding Account Entry Points and Session Navigation](#) before making administrative changes.