

Validating Version Access Before Public Release

August 26, 2026

Confirming you can review the version as the intended audience

Before you test anything in public view, make sure you are validating the exact version you plan to release. In Atloria, start from the project workspace and open the version list or the version selector for the documentation set you are preparing. Check the version name carefully and confirm you are opening the release candidate, published version, or shareable version you intend to expose. If you recently reviewed access behavior in [Managing Version Access and Sharing Outcomes](#), use that setup as your starting point rather than redoing the same access decisions.

1. Open the project and go to the documentation version you want to validate.
2. Check the version label, status, and any visibility indicator shown on the version screen.
3. Confirm whether the version is set up for public access, restricted access, or sharing by link.
4. Review any audience targeting already applied to this version.
5. Make sure you have a way to test with each reader type you care about.

Your test readers should match the real release plan. That usually means checking at least these viewing situations:

- An anonymous visitor in a private or incognito browser window
- A signed-in reader who should be allowed to open the version
- A signed-in reader who should not be allowed to open the version
- Any audience-specific reader account used for targeted documentation

If your team uses audience rules, confirm those rules are already in place before you begin testing. If you change visibility, audience, or release settings halfway through the check, your results can be misleading. It also helps to note whether the version should appear in navigation, public listings, or only through a direct share link.

[SCREENSHOT: Version list showing version name, status, and visibility before public-release testing]

Checking how the version appears in public and restricted views

Once you know you are testing the correct version, open it the same way a reader would. In Atloria, this usually means using the public page, preview, or shared link for that version. Your goal is to confirm that the version opens correctly, shows the right content, and respects the expected access rules. Do not rely only on what you see while signed in with a full-access account, because that can hide problems that real readers will run into.

1. Open the version using its public view, preview, or copied share link.
2. Confirm the page loads normally and does not ask for sign-in unless sign-in is expected.
3. Check the page title, header, navigation, and visible content to make sure this is the correct version.
4. Open the same link in an anonymous browser window and compare what appears.
5. Repeat the test with a signed-in account that should have access.
6. Repeat again with a signed-in account that should be blocked.

As you move through these checks, pay attention to what changes between reader types. A public version should open cleanly for anonymous visitors. A restricted version should either block access or prompt for the correct sign-in path. A link meant only for approved readers should not quietly expose the content to someone outside that group.

Look closely at the visible cues on the page:

- Version title or version label
- Navigation menu items
- Page headings
- Public-facing content blocks
- Any message shown when access is denied

If the page opens but the content looks older than expected, compare it with the version you selected inside the project workspace. If the wrong revision appears in public view, stop before sharing the link more widely.

[SCREENSHOT: Same version opened in signed-in view and anonymous browser view for comparison]

Verifying audience targeting and reader permissions

If your version is meant for a specific audience, this is the point where you confirm that Atloria is showing the right content to the right readers. Open the version's access or audience settings and review every rule that affects who can see it. Depending on how your team works, that may include named readers, internal teams, role-based access, or audience assignments used for targeted documentation experiences.

1. Open the version's audience or access settings.
2. Review which readers, teams, or audience groups are allowed to view it.
3. Check whether the version should appear in public listings, shared links, or version selectors for those readers.
4. Test with at least one allowed reader and one non-allowed reader.
5. Compare what each reader can open and what each reader can see inside the version.

Do not stop at "can open" or "cannot open." Also verify the viewing context. A targeted reader might be able to open the version from a direct link but not see it in a public listing, or the reverse. If the version is supposed to be discoverable through navigation or a version selector, make sure it appears there for the intended audience only.

Inherited access can also affect the result. If the parent document, project, or broader workspace has more restrictive settings than the version itself, the version may stay hidden even when its own access settings look correct. If the parent level is more open than expected, readers may see content you intended to limit.

When audience-specific content is part of the release, confirm that restricted sections, gated content, and any audience-specific messaging display correctly for each reader type. The version should feel consistent from the reader's point of view, not just technically accessible.

[SCREENSHOT: Audience or access settings for a version with targeted readers]

Testing links, assets, and export readiness before sharing

A version is not ready for public release if the pages open but the links, files, or exports break. In Atloria, test the version from the same public-facing or shared view your readers will use. This helps you catch problems that do not appear inside the

project workspace, especially when a file, image, or linked page has different visibility from the version itself.

1. Open the version in its public or shared view.
2. Select several important internal links and confirm they open the expected page.
3. Test anchor links that jump to sections on the same page.
4. Open attachments, downloadable files, and any external links included in the content.
5. Confirm that images and embedded media load without missing-file errors.
6. Use the share action or copy-link option and open the generated link in another browser session.
7. Run an export and compare the output with the on-screen version.

Focus first on high-value content:

- Main navigation links
- Links between related documentation pages
- Downloadable attachments
- Screenshots and images
- Embedded media
- Any public-facing call-to-action links

When you test the shared link, confirm it opens the intended version directly. It should not send readers to a draft, an internal editing area, or a page that requires more access than planned. If Atloria offers export output for the version, open the exported file and compare it with the public page. Check whether headings, page order, visible content, and assets appear as expected.

If something is missing from the export, compare that missing item with the live version. This usually helps you decide whether the problem is with the source content, the asset's visibility, or the export result itself.

[SCREENSHOT: Public version page with links, images, and export option being validated]

Reviewing release signals before making the version broadly available

Before you announce a version, do one final pass on the release signals readers will actually notice. In Atloria, these signals include the version status, visibility label,

publication state, and how the version appears in navigation or public listings. Even if the content itself is correct, confusing labels or discoverability problems can make the release feel unfinished.

1. Return to the version details and confirm the status matches your intended release state.
2. Check the visibility label or publication indicator shown for that version.
3. Open any public listing, navigation menu, or version selector where readers may discover it.
4. Confirm the version appears only where it should be discoverable.
5. Review the version name, page description, and any last-updated information shown to readers.
6. Decide whether the version is ready for direct sharing, targeted rollout, or export distribution.

This is also the time to confirm that older versions are not competing with the release you are about to share. If readers can browse multiple versions, make sure the correct one is easy to identify. A version name that looked clear internally may be confusing in a public selector if similar names are listed together.

Check these release-facing details carefully:

What to review	What to confirm
Version status	Matches the release stage you intend to share
Visibility label	Shows the correct public or restricted state
Navigation presence	Appears only in the right menus or listings
Version name	Clearly identifies the release readers should open
Reader-facing metadata	Matches the content you are preparing to announce

If all of these signals line up with your test results, you can move forward with confidence. If not, fix the mismatch before sending links or distributing exports.

Fixing common visibility and public-view problems

When a version fails validation, the fastest fix usually comes from matching the problem to the screen where readers experience it. In Atloria, start with the exact symptom: who opened the version, what link they used, and what they saw. That makes it easier to correct the right setting instead of changing several things at once.

- **The version opens for admins but not for intended readers**
 - Reopen the version's access settings and confirm the intended readers, teams, or audience groups are included.
 - Check whether a parent document or project setting is more restrictive than the version.
 - Retest with the same reader account after saving any changes.
- **The public link shows the wrong content or an older revision**
 - Confirm you copied the link from the correct version.
 - Recheck the version label and publication state before testing again.
 - Open the version from the public view and compare it with the version currently selected in the project workspace.
- **Images, files, or attachments fail in public view**
 - Open the version as an anonymous visitor and note which assets fail.
 - Confirm those files are available to the same audience as the version.
 - Retest the page after updating the affected content or asset sharing setup.
- **The export is missing content or formatting**
 - Compare the exported file with the public page, section by section.
 - Look for missing images, embeds, or attachments that may not be included the same way in export output.
 - If only part of the version is missing, focus on the affected page rather than rebuilding the whole release.

Keep your fixes small and retest after each change. If you modify access, audience targeting, and content all at once, it becomes hard to tell which change solved the issue.

Overview

This guide focuses on the final validation pass you should complete before making a documentation version broadly available in Atloria. The goal is not to reconfigure access from scratch, but to confirm that the version already prepared for release behaves correctly for real readers. That includes public access, restricted access, audience-targeted visibility, shared links, and export output.

You will work across the same reader-facing areas your audience will use: the version selector, public or shared page view, navigation menus, visible page content, and export results. The checks in this guide help you answer practical release questions such as:

- Does the correct version open from the link you plan to share?
- Can the intended audience see it without extra barriers?
- Are blocked readers actually blocked?
- Do links, images, and files work outside the editing workspace?
- Does the export match what readers see online?

If you still need to adjust visibility rules or sharing setup, go back to [Managing Version Access and Sharing Outcomes](#) or [Validating Version Access Before Sharing or Export](#) before continuing. This guide assumes those earlier decisions are already in place and concentrates on release validation rather than setup.

Use this document when you are close to publishing, sending a share link, or distributing an export to customers, partners, or internal teams. It is especially useful when a version has audience targeting, restricted sections, or a mix of public and controlled access paths. By checking the live reader experience before release, you reduce the chance of exposing the wrong revision or blocking the people who need it.

Prerequisites

Before you start this validation process in Atloria, make sure the version and its release setup are far enough along that testing will reflect the final reader experience. You do not need every detail to be perfect, but you do need the main release settings in place so your results are meaningful.

Have these items ready:

- A project with an existing documentation version to validate
- Access to the version list, version selector, or version details screen
- The intended visibility setup already chosen for the version
- Any audience targeting or reader access assignments already applied
- A public link, preview, or share link for the version if one is available
- At least one signed-in reader account that should be allowed access
- At least one signed-in reader account that should be denied access, if restricted testing is required
- A private or incognito browser window for anonymous-reader testing

- Any export option you plan to distribute, if export validation is part of the release

It also helps if the version content is stable enough to review without major edits happening at the same time. If teammates are still changing access rules, page structure, or release status while you test, you may get inconsistent results.

Before beginning, you should already be comfortable with:

- Reviewing version visibility and reader access
- Understanding how your team uses audience-targeted documentation
- Opening public documentation views and shared links
- Comparing what different reader types can see

If you need help with those earlier tasks, review [Controlling Version Visibility and Export Options](#) and [Managing Version Visibility and Reader Access](#). After finishing this validation, continue with [Preparing Version Access Sharing and Export Outcomes](#).