

Your First Day with Atloria

August 25, 2026

Your First Day with Atloria

Your first day in Atloria should feel simple and productive. This guide walks you through a few easy wins so you can get comfortable quickly, set up your workspace, and see useful results right away.

You do not need to learn everything at once. A good first day in Atloria usually looks like this:

1. Sign in and get familiar with where things are
2. Create or open a project
3. Add your first documentation content
4. Review how your team will share and publish work
5. Explore one extra feature that gives you immediate value

Start by Signing In and Getting Oriented

If this is your first time using Atloria, begin by accessing your account and confirming that you can move around the main areas with confidence.

A few helpful first steps:

- Sign in to your Atloria account
- Confirm you can reach your home area
- Open the main navigation and notice the difference between project areas and admin areas
- Make sure you know how to return to your project list at any time

For help with account access and navigation, use these guides:

- [Accessing and Registering Your Atloria Account](#)
- [Understanding Account Entry Points and Session Navigation](#)
- [Signing In to Atloria and Solving Access Problems](#)

Quick win

Your first quick win is simply reaching the right starting point with confidence. If you can sign in, move between your home area and projects, and understand where to begin, you are ready for the rest of your first day.

Create or Open Your First Project

Most work in Atloria starts inside a project. If your team has already created one for you, open it from your project list. If not, create a new project and follow the setup steps.

On your first day, focus on these basics:

- Give the project a clear name
- Choose the setup path that fits your team
- Complete the onboarding steps
- Open the project home so you can see its main sections

If you are not sure whether to start from connected content or set things up yourself, Atloria provides guidance for both paths.

Use these guides for deeper help:

- [Working with Project Lists and Dashboards](#)
- [Creating Projects and Completing Onboarding](#)
- [Choosing Between Manual and Connected Project Setup](#)
- [Managing Project Administration from the Project Home](#)

Quick win

By the end of this step, you should have one project open in Atloria and know where its main controls live. That alone gives you a strong starting point for future work.

Add Your First Documentation Page

Once your project is ready, create or update a page so you can see how documentation work feels in Atloria.

For your first page, keep it simple. You might add:

- A project overview
- A getting started page for teammates
- A short process note

- A draft page you plan to improve later

This first edit helps you learn how content is organized and how your team will build documentation together.

For step-by-step help, read:

- [Creating and Editing Documentation Pages](#)

Quick win

Your next quick win is publishing your first meaningful draft inside Atloria, even if it is only a short page. A small page is enough to help you understand how your team will create and maintain documentation.

Review Project Settings and Sharing Basics

After you have a project and at least one page, take a few minutes to review the settings that shape how your documentation is presented and managed.

On your first day, you do not need to change everything. Just look through the available options so you know where to return later for:

- Project details
- Website and presentation options
- Team-facing controls
- Connected services and update behavior

Helpful guides:

- [Managing Project Settings and Website Options](#)
- [Configuring Project Webhooks and Related Controls](#)

Quick win

A simple but valuable first-day win is knowing where your project settings live. Even if you make no changes yet, you will save time later by knowing where to go.

Explore the Project Dashboard

Before your first day ends, spend a few minutes on the project dashboard. This helps you understand the health and activity of your documentation work.

Look for things like:

- Current project activity
- Recent updates
- High-level performance information
- Areas that may need attention

To learn more, see:

- [Working with Project Lists and Dashboards](#)
- [Analyzing Project Performance and Activity](#)

Quick win

This is a great first-day habit: open the dashboard and get a quick sense of what is happening. It helps you stay oriented without needing to dig into every detail.

If You Are an Admin, Visit the Admin Workspace

If your role includes team setup, permissions, or oversight, take time to visit the Atloria admin area. This is especially useful for project administrators and documentation managers.

On your first day, focus on awareness rather than full setup. Review where Atloria keeps:

- Administrative navigation
- User access controls
- Security and audit information
- High-level activity and usage views

Helpful guides:

- [Using the Admin Workspace](#)
- [Managing User Access and Administrative Permissions](#)
- [Reviewing Security and Audit Controls](#)
- [Monitoring Administrative Analytics and Activity](#)

Quick win

If you are responsible for oversight, your quick win is knowing where to manage people, review activity, and monitor usage in Atloria.

A Simple First-Day Plan

If you want an easy checklist, use this plan:

In your first 15 minutes

- Sign in to Atloria
- Confirm you can move between home and project areas
- Open your project list

In your first hour

- Create a project or open an existing one
- Complete the onboarding steps
- Visit the project home
- Create your first documentation page

Before the end of the day

- Review project settings
- Check the project dashboard
- Visit the admin area if your role requires it
- Save the guides linked in this article for later use

What to Learn Next

After your first day, the best next step is to go deeper into the area that matches your role.

- If you create content, start with [Creating and Editing Documentation Pages](#)
- If you manage projects, continue with [Managing Project Administration from the Project Home](#)
- If you are still setting up, review [Creating Projects and Completing Onboarding](#)
- If you oversee access and controls, open [Managing User Access and Administrative Permissions](#)

Final Tip

A successful first day in Atloria is not about using every feature. It is about getting comfortable, completing a few small tasks, and knowing where to go next.

If you can sign in, open a project, create one page, and understand where settings and dashboards live, you have already made strong progress.

