

Access a Project by ID

September 10, 2026

Access a Project by ID

You can use a project identifier in a project link to open a specific Atloria project directly. This is useful when a teammate shares a project URL with you or when you need to return to a known project without searching through the full project list.

Overview

Atloria organizes work into projects that you can access from the **Projects** area. From there, you can search available projects, select a project, and use **Open Project Dashboard** to enter its workspace.

A project ID is used as part of a project's direct link. When you open a link that includes a project identifier, Atloria takes you to the corresponding project area if the project exists and you have access. This makes project links practical for sharing a specific project with colleagues, bookmarks, and references in internal documentation.

The project link identifies the project, but it does not override access controls. If you receive a project link from another person, you must still be permitted to view that project before you can use its dashboard or related content.

 *Screenshot pending: The Projects area showing the "Search projects..." field and available project entries.*

Prerequisites

Before you begin, make sure that you have:

- An Atloria account that can sign in to the relevant workspace.
- Permission to access the project you want to open.
- A project link or project identifier supplied by a teammate, project owner, or internal reference.

- A supported web browser with access to your Atloria environment.
- The project's current link if you are opening it from a bookmark or shared message.

Step-by-Step Instructions

1. Sign in to Atloria using your organization's normal sign-in method.
2. Open the workspace where the project is located.
3. Select **Projects** from the workspace navigation.
4. Review the project list to locate projects that are available to you.
5. Enter a project name or identifying text in the **Search projects...** field if you need to narrow the list.
6. Select the project entry that matches the project you need to access.
7. Click **Open Project Dashboard** to open the selected project.
8. Use ← **Back to Projects** when you need to leave the current project and return to the project list.
9. Open a shared project link directly in your browser when another user provides one.
10. Confirm that the opened page displays the expected project context before you begin working.



Screenshot pending: A selected project with the "Open Project Dashboard" action visible.

Open a Project from a Shared Identifier

1. Copy the complete project link provided by the person sharing the project.
2. Paste the complete link into your browser's address bar.
3. Press Enter to open the project.
4. Sign in if Atloria prompts you to authenticate.
5. Verify that the project page opens and that the project content is the one you expected.

6. Use the project's visible navigation to move between its available sections.
7. Return to **Projects** if you need to open a different project.

A shared link may also point to a specific audience or document within a project. In that case, opening the link takes you directly to that shared location instead of only opening the general project area.

Tips and Best Practices

- Share the complete project link rather than only copying part of the identifier. A complete link preserves the project destination and may also retain the intended audience or document location.
- Use **Search projects...** when you know the project name but do not have a direct link. This is usually faster and reduces the chance of opening a similarly named project.
- Confirm the active project before making changes. When you work across multiple projects, use **← Back to Projects** to switch deliberately instead of relying on browser tabs alone.
- Use **Open Project Dashboard** after selecting a project from the list. This action provides a clear transition from the all-projects view to the focused project workspace.
- Treat project links as access references, not as permission grants. A link can identify where a project is located, but you still need the appropriate workspace and project access.
- Keep bookmarks current. If a project is renamed, reorganized, or access settings change, an older bookmark may no longer take you to the location you expect.
- Be careful when sharing project links outside your team. Send links only to people who should know that the project exists and who are expected to have access.

 *Screenshot pending: The focused project view, including the “← Back to Projects” navigation option.*

Related Pages

- [Browse Projects](#) — Learn how to use the **Projects** area and **Search projects...** field.

- [Open the Project Dashboard](#) — Learn what you can do after selecting **Open Project Dashboard**.
- [Create a New Project](#) — Use **New Project** and **Create project** to start a project.
- [Manage Project Actions](#) — Learn about options available from **Actions**, including **Delete Project**.
- [Share Project Content](#) — Learn how project, audience, and document links can be used for collaboration.

Troubleshooting

The shared project link does not open the expected project

Make sure you copied the entire link, including all text after the project identifier. Ask the sender to resend the link if it was truncated by a chat tool, email client, or document.

You can open Atloria but cannot access the linked project

Your account may not have permission for that project or its workspace. Return to **Projects** and check whether the project appears in your available list. If it does not, ask the project owner or workspace administrator to confirm your access.

You cannot find the project in the project list

Use **Search projects...** with the project's known name. If search does not return the project, verify that you are in the correct workspace and that the project has not been deleted or renamed. If necessary, request an updated project link from the person who shared it.