

Enable Documentation Freshness Tracking

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Documentation freshness tracking helps you identify documentation that may be affected when your project changes. Use it after you add a project to Atloria so you can review change-related documentation work from the project workspace.

Overview

Freshness tracking connects your project's change activity with its documentation review process. When project changes are available, you can use the project's change-review area to focus on documentation that may need attention.

This feature is useful when your team regularly updates application code, APIs, configuration, infrastructure, or database structures. Rather than treating documentation as a separate, manual task, you can review documentation impact alongside the changes in the selected project.

Atloria organizes project analysis across categories such as **FRONTEND**, **BACKEND**, **DATABASE**, **API SCHEMA**, **CONFIG**, **DOCUMENTATION**, and **INFRASTRUCTURE**. Documentation freshness review is particularly valuable when a change affects one or more of these areas.

Note: The available project screens do not show a separate button labeled "Enable Freshness Tracking." In practice, you enable this workflow by creating or selecting a project and using its change-review area to identify documentation affected by project changes.



Screenshot pending: A selected project workspace showing the project sidebar and the area used to review project changes.

Prerequisites

Before you begin, make sure that you have:

- Access to Atloria and permission to open the **Projects** area.
- A project already listed in Atloria, or the information needed to add one.
- Access to the project's source repository or connected project source.
- A reason to review documentation freshness, such as recently introduced project changes.
- Permission to save project-level updates when the **Save Changes** action is available.

Step-by-Step Instructions

1. Click **Projects** to open the list of available projects.
2. Search for the project by entering its name in the **Search projects...** field.
3. Select the project you want to track for documentation freshness.
4. Click **Open Project Dashboard** to open the focused project workspace.
5. Use the **Project Sidebar** to open the project's changes area.
6. Review the available project changes to identify changes that may affect documentation.
7. Focus your review on changes related to **DOCUMENTATION**, as well as changes in related areas such as **API SCHEMA**, **CONFIG**, **DATABASE**, **FRONTEND**, and **BACKEND**.
8. Open the affected change record to inspect the change in more detail.
9. Use  **Request Changes** when the documentation or change details need follow-up before the change can be accepted.
10. Click **Save Changes** after you make any available project-level review updates.
11. Click **View Your Documentation** → to open the project documentation and confirm whether the affected content needs to be updated.
12. Select **Export Documentation** if you need a copy of the current documentation for offline review or stakeholder distribution.

 *Screenshot pending: A change-review screen showing a project change and the documentation review action for determining whether documentation is*

affected.

Add a project when no project is available

If the project you need is not listed, add it before starting the freshness review workflow.

1. Click **New Project** from the **Projects** area.
2. Click **Create project** to begin creating the project.
3. Provide the project connection details requested by the project setup screens.
4. Complete the project setup process.
5. Click **Open Project Dashboard** after the project is available.
6. Use the **Project Sidebar** to open the project's changes area.

Tips and Best Practices

- Review documentation impact whenever changes involve an API, data model, configuration setting, deployment setup, or user-facing interface. These changes often affect more than one documentation topic.
- Do not limit your review to items categorized as **DOCUMENTATION**. A change categorized as **API SCHEMA** may require updates to API reference material, while a **CONFIG** or **INFRASTRUCTURE** change may require updates to setup or operational instructions.
- Review changes from the focused project rather than relying only on the all-projects view. The **1. Hub: All Projects** area is useful for finding work, while **2. Focused Project** is the appropriate context for reviewing a specific project's documentation impact.
- Use **Search across all projects...** when you need to locate a project before beginning a freshness review across a larger portfolio.
- Request clarification early. Use  **Request Changes** when a project change does not provide enough information to determine its documentation impact. This is preferable to approving a change without confirming whether documentation needs revision.
- Keep documentation reviews close to the project change. Reviewing documentation while the change details are current makes it easier to identify

affected instructions, reference content, and technical explanations.

- Save review updates when **Save Changes** is available. Unsaved updates may not be retained when you leave the project workspace.

Related Pages

- [Manage Projects](#)
- [Create a New Project](#)
- [Review Project Changes](#)
- [View Project Documentation](#)
- [Request Changes for a Project Update](#)
- [Export Documentation](#)

Troubleshooting

I cannot find the project to review

1. Click **Projects**.
2. Enter the project name in **Search projects....**
3. Enter a broader search term in **Search across all projects...** if you are looking across multiple projects.
4. Click **New Project** if the project has not yet been added to Atloria.

I do not see a separate “Enable Freshness Tracking” switch

1. Open the project by clicking **Open Project Dashboard**.
2. Use the **Project Sidebar** to access the project’s changes area.
3. Review the available project changes for documentation impact.

Freshness tracking is performed through the project and change-review workflow rather than through a separately verified on-screen enable switch.

I am unsure whether a change affects documentation

1. Open the change record in the project’s changes area.
2. Check whether the change affects **DOCUMENTATION, API SCHEMA, CONFIG, DATABASE, FRONTEND, BACKEND, or INFRASTRUCTURE**.

3. Click  **Request Changes** if the change details do not clearly explain the documentation impact.
4. Click **View Your Documentation** → to compare the current documentation with the change under review.