

Manage Review Contributors

September 10, 2026

Manage Review Contributors

Use the review workspace to coordinate documentation review and maintain coverage before publishing a version. This page explains how to use the available review and version-management actions to keep review activity organized across your documentation areas.

Overview

Review governance helps you confirm that a documentation version has been reviewed before it is published or shared. In Atloria, the review workspace centers on **Review Summary**, where you can return to the current review and assess the version's readiness.

When a version needs broader coverage, use the review workspace together with version-management actions. The available controls let you return to the review, manage supporting screenshots, open version management, and preview or export documentation as part of your review process.

Contributor assignments may be managed through your organization's internal review process rather than through a dedicated contributor field on the review screen. Use **Review Summary** as the shared point of reference for reviewers, and make sure each documentation area has an identified reviewer before moving toward publication.



Screenshot pending: The Review Summary screen showing the available review actions.

Prerequisites

Before you begin, make sure you have:

- Access to the relevant project and documentation version.
- Permission to open the version's **Review & Publish** area.

- A list of the documentation areas that require review.
- Identified reviewers for each area, such as frontend, backend, database, API schema, configuration, documentation, or infrastructure content.
- Any screenshots or supporting visual evidence needed for the review.

Step-by-Step Instructions

1. Open the documentation version that you want to review.
2. Select **Review & Publish**.
3. Select **Review Summary** to open the version's review workspace.
4. Identify the documentation areas that require reviewer coverage for this version.
5. Assign a responsible reviewer for each identified area using your organization's approved review-assignment process.
6. Record the reviewer and expected completion date in your team's review tracker or other approved governance record.
7. Return to Atloria and select **Manage Screenshots** → when reviewers need to verify visual documentation evidence.
8. Add or update the screenshots that reviewers need to assess the documented screens and workflows.
9. Select **Back to Review** to return to the review workspace after managing screenshots.
10. Review the current version's documentation with the assigned reviewers.
11. Select **Preview** when you need to inspect how the documentation will appear before publication.
12. Select **Share Preview Link** when you need to provide reviewers with access to the preview.
13. Ask each reviewer to confirm the documentation areas they reviewed and to report any gaps.
14. Update your review tracker when a reviewer completes an assigned documentation area.
15. Select **Manage all versions** → when you need to compare review coverage or status across versions.

16. Select  **Go to Version Manager** when you need to work with the version outside the current review workspace.
17. Return to **Review Summary** after version-management work is complete.
18. Select **Export Documentation** only after your required reviewers have completed their review and the version is ready for downstream use.

 *Screenshot pending: Review workspace showing Review Summary, Manage Screenshots, Back to Review, Preview, and version-management actions.*

Tips and Best Practices

- Assign reviewers by documentation area, not only by the overall version. This makes it easier to identify uncovered content before publication.
- Use a consistent coverage model for areas such as frontend, backend, database, API schema, configuration, documentation, and infrastructure. Not every version will contain all areas, but each area that is present should have a responsible reviewer.
- Use **Manage Screenshots** → early in the review cycle. Visual documentation can require additional review when screens, labels, or workflows have changed.
- Use **Preview** before asking reviewers for final approval. A preview helps reviewers assess the documentation as readers will see it.
- Use **Share Preview Link** when reviewers need to review the same version without navigating through the project themselves.
- Keep review assignments outside the interface if your organization does not provide a contributor-assignment field in the review workspace. Record the reviewer, scope, date assigned, status, and any outstanding issues in your approved tracking process.
- Return to **Review Summary** after any work in **Manage all versions** → or  **Go to Version Manager**. This helps you keep the current version's review activity centralized.
- Do not treat documentation generation as review completion. **Generate Documentation** → creates or updates documentation; reviewers still need to assess the result before publication.

Related Pages

- [Review and Publish Documentation](#)
- [Manage Documentation Versions](#)
- [Manage Screenshots](#)
- [Preview Documentation](#)
- [Export Documentation](#)
- [Share a Preview Link](#)

Troubleshooting

A reviewer cannot find the version to review

Confirm that the reviewer has access to the correct project and version. If they need access to a preview instead of the full project workspace, use **Share Preview Link** after opening **Preview**.

A documentation area has no assigned reviewer

Review your coverage list in **Review Summary** and identify the unassigned area. Assign a responsible reviewer through your organization's governance process, then record the assignment in your review tracker before proceeding.

Reviewers need visual evidence that is missing or outdated

Select **Manage Screenshots** → and update the visual evidence for the affected documentation area. Select **Back to Review** when the screenshots are ready, then ask the reviewer to recheck the updated content.