

Request a Documentation Review

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Request a Documentation Review

Request a review when you need contributors to examine a document version and provide feedback before it is published. This process helps you ensure that the version selected for review is the correct one and that reviewers return to the appropriate review workspace.

Overview

Atloria supports documentation work through document lists, version management, and a review workspace. You can begin from **Documents** to locate the document, then use **Versions** or **Go to Version Manager** to choose the version that should be reviewed.

A review request should be based on a specific version rather than an earlier draft by default. Before you involve contributors, confirm that the selected version contains the changes you want them to evaluate. If you are working with AI-generated versions, the available actions include **Use V4 AI Version**, **Use All V4 AI Versions**, and **Generate Next Version**.

The review area is accessed from the selected version. After contributors have provided their feedback, you can return to the review process by selecting **Back to Review** and continue toward **Review & Publish** when the version is ready.



Screenshot pending: The Documents page showing the Search documents field and available document entries.

Prerequisites

Before requesting a documentation review, make sure you have the following:

- Access to the Atloria workspace that contains the document.
- A document available in **Documents**.

- A version selected or created in **Versions**.
- The names or contact details of the contributors who should review the content, if your workspace presents reviewer-selection options.
- A completed draft that is ready for feedback.
- Any required internal approval to share the document with contributors.

Step-by-Step Instructions

1. Select **Documents** from the main application navigation.
2. Enter a document title or keyword in the **Search documents...** field to find the document you want reviewed.
3. Open the document that you want to send for feedback.
4. Select **Versions** to view the document's available versions.
5. Review the version list and identify the version that contains the content contributors should assess.
6. Select **Go to Version Manager** if you need to manage or confirm the document version before beginning the review.
7. Select **Use V4 AI Version** if you want to use one available AI-generated version as the basis for review.
8. Select **Use All V4 AI Versions** only when you want all available V4 AI versions included in your version-selection workflow.
9. Select **Generate Next Version** if the current version still needs another generated revision before you request feedback.
10. Open the selected version's review area.
11. Use the reviewer or contributor controls shown in the review area to add the people who should provide feedback.
12. Use the review-request action shown on the screen to send the selected version to those contributors.
13. Review the confirmation displayed after sending the request to verify that the intended version and contributors were included.
14. Select **Back to Review** when you need to return to the review workspace after checking version details or related content.

 *Screenshot pending: The selected document version open in the review workspace, with reviewer selection and the action used to send a review request.*

Tips and Best Practices

- Review the version before you invite contributors. Contributors should evaluate a stable version, not a draft you expect to replace immediately.
- Use **Versions** to distinguish between earlier work and the version currently intended for review. This reduces the risk of feedback being submitted against outdated content.
- If you use **Generate Next Version**, wait until the new version is available and then confirm that it is the version you want reviewed. Generating a newer version after sending a request can create uncertainty about which content reviewers should comment on.
- Use **Use V4 AI Version** when one AI-generated version is the appropriate starting point. Use **Use All V4 AI Versions** only when your review process requires consideration of every available V4 AI version.
- Tell contributors what kind of feedback you need, such as accuracy, completeness, clarity, terminology, or readiness for publication. A focused request usually produces more useful comments.
- Keep review and publication separate. Requesting feedback does not mean the document is ready to publish. Complete the feedback cycle first, then proceed to **Review & Publish** when the content is finalized.
- Avoid using **Delete Documents** while a document is in an active review cycle. Deleting the document can prevent you and contributors from accessing the version under review.

Related Pages

- [Manage Document Versions](#)
- [Compare Document Versions](#)
- [Generate the Next Documentation Version](#)
- [Review and Publish Documentation](#)
- [Search and Manage Documents](#)

Troubleshooting

You cannot find the document to review

1. Select **Documents**.
2. Enter relevant words from the document title in **Search documents...**
3. Check that you are searching in the correct workspace or project.

You selected the wrong version

1. Return to **Versions**.
2. Identify the correct version in the version list.
3. Open the correct version's review area.
4. Send a new review request only after confirming the selected version is correct.

You need to make changes after requesting review

1. Return to the document or version management area.
2. Update or generate the version that requires changes.
3. Confirm whether contributors should review the existing version or the updated version.
4. Send a new request for the updated version when contributors need to evaluate the changes.