

Set Documentation Ownership

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This page explains how to establish clear responsibility for documentation areas in Atloria. Assigning an owning team and a maintainer helps ensure that documents remain accurate, reviewed, and maintained over time.

Overview

Documentation ownership identifies who is responsible for a documentation area, such as frontend guidance, backend references, database material, API schema information, configuration instructions, or infrastructure documentation. You may need to set ownership when your organization creates a new documentation area, imports existing material, or notices that documents no longer have a clear maintainer.

In Atloria, you manage documentation from the **Documents** area. You can create new documentation, import existing documentation, search the available documents, and organize your work around projects and categories. Use these capabilities to locate the documents belonging to an area and record the responsible team and named maintainer in the document content or your organization's approved ownership convention.

The available interface evidence does not show a dedicated **Owner**, **Team**, or **Maintainer** field. Before setting up a governance process, confirm whether your Atloria workspace has an ownership field or a custom template available. If it does not, document the ownership information consistently within each document until an administrator provides a dedicated ownership control.



Screenshot pending: The Documents screen showing document search, creation, and document management actions.

Prerequisites

Before you begin, make sure that you have:

- Access to the **Documents** area.
- Permission to create or edit the documentation that you will govern.
- The name of the responsible team for each documentation area.
- A named maintainer or contact person for each area.
- An agreed ownership convention, such as recording the team and maintainer at the beginning of a document.
- A list of the projects, categories, or documentation areas that need an owner.
- A plan for reviewing ownership when teams, systems, or responsibilities change.

Step-by-Step Instructions

1. Open **Documents** from the application navigation.
2. Select the relevant project if the screen displays **Select a project to view documents**.
3. Search for the documentation area by entering keywords in **Search documents...**
4. Use **Search documents, categories, projects...** when you need to find documents across multiple projects or categories.
5. Open the document that represents the documentation area you want to assign.
6. Review the document's current content to determine whether an owning team or maintainer is already identified.
7. Record the responsible team in the document using your organization's approved ownership format.
8. Record the named maintainer or primary contact in the document using the same ownership format.
9. Save the document using the available save action in the document editing experience.
10. Repeat the ownership record for other documents in the same area when each document needs an individual maintainer.
11. Create an area-level ownership document by selecting **Create New Document** when no suitable document exists.
12. Choose **Create Document** to begin creating the ownership record.

13. Add the responsible team and maintainer to the new document.
14. Add the documentation area or scope that the team owns to the new document.
15. Add a review expectation to the new document, such as reviewing ownership after team changes or major documentation updates.
16. Save the new ownership document.
17. Use **Search documents...** to confirm that the ownership record can be found by other administrators and contributors.
18. Export the documentation by selecting **Export Documentation** when you need to share the ownership register outside Atloria.

 *Screenshot pending: The new document flow with the Create New Document and Create Document actions.*

Tips and Best Practices

- **Use one ownership convention consistently.** Because the visible interface evidence does not confirm dedicated ownership fields, use a standard section in each governed document. For example, your organization may place the responsible team, maintainer, and review date at the top of the document. Consistency makes ownership easier to locate through search and review.
- **Assign both a team and a person.** A team provides continuity when people change roles. A named maintainer provides a clear contact for questions, corrections, and review requests.
- **Define ownership by documentation area.** Atloria documentation can cover areas such as frontend, backend, database, API schema, configuration, documentation, and infrastructure. Assign ownership at the area level first, then identify exceptions for individual documents when needed.
- **Use searchable wording.** Include the team name and maintainer name exactly as your organization uses them. This improves the usefulness of **Search documents...** and **Search documents, categories, projects...**
- **Keep project context clear.** If your workspace contains multiple projects, use **Select a project to view documents** before reviewing or updating ownership. This helps prevent a team from being assigned to a similarly named document in the wrong project.

- **Review ownership before deleting documents.** The **Delete Documents** action can remove documentation that may serve as an ownership record. Confirm that ownership information has been moved or retained elsewhere before deleting a document.
- **Use exports for governance reviews.** **Export Documentation** can support periodic governance reviews with team leads, documentation managers, or compliance stakeholders. Review exported material for missing owners, outdated maintainers, and unassigned areas.
- **Create ownership records when importing content.** When using **Or import existing documentation**, review the imported documents immediately. Imported documentation may contain legacy contacts or no ownership information at all.

Related Pages

- [Manage Documents](#)
- [Create a New Document](#)
- [Import Existing Documentation](#)
- [Search Documents](#)
- [Export Documentation](#)
- [Delete Documents](#)
- [Document Governance Review](#)

Troubleshooting

You cannot find the document that needs an owner

Use **Search documents...** with the document title or a distinctive keyword. If the document may be in another project or category, use **Search documents, categories, projects...** instead. If the screen prompts you to choose a project, select the correct project first.

You do not see a field for team ownership or maintainer

The available interface labels do not confirm a dedicated ownership field. Record the owning team and maintainer in the document content using your organization's agreed format. Contact your Atloria administrator if your organization requires a structured ownership field or an ownership template.

You are unsure whether to update an existing document or create a new one

Update an existing document when it already defines the documentation area and can clearly display ownership information. Select **Create New Document** and then **Create Document** when you need a standalone ownership register, a new documentation-area overview, or a record for an area that does not yet have documentation.