

Understand Screenshot Capture Processing

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Screenshot capture processing creates visual evidence for your product flow documentation. It helps you review what users see at key points in a flow and keep published documentation aligned with the product experience.

Overview

Atloria captures screenshots as part of product flow documentation and review. These images provide visual context alongside the written steps, helping reviewers confirm that a documented action matches the relevant screen, control, or state in the product.

You typically use screenshot processing after a product version is available for review. From the review area, you can open screenshot management, inspect the captured evidence, and request a new capture when an image is missing, outdated, or no longer represents the current interface.

The capture process supports both individual and bulk updates. Use **Recapture** for a specific screenshot that needs replacement, or use **Bulk Recapture** when multiple screenshots in a flow or version need to be refreshed together. When the evidence is ready, return to review and continue toward publication.



Screenshot pending: The Review Summary area showing the Manage Screenshots link for a product version.

Prerequisites

Before you begin, make sure you have:

- Access to the relevant project and product version.
- A version that is ready to review.
- Permission to open the review and screenshot management areas.

- A product environment that can be captured successfully.
- A clear understanding of which flow steps require visual evidence.
- Any recent product changes completed before you request a recapture.

Step-by-Step Instructions

1. Open the project version that you want to review.
2. Select **1 Review Summary** to view the version's review workspace.
3. Select **Manage Screenshots** → to open the screenshot management area.
4. Review the available screenshots to identify evidence that is missing, outdated, or incorrect.
5. Select **Preview** for a screenshot when you need to inspect its visual evidence before changing it.
6. Select **Capture** when a screenshot does not yet have captured evidence.
7. Select **Recapture** when you need to replace an existing screenshot with a current version.
8. Select **3. Bulk Recapture** when several screenshots need to be updated together.
9. Confirm the screenshots you want to refresh in the bulk recapture workflow.
10. Wait for the capture processing to complete before relying on the updated images during review.
11. Check the refreshed screenshot evidence to confirm that the correct screen and interface state were captured.
12. Select **Back to Review** to return to the review workspace.
13. Continue with **Review & Publish** after the screenshots accurately support the documented flow.



Screenshot pending: Screenshot management screen showing Preview, Capture, Recapture, and Bulk Recapture actions.

Tips and Best Practices

- Capture screenshots after the relevant product changes are complete. Recapturing too early can create evidence for an interface that is still changing.

- Use **Preview** before selecting **Recapture**. This helps you avoid replacing a screenshot that is already accurate.
- Use **Recapture** for a single incorrect or stale image. This keeps the update focused on the one flow step that changed.
- Use **3. Bulk Recapture** when a broader interface update affects several steps, such as a navigation change, a shared layout update, or renamed controls.
- Review screenshots in the context of the associated product flow. A screenshot can look correct on its own while still showing the wrong point in the user journey.
- Pay attention to visible action labels and screen states. For example, documentation that refers to **Manage Screenshots** → , **Capture**, or **Review & Publish** should be supported by evidence showing the applicable stage of the workflow.
- Return to **1 Review Summary** after processing captures. This is the appropriate place to verify that the visual evidence supports the overall version review before publication.
- If you are preparing end-user documentation, keep screenshots focused on the controls users need to act on. Avoid relying on images that include unrelated areas of the application.

Related Pages

- [Review a Product Version](#)
- [Manage Screenshots for a Product Version](#)
- [Use Bulk Recapture](#)
- [Preview Documentation Before Publishing](#)
- [Review and Publish Product Documentation](#)
- [Export Documentation](#)

Troubleshooting

A screenshot is missing

Open **Manage Screenshots** → from **1 Review Summary** and select **Capture** for the missing evidence. After processing completes, review the new image with **Preview** before returning to review.

A screenshot shows an outdated interface

Select **Preview** to verify that the image is no longer accurate. Then select **Recapture** to request an updated image for that specific screenshot. Use **3. Bulk Recapture** instead if the same product change affects multiple screenshots.

The captured image does not support the documented step

Return to the relevant flow and determine whether the issue is the screenshot, the documented instruction, or both. Request **Recapture** if the image represents the wrong screen or state. Update the flow documentation before selecting **Review & Publish** if the written step no longer matches what users see.