

Understand the Project Header

September 10, 2026

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The Project Header helps you identify the project you are working in and move quickly between project-level areas. Use it whenever you need to confirm your current project, return to the project list, open the dashboard, or manage available project actions.

Overview

When you open a project from **Projects**, the Project Header provides the context for the workspace you are viewing. It keeps project navigation and important project actions available while you work in areas such as changes, analytics, versions, technical documentation, and workspace content.

The header is especially useful when you work with multiple projects. Rather than returning to the main project list every time you need to switch context, you can use the project's navigation options to stay oriented and move to the relevant project area. If you need to leave the current project, ← **Back to Projects** returns you to the full list of available projects.

Project-level actions are grouped under **Actions**. This keeps impactful tasks separate from day-to-day navigation. For example, you can use **Open Project Dashboard** to return to the project's main dashboard, while **Delete Project** is available when a project is no longer needed.



Screenshot pending: The Project Header showing the current project context, the Back to Projects link, and the Actions menu.

Prerequisites

Before using the Project Header, make sure you have:

- Access to the **Workspace** where the project is located.
- Access to the **Projects** area.

- At least one project you can open.
- The appropriate permissions for any actions you need to perform, especially deleting a project.
- A clear understanding of whether you are working in the active project or need to select a different project first.

Step-by-Step Instructions

1. Open the Projects area.

In your workspace, select **Projects**. This opens the project hub, where you can view and locate the projects available to you.

If you have many projects, use the **Search projects...** field to narrow the list. When you need to search beyond the current project list, use **Search across all projects...** where available.

 *Screenshot pending: The Projects area with the Search projects field and project list.*

2. Select the project you want to work in.

Choose the project from the list. The selected project becomes your current project context and opens its project workspace.

When moving between projects, verify that you have opened the intended project before making changes. This is particularly important if several projects have similar names or purposes.

3. Review the Project Header.

At the top of the project workspace, use the Project Header to confirm that you are working within the correct project. The header remains your starting point for project navigation and actions.

The header provides access to the project's main workspace areas, including project views such as changes, analytics, versions, and technical documentation. Use these areas according to the work you need to complete:

- Use project changes to review project updates.
- Use analytics to view project-related insights.
- Use versions to review and compare available project versions.

- Use technical documentation when you need project documentation content.

4. Return to the complete project list when needed.

Click ← **Back to Projects** to leave the current project workspace and return to **Projects**.

Use this option when you want to:

- Open a different project.
- Search for a project.
- Create a new project.
- Confirm which projects are available in the workspace.

5. Open the project dashboard.

Select **Actions** in the Project Header, then choose **Open Project Dashboard**.

The project dashboard is the main starting point for the currently selected project. Use it when you want to return to the project's central view after working in a more focused area, such as a version review or technical documentation page.

 *Screenshot pending: The Actions menu expanded with Open Project Dashboard and Delete Project options.*

6. Create a project from the project hub, if required.

From **Projects**, select **New Project**. Complete the project creation process, then select **Create project** to add it to the workspace.

After the project is created, open it from the project list. Its Project Header will provide the same navigation and action options as other projects you can access.

7. Delete a project only when you are certain it is no longer needed.

In the current project's header, select **Actions**, then select **Delete Project**.

Review the confirmation prompt carefully. To proceed, select **I understand, delete**. This confirmation step is designed to prevent accidental removal of a project.

If you are unsure whether the project is still in use, return to the project dashboard or review its changes, versions, and documentation before confirming deletion.

Tips and Best Practices

- **Use the Project Header as your context check.** Before reviewing changes, versions, or documentation, confirm that you are in the correct project. This reduces the risk of reviewing or managing the wrong project.
- **Use the project dashboard as your reset point.** If you have navigated deeply into a project area and need a high-level starting point, choose **Actions** and then **Open Project Dashboard**.
- **Use search before creating a new project.** Search with **Search projects...** or **Search across all projects...** first. This helps prevent duplicate projects when an existing project already covers the same work.
- **Treat deletion as a final action.** The **Delete Project** option is intentionally separated under **Actions** and requires the **I understand, delete** confirmation. Review the project and confirm that it is obsolete before proceeding.
- **Keep navigation and actions distinct.** Use the project navigation areas to view and work with project information. Use **Actions** for project-wide tasks, such as opening the dashboard or deleting the project.
- **Return to Projects when switching work.** Click ← **Back to Projects** instead of relying on browser navigation when you want to deliberately change projects. This gives you access to the full project list and search tools.

Related Pages

- [Workspace Sidebar](#)
- [Project Sidebar](#)
- [Manage Projects](#)
- [Create a New Project](#)
- [Use the Project Dashboard](#)
- [Review Project Changes](#)
- [Explore Project Analytics](#)
- [Compare Project Versions](#)
- [View Technical Documentation](#)

Troubleshooting

I cannot find the project I need

Return to **Projects** using ← **Back to Projects**. Use **Search projects...** to search the current list. If the project may not be visible in the current list, use **Search across all projects...** where available. If it still does not appear, verify that you have access to the correct workspace and project.

I selected Open Project Dashboard but do not see the information I expected

Make sure you opened the correct project first. Use ← **Back to Projects**, locate the intended project, and open it again. Then select **Actions** and choose **Open Project Dashboard**.

I cannot delete a project, or I do not see Delete Project

Open **Actions** in the Project Header and look for **Delete Project**. If the option is unavailable, you may not have permission to delete the project. Contact your workspace administrator or project owner for access. If the confirmation prompt appears, select **I understand, delete** only after you have confirmed that deletion is appropriate.