

Use Project Quick Actions

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Project Quick Actions help you move from the project list to the work area you need without searching through multiple screens. Use them when you want to open a project's dashboard quickly or return to the full Projects hub.

Overview

Atloria organizes project work around two navigation contexts: **Workspace** and an individual project. In the Workspace context, you can review and search all available projects. After you select a project, you can use its focused navigation and quick actions to continue working in that project.

The **Quick Start** area provides an **Actions** section for common project navigation. The available action shown is **Open Project Dashboard**, which takes you to the selected project's main dashboard. This is useful when you have already identified the project you need and want to begin reviewing its project-specific information.

You can also use ← **Back to Projects** to leave the focused project view and return to the central **Projects** list. From there, **Search projects...** helps you locate a project by name, while **Search across all projects...** supports broader workspace searching.



Screenshot pending: The Quick Start area showing the Actions heading and Open Project Dashboard action for a selected project.

Prerequisites

Before you begin, make sure that:

- You can sign in to Atloria and access the **Workspace**.
- You have access to at least one project in the **Projects** list.
- You know which project you want to open.

- You are viewing either the **Projects** workspace or a focused project area.
- If you need to create a project first, you can use **New Project** and **Create project**.

Step-by-Step Instructions

1. Select **Workspace** in the sidebar to open the workspace-level navigation.
2. Select **Projects** to display the full list of projects available to you.

 *Screenshot pending: The Workspace sidebar with Projects selected and the project list visible.*

3. Enter a project name in the **Search projects...** field to narrow the project list.
4. Select the project you want to work with to open its focused project area.
5. Locate the **Quick Start** section on the selected project's screen.
6. Select **Actions** to view the project actions available from Quick Start.
7. Select **Open Project Dashboard** to open the dashboard for the current project.

 *Screenshot pending: The Actions section in Quick Start with Open Project Dashboard available for the active project.*

8. Review the dashboard information for the selected project before navigating to other project areas.
9. Select ← **Back to Projects** when you need to return to the central project list.
10. Enter a broader term in **Search across all projects...** when you need to find information beyond the currently selected project.

Tips and Best Practices

- Confirm that you are working in the correct project before selecting **Open Project Dashboard**. Quick actions apply to the active project, not to every project in the workspace.
- Use **Search projects...** when you know the project name and only need to locate a project from the **Projects** list. This is the fastest way to move into a specific project before using Quick Start.

- Use **Search across all projects...** when your search is not limited to one project. This is helpful when you are unsure which project contains the information you need.
- Treat ← **Back to Projects** as your reset point. If you have opened the wrong project or need to switch context, return to the project list and select the appropriate project there.
- If you are starting new work rather than opening existing work, select **New Project** and then use **Create project**. Create the project first so it can appear in your project workspace and be available for project navigation.
- Use the sidebar labels to understand your current location. **1. Workspace Sidebar** refers to workspace-wide navigation, while **2. Project Sidebar** refers to navigation within the currently active project.

Related Pages

- [Workspace Sidebar](#)
- [Project Sidebar](#)
- [Manage Projects](#)
- [Create a New Project](#)
- [Use Project Dashboard](#)
- [Search Across Projects](#)
- [User Guides](#)
- [User Manuals](#)

Troubleshooting

You cannot find the project you need

Use **Search projects...** from the **Projects** screen and enter part of the project name. If you still cannot find it, use **Search across all projects...** to search more broadly. If the project is not available, you may not have access to it or it may not have been created yet.

The dashboard opens for the wrong project

Select ← **Back to Projects** to return to the project list. Then select the correct project before opening **Quick Start**, choosing **Actions**, and selecting **Open Project**

Dashboard.

You do not see an option to open a project dashboard

First confirm that you have selected an active project rather than remaining in the general **Workspace** view. The **Open Project Dashboard** action is used from the focused project context.