

Access Recent Project Documents

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Recent Documents helps you quickly return to project documentation you opened recently, without navigating through the full project structure again. Use it when you need to resume reading, compare information, or move between several project documents during your workday.

Overview

When you work across multiple projects and documentation areas, finding the same page repeatedly can interrupt your workflow. Recent Documents keeps your recently opened documentation within reach so that you can return to it from your workspace instead of starting again from the Projects list.

This feature is especially useful after you have opened documentation from a project's **Documents** area, including **User Guides** and other available documentation. Rather than using ← **Back to Projects**, searching for the project again, and reopening the document, you can select it from your recent list.

Recent Documents reflects documents that you have opened. If you have not opened a document yet, there may be no items to return to. Open the documentation you need first, then use the workspace navigation to return to it later.



Screenshot pending: Recent Documents area in the workspace, showing documentation items that were opened recently.

Prerequisites

Before you begin, make sure that:

- You can access the **Projects** workspace.
- You have access to at least one project.
- You have opened one or more project documentation pages.

- The project and its documentation are still available to you.
- You know whether you need documentation from the workspace level or from a specific active project.

Step-by-Step Instructions

1. Open the workspace and select **Projects**.

Use **Projects** to view the projects available to you. If you are already working in a project, use ← **Back to Projects** when you need to return to the complete project list.

2. Locate the project whose documentation you want to open.

You can use **Search projects...** to narrow the list when you know the project name. If your workspace provides a wider search option, **Search across all projects...** can help you find content across projects.

 *Screenshot pending: Projects workspace with the “Search projects...” field and project list.*

3. Open the project.

Select **Open Project Dashboard** for the project you need. The dashboard becomes your focused project workspace.

4. Go to the project’s documentation.

In the project navigation, select **Documents**. Depending on the documentation you need, select **User Guides** or another available documentation area.

5. Open a document.

Select the documentation item you want to read. After you open it, it becomes available as a recently opened document for quick return later.

6. Return to the workspace navigation.

When you need to reopen the document later, use the workspace sidebar or project sidebar to locate **Recent Documents**. Select the document name from the recent list.

7. Confirm that the correct document opens.

Check the document title and the active project context before continuing. If you opened a similarly named document from another project, return to **Projects** and choose the correct project before reopening its documentation.

8. Use Recent Documents to switch between active work.

Repeat the process for other recently opened documents. This is useful when you are reviewing a project's **User Guides**, comparing documentation between projects, or moving between project work and workspace-level navigation.

Tips and Best Practices

- Open the documents you expect to revisit before starting a review session. Recent Documents is most helpful after you have established your working set of documentation.
- Use **Search projects...** when you need to find a specific project first. This reduces the chance of opening a document from the wrong project.
- Use **Search across all projects...** when you do not know which project contains the document. Once you open the correct document, you can use Recent Documents to return to it more quickly.
- Confirm the active project before acting on documentation content. Projects can contain similarly named documents, so the project context matters as much as the document title.
- Use ← **Back to Projects** when your recent list does not contain the document you need. Recent Documents is for returning to items you opened; it is not a replacement for browsing all project documentation.
- Keep project access current. If a project is deleted or your access changes, its documents may no longer be available from the recent list.

Related Pages

- [Navigate the Workspace Sidebar](#)
- [Use the Project Sidebar](#)
- [Find and Open Projects](#)
- [Access Project Documents](#)
- [Search Across Projects](#)
- [Open Project Dashboard](#)

Troubleshooting

A document does not appear in Recent Documents

Problem: You cannot find a document you expected to see in Recent Documents.

Cause: The document may not have been opened in your current workspace activity, or you may have opened a different document with a similar name.

Solution: Go to **Projects**, use **Search projects...** to locate the correct project, select **Open Project Dashboard**, and open the item from **Documents** or **User Guides**. Then return to the workspace sidebar and check Recent Documents again.

The recent document opens for the wrong project

Problem: You selected a recent item, but the content is not from the project you intended to review.

Cause: Multiple projects can contain similarly named documentation, and a recent item represents the document you opened previously.

Solution: Verify the active project context. If it is incorrect, select ← **Back to Projects**, locate the intended project, select **Open Project Dashboard**, and open the correct item from **Documents**. Use the recent list only after confirming the project and document title.

A recent document is no longer available

Problem: A document you previously opened cannot be accessed from Recent Documents.

Cause: The project may have been removed, the document may no longer be available, or your project access may have changed.

Solution: Return to **Projects** and search for the project using **Search projects....** If the project is not listed or you cannot open its dashboard, contact your workspace administrator to confirm your access. If the project is available, open **Documents** and check whether the document has been moved or replaced.