

Enable Project Analytics

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Project Analytics helps you review documentation activity and outcomes for an individual project. This page explains how to open a project's analytics view and export the available reporting data for review or sharing.

Overview

Use Project Analytics when you need visibility into how documentation work is progressing for a specific project. The analytics area is associated with an individual project, so you first select the project you want to review from the Projects hub.

From the project dashboard, you can access analytics reporting and export data using the available **Export CSV** option. Exported CSV data is useful when you need to analyze results outside Atloria, share reporting with stakeholders, or combine project results with other enterprise reports.

Analytics is project-specific. If you need reporting for another project, return to **Projects** and open that project before viewing or exporting its analytics.

 *Screenshot pending: Project dashboard showing the Analytics area and available reporting actions.*

Prerequisites

Before you begin, make sure that:

- You can access the **Projects** hub.
- The project you want to report on already exists.
- You have permission to open the selected project's dashboard.
- Your browser allows file downloads if you plan to use **Export CSV**.

- You know which project's documentation activity and outcomes you need to review.

Step-by-Step Instructions

1. Select **Projects** to open the list of available projects.
2. Use the **Search projects...** field to find the project you want to analyze.
3. Select the project from the search results or project list.
4. Select **Open Project Dashboard** to open the focused project workspace.
5. Open the project's **Analytics** area from the project navigation.
6. Review the activity and outcome information displayed for the selected project.
7. Select **Export CSV** to download the analytics data as a CSV file.
8. Open the downloaded CSV file in your preferred spreadsheet or reporting application.



Screenshot pending: Project Analytics view with the Export CSV action available.

Tips and Best Practices

- Confirm that you are working in the correct project before exporting. Analytics and documentation activity are associated with the focused project, not the full Projects hub.
- Use **Search projects...** when your organization has many projects. This reduces the risk of opening a similarly named project and exporting the wrong report.
- Use **Export CSV** when you need to filter, sort, archive, or share reporting data outside the application. Keep the exported file with the project reporting period or review date in its filename.
- Return to **Projects** before switching reporting contexts. The ← **Back to Projects** or ← **Back to Projects** action returns you to the project list, where you can select another project.
- Treat exported data as a point-in-time report. If documentation activity changes after you download the file, export a new CSV to obtain the latest available data.

- If your project team is actively generating or updating documentation, review analytics regularly rather than relying on a single export. This helps you identify changes in activity and outcomes over time.
- Do not look for a separate on-screen “Enable Analytics” switch unless your organization has added one. In the available project workflow, analytics is accessed from the selected project’s dashboard and reporting area.

Related Pages

- [Manage Projects](#) — Find, create, and open projects from the **Projects** hub.
- [Open the Project Dashboard](#) — Access project-specific workspace tools.
- [Export Documentation](#) — Export project documentation when you need content rather than reporting data.
- [Review Project Changes](#) — Review documentation-related changes for a selected project.
- [Compare Project Versions](#) — Compare versions when assessing documentation changes over time.

Troubleshooting

You cannot find the project you need

Use the **Search projects...** field and enter a distinctive part of the project name. If the project still does not appear, return to **Projects** and confirm that you have access to the correct project portfolio.

You cannot open the Analytics area

First select **Open Project Dashboard** for the intended project. If the Analytics area is still unavailable, verify that you have the required project access with your Atloria administrator.

The CSV file does not download

Select **Export CSV** again and check whether your browser blocked the download. Allow downloads for Atloria, then repeat the export. Also check your browser’s download list or default Downloads folder for the exported file.