

Open a Review Request by ID

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A review request ID identifies one specific documentation review request in Atloria. Use the ID when a teammate sends you a review link or asks you to open and review a particular documentation change.

Overview

Each documentation review request has its own identifier. This identifier, referred to as the review request ID, makes sure you open the correct request rather than a different review for the same project.

You will typically receive the ID as part of a shared review link from a teammate, project owner, or documentation workflow. Opening the shared link takes you directly to the associated review request, where you can inspect the review summary, open the diff viewer, preview documentation, or request changes.

The review request ID is especially useful when multiple documentation updates are being reviewed at the same time. Before you begin reviewing, confirm that the request content and project context match the work you expect to review.



Screenshot pending: A shared Atloria review request link showing the review request ID used to identify a specific request.

Prerequisites

Before you open a review request, make sure you have:

- Access to the Atloria project that contains the documentation review.
- A valid Atloria sign-in session.
- The complete review link or the review request ID provided by the person who created the request.

- Permission to view the project's documentation review content.
- A supported web browser.

Step-by-Step Instructions

1. Locate the review request link that was shared with you.

Look in the message, task, email, or collaboration tool where the request was sent. The link contains the review request ID that points to the specific review.

2. Copy the complete review request link.

Copy the entire link rather than only a portion of it. Keeping the complete link ensures that Atloria can identify both the correct project and the correct review request.

3. Open your web browser.

Use the browser in which you normally access Atloria.

4. Paste the complete review request link into the browser's address bar.

Do not change the review request ID unless you were given a replacement link or ID by an authorized teammate.

5. Open the link.

Atloria opens the documentation review associated with that review request ID.

6. Confirm the review summary.

On the review page, select or review **1 Review Summary** to verify that you are viewing the expected documentation update.

7. Open the change details.

Select **Open Diff Viewer** to compare the documentation changes included in the request.

8. Return to the review page when needed.

Select **Back to Review** after viewing changes in the diff viewer.

9. Preview the documentation output.

Select **Preview** when you need to see how the reviewed documentation will appear to readers.

10. Request an update if the content needs revision.

Select  **Request Changes** when the documentation requires corrections before it can proceed through review.

 *Screenshot pending: The documentation review page with the “1 Review Summary” section and “Open Diff Viewer” action.*

Tips and Best Practices

- **Use the complete shared link whenever possible.** The review request ID identifies the review, but the complete link also preserves the project context needed to open it correctly.
- **Verify the request before commenting or requesting changes.** Open **1 Review Summary** and check the reviewed content before taking action. This helps prevent feedback from being added to the wrong request.
- **Use the diff viewer for detailed review.** Select **Open Diff Viewer** when you need to see exactly what changed between documentation versions. This is more reliable than reviewing a preview alone.
- **Use Preview to check reader-facing results.** The **Preview** option helps you assess formatting and presentation, while the diff viewer helps you assess individual changes.
- **Request changes only for actionable issues.** Select  **Request Changes** when you can identify what needs to be corrected or clarified. Include clear feedback so the documentation author can update the request efficiently.
- **Keep the review link private.** A review request link may provide access to project documentation details. Share it only with collaborators who should review the request.

Related Pages

- [Review Documentation Changes](#)
- [Use the Diff Viewer](#)
- [Request Changes in a Documentation Review](#)
- [Preview Documentation Before Publishing](#)
- [Review and Publish Documentation](#)

Troubleshooting

The review request does not open

Confirm that you copied and pasted the complete shared link. If the link was shortened, cut off, or modified, ask the request owner to send a new link.

You are asked to sign in or cannot view the request

Sign in to the Atloria account that has access to the relevant project. If you are signed in but still cannot view the review, contact the project owner and request review access.

The opened review is not the one you expected

Check the review content in **1 Review Summary** and compare it with the request you were asked to review. If it does not match, return to the original message and use the correct shared link or ask the sender to confirm the review request ID.