

Track Documentation Usage

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This page explains how to review documentation-related usage information that may affect your organization's plan limits. Monitoring usage helps you understand when documentation activity may require changes to your plan or billing arrangements.

Overview

Documentation usage is relevant when your organization creates, reviews, previews, publishes, exports, or shares documentation. These activities can help you understand how actively your team is using Atloria's documentation features and whether your current plan remains appropriate.

You may need to review usage before discussing plan changes, investigating a billing question, or planning a large documentation initiative. For example, a team preparing to generate and publish documentation for several projects may want to review its usage and billing information first.

Atloria groups billing-related information under **Billing**. Documentation work is available through areas such as **User Docs**,  **User Manuals**, and **Review & Publish**. Use these areas together to understand both your organization's documentation activity and the plan information that applies to it.



Screenshot pending: Billing area showing organization usage information and plan-limit details.

Prerequisites

Before you start, make sure you have the following:

- Access to your organization's Atloria workspace.
- Permission to view **Billing** information for the organization.

- At least one documentation project or documentation version, if you want to compare usage information with recent documentation activity.
- A clear understanding of the activity you want to review, such as generated documentation, exports, previews, or published user manuals.
- Access to the relevant project review area if you need to verify documentation status.

Step-by-Step Instructions

1. Open your Atloria workspace.
2. Select **Billing** from the available navigation options.
3. Review the organization's usage information displayed in the **Billing** area.
4. Identify any usage values that are presented alongside plan-limit information.
5. Compare the displayed usage with the limit or allowance shown for your organization's current plan.
6. Note any usage category that is close to its displayed limit.
7. Open the documentation area you want to review, such as **User Docs** or  **User Manuals**.
8. Select the relevant documentation project.
9. Open the project version that you want to examine.
10. Select **Review & Publish** to view the documentation review workflow.
11. Review the information in **1 Review Summary** to confirm the scope of the documentation version.
12. Select **Preview** if you need to inspect the documentation before it is shared or published.
13. Review the documentation content in the preview.
14. Close the preview when you have finished checking it.
15. Select **Export Documentation** only when you need to create an exported copy of the documentation.
16. Return to the review area by selecting **Back to Review**.

17. Use **Share Preview Link** only when you need to provide preview access to another person.
18. Return to **Billing** to review the usage information again after completing your documentation activity.

 *Screenshot pending: Review & Publish area with the “1 Review Summary,” “Preview,” “Export Documentation,” and “Share Preview Link” actions.*

Tips and Best Practices

- Review usage before a large documentation effort. If you plan to use **Generate Documentation** → across multiple projects, check **Billing** first so you can identify plan-limit considerations before beginning.
- Use **Preview** for routine content checks. Previewing lets you inspect documentation without immediately exporting it. This is useful when you are still reviewing wording, organization, or completeness.
- Review documentation status before sharing or exporting. Start with **1 Review Summary**, then use **Preview** to validate the material. This helps prevent distributing documentation that still needs review.
- Keep user-facing documentation organized. Use  **User Manuals** for end-user documentation and follow the **Review & Publish** process before distributing it. This makes it easier to connect your organization’s documentation activity with the work being performed.
- Export only when needed. **Export Documentation** is appropriate when you need a separate copy for distribution, archival, or offline review. Avoid repeated exports while content is still changing.
- Check billing again after major work. If your team has generated, reviewed, exported, or shared a substantial amount of documentation, return to **Billing** to review the updated organization information.
- Use the correct documentation type. Atloria distinguishes user-facing manuals from other documentation work. When preparing content for end users, use the  **User Manuals** area and verify the content through **Review & Publish**.

Related Pages

- [Generate Documentation](#)
- [Review and Publish Documentation](#)
- [Preview Documentation](#)
- [Export Documentation](#)
- [Share a Preview Link](#)
- [Manage Billing](#)
- [Create User Manuals](#)

Troubleshooting

You cannot find usage information

Open **Billing** and confirm that you are viewing the organization's billing area rather than an individual project's documentation screen. If **Billing** is unavailable, ask an organization administrator to confirm that you have permission to view billing and plan information.

You cannot tell which documentation activity relates to usage

Open  **User Manuals** or **User Docs**, select the relevant project version, and use **1 Review Summary** to identify the documentation work completed for that version. Then return to **Billing** to compare that activity with the organization-level usage information.

You are unsure whether to export or share documentation

Select **Preview** first to review the documentation. Use **Share Preview Link** when another person needs access to the preview, and use **Export Documentation** when you need a separate exported copy.