

Screenshot status reference

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Screenshot status and review information

Screenshot status information tells you which documentation-version screenshots are current, carried forward, outdated, or still absent. Use it to decide which screenshots need review or follow-up action.

If you need to...	Go to
Review a version's screenshots end to end	Review version screenshots
Understand the screenshot gallery and versions	Screenshots overview

Before you start

Select a project and version before reviewing its screenshot coverage.

Prerequisites

- A project is selected in the header.
- A documentation version is available for that project.
- You know which status or screenshot route you need to review.

The page requests screenshot data only after a project and version are selected. The version selector chooses an active version first; when no active version is available, it chooses the first available version. The available rows and status counts come from the selected project and version.

Find screenshots to review

Use this procedure when you need to locate screenshots in the selected version.

Prerequisites

- A project and documentation version are selected.

Steps

- 1. In the version selector, select the documentation version you want to review.
- 2. In the status filters, select the status that matches the review you need.
- 3. In the page-size area, select the number of rows to display on each page.
- 4. Select the checkbox beside a row when you need to include that screenshot in a bulk action.
- 5. Select **Select all on page** when you need to include every displayed row.

If no row matches the selected filter, the page shows **No screenshots found** and the message `Placeholders appear here as soon as a document declares one.`

Result: The list shows the screenshots matching your selected version and status filter, with selected rows marked.

Understand the status screen

The status screen compares a version's screenshot placeholders with the screenshots currently available for those routes.

The summary can show counts for **Fresh**, **Carried**, **Stale**, and **Missing**, along with a coverage percentage.

What you are checking	Where to read it
The route represented by a placeholder	Route path
The document that declares it	Document
The current screenshot state	Status
Find out how recent the image is	Age
Whether the source may have changed	Staleness
The overall counts and percentage	The summary and coverage bar

The status values **Fresh**, **Carried**, **Stale**, **Missing**, **Valid**, **Warning**, and **Critical** describe the available review states. A row with a stale, warning, or critical state shows Code may have changed in its staleness column. A carried or valid row shows **Valid** there.

When no project is selected, the page shows **Screenshots, No project selected**, and `The project dropdown in the header sets the project for every enterprise surface.` When the list is loading, it shows `Loading screenshots...`.

The page does not show the screenshot list while it is loading. When the filtered list has no rows, it shows **No screenshots found** instead of the table.

Open and review a screenshot

A screenshot preview is the detail view for one qualifying row. Use it to inspect the information attached to that row before deciding what to do with it.

Prerequisites

- The screenshot row is visible in the selected version and filter.

Steps

1. In the row's action area, select **View**.
2. Identify the route, document, status, and capture date for the screenshot.
3. In Staleness analysis, check whether the route is likely valid, missing a screenshot, or may have changed.
4. Select **Close** to return to the screenshot list.

The preview can also offer **Annotate**, **Recapture**, **Upload replacement**, **Remove from doc**, and **Close**. **Annotate** is available when the preview has an image asset and an id. **View** is available for fresh, carried, valid, stale, warning, and critical rows.

Result: The screenshot's review details are visible.

Choose the action for the screenshot status

Use this procedure to choose a follow-up action without treating every status the same way.

Prerequisites

- You have reviewed the row's Status and Staleness information.

If the row is...	Use
Missing	Capture or Upload
Carried, Stale, Warning, or Valid	Recapture
Fresh or Critical	View
Selected with other rows	Bulk Recapture, Remove placeholders, or Mark not needed

Steps

1. Choose the action for the selected row or rows:

If you need to...	Select
Add an image for a missing row	Capture or Upload
Refresh a carried, stale, warning, or valid image	Recapture
Apply one action to selected rows	Recapture, Remove placeholders, or Mark not needed
Remove one placeholder from the preview	Remove from doc

The bulk action bar appears when at least one row is selected. During bulk recapture, the page shows **Recapturing screenshots** , a count of completed items, and **Cancel remaining** .

Result: The appropriate action is selected for the selected status and rows.

Add an image or markup

Use **Capture** when a route needs a new image. An annotation is explanatory markup added to an existing screenshot; use **Annotate** to add it.

Add a screenshot image

Prerequisites

- A screenshot row has **Missing** status.
- The project Site URL is configured.

Steps

1. Enter the address you want to preview.
2. Select **Preview** to load the page image.
3. Choose what to do after the preview step:

If you need to...	Select
Save the loaded image	Save this screenshot
Leave without saving	Cancel

The modal starts with a URL derived from the selected route and project Site URL.

Before a preview begins, it shows `Enter a URL and click Preview` ; while the preview is loading, it shows `Taking screenshot...` .

Before a preview is loaded, its footer says `Preview a URL first, then save` .

After a preview loads, it says `Preview loaded – click Save to use this screenshot` .

After saving, the modal shows `Screenshot captured` and `Saved to your project` .

Result: After a successful save, `Screenshot captured` and `Saved to your project` appear.

Annotate a screenshot

Prerequisites

- A preview has an image asset and an id.

Steps

1. In the preview footer, select **Annotate**.
2. In the annotation tool control, select **Select, Box, Arrow, Mask, or Marker**.
3. Select an annotation color.
4. Drag across the screenshot to draw the selected annotation.
5. For a selected non-marker annotation, enter an optional label.
6. For a selected mask annotation, select **Blur (vs solid bar)** when the mask should use the blur setting.
7. Choose one action for the selected annotation.

If you need to...	Select
Remove the selected annotation	Delete
Save the annotations currently shown	Save (N)
Leave the editor without saving	Cancel

Result: The selected annotation is deleted, saved, or left unchanged according to your choice.

Troubleshoot a stopped action

Match the message you see to the corrective action in the table.

What you see	What it means	What to do
No Site URL configured. Go to Project Settings → Basic Information → Site URL to set it.	The project setting needed for capture is absent.	Configure the Site URL in project settings.
Failed to load preview. Check the URL and try again. or Preview failed	The preview request did not load the requested URL.	Check the URL and select Try again .
Failed to save screenshot	Saving the screenshot did not complete.	Return to the preview and try Save this screenshot again.
Upload failed	The image upload did not complete.	Try Upload again with the intended image file.
Action failed	A bulk action did not complete.	Recheck the selected rows and retry the bulk action.
Remove failed	Removing the placeholder did not complete.	Return to the preview and retry Remove from doc .
No screenshot has been captured for this route yet.	No image exists for this row.	Select Capture or Upload for the route.
Source code may have changed. UI could look different now.	The image may no longer match the current page.	Select Recapture and review the new image.
Route component unchanged – likely valid.	The route has no reported source change.	Continue reviewing the screenshot or close the preview.

What to do next

After status review, use the page that owns the next task:

- Use [Review version screenshots](#) for the end-to-end task of reviewing screenshots attached to a project version.
- Use [Screenshots overview](#) for the gallery and its relationship to project versions.
- Use [Project versions](#) for version context and selection.