

Screenshots overview

September 15, 2026

Screenshots overview

What screenshot coverage is

Screenshot coverage is the set of visual records associated with a documentation version. It lets you review which version routes have a current screenshot, which screenshots were carried forward, and which routes need attention before publishing.

Use this map to choose the next place to work:

If you need to...	Go to
Choose a documentation version and review its screenshot coverage	Choose a version and status view
Understand the gallery, list columns, and preview entry	Read the gallery and screenshot list
Review or maintain screenshots for a version	Review version screenshots
Understand Fresh, Carried, Stale, and Missing	Screenshot status reference
Review the project versions around the screenshot list	Project versions
Continue after the version is ready to publish	Published documentation

Coverage is calculated from the number of **Fresh** and **Carried** screenshots in the version summary. The summary also counts **Stale** and **Missing** screenshots, so the status distribution explains why a version is or is not ready for publishing.

Before you review screenshots

Before you review screenshot coverage, select the project whose documentation version you want to inspect. The enterprise surface uses the selected project from the header. The version list then loads and selects the active version when one is available.

If you plan to use the screenshot maintenance actions, the project also needs a configured site URL. The screenshot dialog uses that URL with the selected route to prepare the page address.

Before you start	Why it matters
A project is selected	The enterprise surface uses the project context for its version and screenshot list.
A documentation version is available	The screenshot list is fetched for the selected version.
A site URL is configured	The screenshot dialog can prepare the address for the selected route.

When no project is selected, the page shows `No project selected`. When the filtered enterprise list has no rows, it shows `No screenshots found`. On the version-scoped surface, an empty filter shows `No screenshots match this filter`. With a project and version selected, continue to choose the status view.

Choose a version and status view

Use the version and status controls to move from the project context to the screenshot rows you need to review.

Prerequisites

- A project is selected.
- A documentation version is available.

Steps

1. In the enterprise screenshot surface, select the version from the version selector.
The screenshot list reloads for that version, and the current selection, status filter, and page number reset.
2. Select the status view that matches the work you need to do.

If you need to...	Select
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Review every listed route on the version-scoped surface	**All**
Review current screenshots	**Fresh**
Review screenshots carried from an earlier version	**Carried**
Review screenshots whose source may have changed	**Stale**
Find routes without a screenshot	**Missing**

- 3. If you are using the version-scoped surface, use **Back** to return to the previous project-version page.
- 4. In the enterprise surface, choose **10** or **15** to set the number of rows per page.
- 5. Select a row checkbox when you need to identify one or more routes for a later review or maintenance action.

Result: The screenshot list shows the selected version and status subset, with the available rows per page and selected rows visible on screen.

Read the gallery and screenshot list

After the status view is selected, the screenshot gallery is a visual strip of screenshots that already have an image. The list below it connects each screenshot to the route and document it represents. The version-scoped list provides the same route, document, and status relationship in a more compact form.

The enterprise surface can show these list columns:

Column	Use it to...
Route path	Identify the application route represented by the screenshot.
Document	Identify the documentation page associated with the route.
Status	See whether the screenshot is Fresh , Carried , Stale , or Missing .
Age	See how long ago an available screenshot was taken.
Staleness	See the source-change notice for a screenshot whose code may have changed.

The version-scoped list shows **Route**, **Document**, and **Status**. Select a row to open **Screenshot details**. In the enterprise gallery, select a thumbnail to open its preview. The preview can show the image, route, document, status, and date, along with the available next actions.

When no screenshot has an image, the gallery does not appear. A preview for a route without an image shows `No screenshot captured yet` . The version-scoped details modal shows `No screenshot captured` when its selected row has no image.

Continue to review and maintain coverage

After you identify a route in the list or gallery, choose the next action according to its status. The maintenance actions belong to [Review version screenshots](#); the meanings of the statuses belong to [Screenshot status reference](#).

If the row is...	Available action
Fresh, Carried, Valid, Stale, Warning, or Critical	View
Carried, Stale, Valid, or Warning	Recapture
Missing	Capture or Upload
Selected in the preview with an image and record identifier	Annotate

From a preview, the available controls include **Annotate**, **Recapture**, **Upload replacement**, **Remove from doc**, and **Close**. For selected rows, the enterprise surface provides **Recapture**, **Remove placeholders**, and **Mark not needed**. The version-scoped surface provides **Remove placeholders** and **Clear**.

Save a screenshot from a route

Prerequisites

- A project is selected.
- A site URL is configured.
- A screenshot row is available for the action.

Steps

1. In the screenshot dialog, enter the page address in **URL to capture**.
2. Select **Preview**. The dialog starts with `Enter a URL and click Preview` and shows `Taking screenshot...` while the page loads.
3. Select **Save this screenshot** after the preview is available. Before a preview loads, the footer says `Preview a URL first, then save`.
4. Choose the action for the preview outcome.

Preview outcome	Action
The dialog shows <code>Preview failed</code>	Select Try again .
The preview loads	Continue to step 5.

5. Confirm that the dialog shows **Screenshot captured** and **Saved to your project** .
After a preview loads, the footer says **Preview loaded – click Save to use this screenshot** .

Result: The screenshot is saved to the project and the dialog shows the saved screenshot state.

When every placeholder is current, the enterprise surface shows **All screenshots are fresh – ready to publish.** and provides **Publish v.** Continue to [Published documentation](#) when the version is ready for that step.

Result: You have identified the version, status, and next page for the screenshot work you need to do.