ALDERLINE WORKSPACE - GETTING STARTED
Updated: 23 October 2026

1. OPEN YOUR WORKSPACE
Open /workspace, enter your display name and choose Continue.
Your workspace starts with a project overview, documents and activity.

2. FIND THE CONTEXT
Read the project overview. Record the goal, the owner, the next milestone and the decisions already made. Link source documents from the overview.

3. OPEN A DOCUMENT
Choose Evidence and open Regional approval record. Keep the document title descriptive and give teammates a clear starting point for the work.

4. EXPORT A COPY
Choose Export document. Wait for the request to complete, then download the file from the same browser session. An export link does not grant access to a different workspace.

5. CHECK YOUR SETTINGS
Update your display name in Settings. Your workspace owner manages membership and roles. Viewers can read and export their workspace documents.

PROJECT HANDOVER CHECKLIST
[ ] Current goal and project owner
[ ] Next milestone and date
[ ] Links to current documents
[ ] Decisions and the reasons behind them
[ ] Open questions, each with an owner
[ ] Access reviewed with the incoming owner

HELP
Getting started: /help/getting-started
Permissions: /help/permissions
Imports: /help/importing
Support: /contact
Do not include passwords or payment details in a support request.