

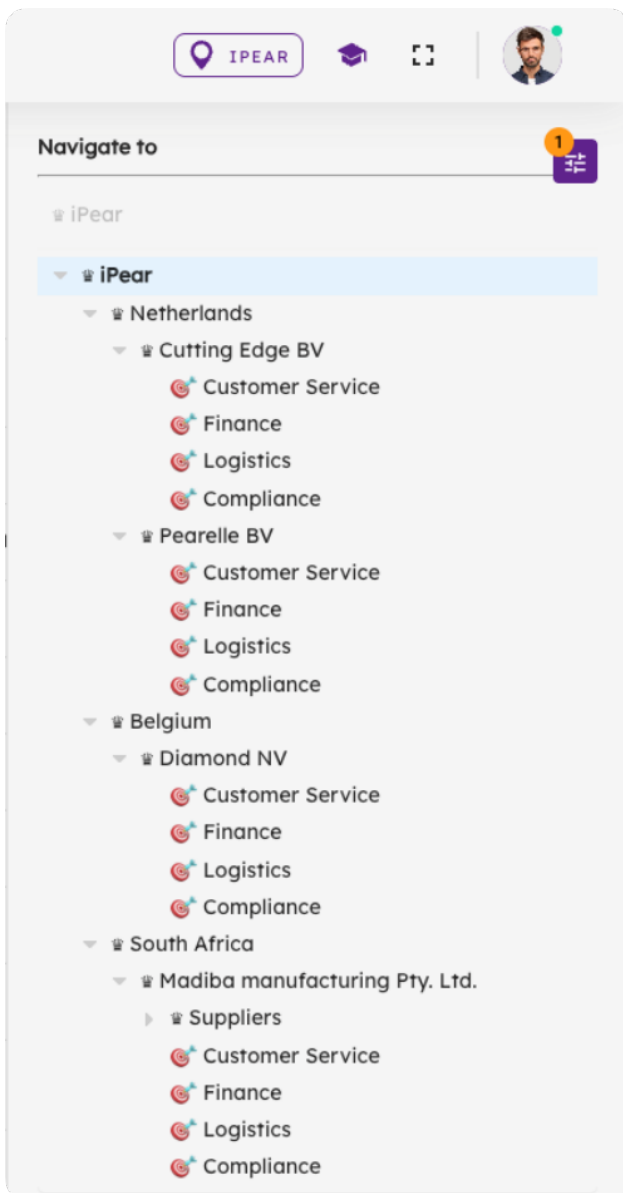
Navigation and Settings

Understanding the general setup and how things are organized within BzCtrl.

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Navigation

BzCtrl. is organized around **Domains** and **Workspaces**, which you can select from the **Navigation Tree** in the top-right corner of the tool. Understanding this structure is key to using BzCtrl. efficiently.



Domains

- **Purpose:** Domains are used to structure and organize Workspaces. They help you **group** related areas of your business **and control how data is shared.**

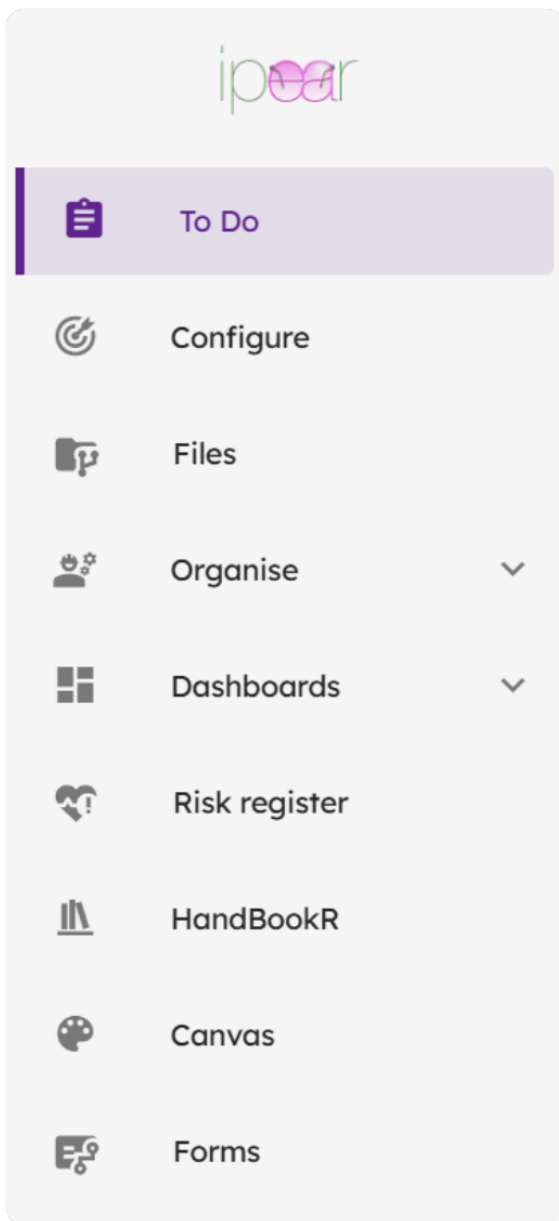
- **Hierarchy:** Domains can contain **sub-Domains** and **Workspaces**. If a parent Domain contains multiple sub-Domains, all data from the sub-Domains and their Workspaces is visible at the parent level. This creates a clear hierarchical structure.
- **Role Management:** Domains are also used to assign user roles, controlling who can access and modify data.

Workspaces

- **Purpose:** Workspaces are where the actual **To-do's** are recorded and managed.
- **Relation to Domains:** Each Workspace belongs to a Domain, and data can be shared across Workspaces belonging to the same Domain.

Pages

- Located on the **left-hand side** of the interface, Pages display data based on your current selection in the Navigation Tree. Selecting a Domain or Workspace in the tree determines which data is visible.

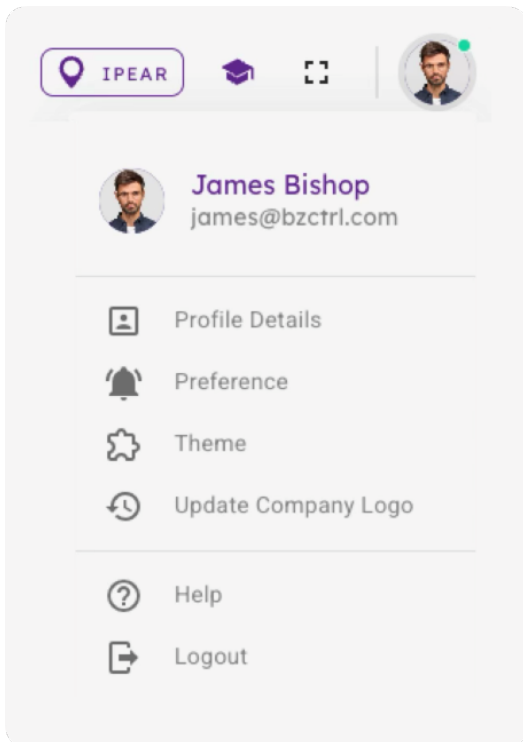


Quick Overview

1. **Navigation Tree (top-right):** Select Domains or Workspaces.
2. **Domains:** Structure your Workspaces, group and share data, assign roles, and create hierarchy.
3. **Workspaces:** Record and manage your To-do's.
4. **Pages (left):** View the data related to the currently selected Domain or Workspace.

User Settings

In the top-right corner of BzCtrl., you will find your **Avatar**. Clicking on it gives access to **general settings** where you can configure your profile, preferences, calendar integration, security, and the look-and-feel of the application.



Profile & Calendar Integration

- **Profile Details:** Update your personal information such as name, email, and contact details.
- **Calendar Linking:** Connect BzCtrl. with **Google** or **Outlook** calendars. Once linked, your To-do's with due dates will appear directly in your calendar. Each item can be accessed via a direct URL from your calendar.
- **Notifications:** Choose which notifications you want to receive.
- **Landing Page:** Set your preferred page to open when you log in.
- **Table Rows:** Adjust the number of rows displayed in tables on Pages.
- **Reminders:** Control the frequency of reminders for tasks.

Security

- **Two-Factor Authentication (2FA):** Enable an extra layer of security.

- **Password Policies:** Optionally enforce password resets every 3 months.

Theme & Customization

- **Theme Selection:** Choose between **light** or **dark** mode.
- **Colors:** Select your preferred interface colors.
- **Company Branding:** Customize BzCtrl. to match your company's standards with logos, colors, and other branding elements.

These settings allow you to tailor BzCtrl. to your personal workflow and company requirements, helping you stay organized, secure, and efficient.

Options and Filters Pane

Description

Internal and External Users

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