

HandBookR

HandBookR is an embedded documentation feature within BzCtrl., designed to structure, manage, and share knowledge in a clear and accessible way. It enables users to create and maintain structured documentation that is directly linked to business processes and controls.

Structured Documentation

HandBookR organizes information in a logical, hierarchical structure:

- **Books** - High-level topics or areas
- **Chapters** - Subsections within a Book
- **Pages** - Individual content items

This structure ensures clarity and makes documentation easy to navigate and maintain.

Content Creation & Editing

- Create and edit content using a **user-friendly editor**
- Apply **rich text formatting**, including images, links, and structured layouts
- Maintain documentation collaboratively with other users

Search & Navigation

- Quickly find information using **search functionality**
- Navigate easily through Books, Chapters, and Pages
- Link content across pages for better context and connectivity

Version Control

- Automatic **tracking of content changes**
- View and restore **previous versions**
- Maintain full visibility over updates

Diagrams & Process Flows

HandBookR allows users to easily include **diagrams and process flows** within documentation.

- Create visual representations such as **flowcharts, process diagrams, and system overviews**
- Use drag-and-drop elements, shapes, and connectors to build clear visual structures

- Diagrams can be edited directly within HandBookR

This functionality is powered by the same **Canvas capability** available elsewhere in BzCtrl., enabling users to combine written documentation with visual process design in one place.

Access Control

- Manage who can **view, create, or edit** content
- Align permissions with roles defined in BzCtrl.

Integration within BzCtrl.

HandBookR can be linked to other elements in BzCtrl., such as:

- Risks (as part of mitigating actions)
- To-do's (Tasks, Incidents, Forms, Documents)

This ensures that documentation is directly connected to operational activities and compliance processes.

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