Scripts

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Navigating

ENG

<break time="1s"/> How to navigate through BizzControl

BizzControl 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 BizzControl efficiently.

The purpose of Domains is to structure and organize sub-Domains and Workspaces. They help you group related areas of your business and control how data is shared. <break time="1s"/> If a parent Domain contains multiple sub-Domains, all data from the sub-Domains and their Workspaces is visible at the parent level. You see how the eye-pair Domain is selected? The data shown is based on this selection, as you see data belonging to the Cutting Edge BV location and the Pearelle BV location. Now when I select the specific Workspace, Customer Service, the data shown is adjusted to the selection. This creates a clear hierarchical structure.

The selection in the Navigation tree impacts the data shown on all Pages in the application. <break time="1s"/> Domains and Workspaces are also used to assign user roles, controlling who can access and modify data. <break time="2s"/>

A Workspace is where the actual To-do's are recorded and managed. Each Workspace belongs to a Domain, and data can be shared across Workspaces.

Domains that hold one or more Workspaces are governed by a subscription. Other Domains are merely for the purposes of organizing the structure and are set up by our team when you start using BizzControl. <break time="1s"/> If you have a full version subscription, you can create multiple Workspaces as you see fit from the Organize Chapter in the Pane on the left. Simply click the plus button, type in a name, a 3 lettercode and press save. After a refresh, the Workspace becomes available <break time="2s"/> provided you are assigned as a User.That's it. <break time="1s"/> Happy navigating.

NL

Hoe navigeer je door BizzControl

BizzControl is opgebouwd rond *Domeinen* en *Werkomgevingen*, die je kunt selecteren via de Navigatieboom rechtsboven in de tool. Inzicht in deze structuur is essentieel om BizzControl efficiënt te gebruiken.

Het doel van Domeinen is het structureren en organiseren van subdomeinen en Werkomgevingen. Ze helpen je om gerelateerde onderdelen van je bedrijf te groeperen en om te bepalen hoe gegevens worden gedeeld. Als een bovenliggend Domein meerdere subdomeinen bevat, zijn alle gegevens van die subdomeinen en hun Werkomgevingen zichtbaar op het niveau van het bovenliggende Domein.

Hier is het Domein *eye-pair* geselecteerd. De weergegeven gegevens zijn gebaseerd op deze selectie: je ziet data die behoren tot de locatie Cutting Edge BV en de locatie Peerelle BV. Wanneer ik nu de specifieke Werkomgeving *Customer Service* selecteer, worden de weergegeven gegevens aangepast aan deze selectie. Dit zorgt voor een duidelijke hiërarchische structuur.

De selectie in de Navigatieboom beïnvloedt de gegevens die op alle pagina’s in de applicatie worden getoond. Domeinen en Werkomgevingen worden ook gebruikt om gebruikersrollen toe te wijzen, waarmee wordt bepaald wie toegang heeft tot gegevens en wie deze mag wijzigen.

Een Werkomgeving is de plek waar de daadwerkelijke to-do’s worden vastgelegd en beheerd. Elke Werkomgeving behoort tot een Domein, en gegevens kunnen tussen Werkomgevingen worden gedeeld.

Domeinen die één of meerdere Werkomgevingen bevatten, vallen onder een abonnement. Andere Domeinen dienen uitsluitend om de structuur te organiseren en worden door ons team ingericht wanneer je start met BizzControl.

Heb je een full version-abonnement, dan kun je meerdere Werkomgevingen aanmaken via het hoofdstuk *Organize* in het paneel aan de linkerkant. Klik eenvoudig op de plusknop, voer een naam en een drielettercode in en druk op save. Na het vernieuwen van de pagina wordt de Werkomgeving beschikbaar, mits je als gebruiker bent toegewezen.

Dat is alles. Veel succes met navigeren!

Distributing and Starting a Form

ENG

In this video, I'll show you how to distribute a Form to one or multiple Workspaces and how to start a Form instance — either from the Forms Page or from the To Do page.

Let's get started. First, go to the Forms page from the panel on the left side of your screen. Here, you can locate the Form you want to distribute in two ways. Browse through the categories and subcategories, or click the button at the top to open the table view with all available Forms. Once you've found the correct Form, move your cursor to the right-hand side and hover over the Action button. Click Link. Select the Workspace or Workspaces where you want to distribute the Form. Select an assignee, a reporter and one or more Watchers. All of these selections are optional. If you do not select an assignee, the person linking the Form will automatically become both the Assignee and the Reporter.

Option 1, Let Workspace Managers Plan

If your intention is to distribute the Form to Workspaces where the Workspace Manager will handle planning and scheduling, simply click Save. You may also leave a comment with instructions for the Workspace Managers if needed. The Form will now be available for them to plan.

Option 2, Plan or Schedule Yourself. If you prefer to handle the planning yourself, you can. Set a Due Date, or configure a Schedule. After setting the desired timing, click Save. If no alternative start date is defined, the Form instance will immediately appear on the To Do page of the selected Workspaces.

To access the Form Instance, go to the To Do page and click the reference Key to enter the details page.

If a schedule was applied, you can also find the schedule on the corresponding Workspace page. From there, you can adjust the schedule if needed.

You can also start a Form from the To Do Page, provided the form is available in the Company database. First, make sure you have selected the correct Workspace in the navigation tree. Next, click the Form Type button to open a dropdown menu. You can scroll or use the search function to find the Form you need. Once selected, click the Plus button or simply press Enter. The Form instance will immediately open the details page, and you can start working.

That's how you distribute, schedule, and start a Form in BizzControl. By using linking and scheduling correctly, you ensure clear ownership, structured planning, and full visibility across Workspaces.

Good luck and get it done!

NL

In deze video laat ik je zien hoe je een Formulier distribueert naar één of meerdere Workspaces en hoe je een Formulierinstantie start — zowel vanaf de Forms-pagina als vanaf de To Do-pagina.

Laten we beginnen. Ga eerst naar de Forms-pagina via het paneel aan de linkerkant van je scherm. Hier kun je het formulier dat je wilt distribueren op twee manieren vinden:
Blader door de categorieën en subcategorieën, of klik op de knop bovenaan om de tabelweergave met alle beschikbare formulieren te openen.

Zodra je het juiste formulier hebt gevonden, ga je met je cursor naar de rechterkant en beweeg je over de Action-knop. Klik op **Link**. Selecteer de Workspace of Workspaces waar je het formulier wilt distribueren. Selecteer een Assignee, een Reporter en één of meerdere Watchers. Al deze selecties zijn optioneel. Als je geen Assignee selecteert, wordt de persoon die het formulier koppelt automatisch zowel de Assignee als de Reporter.

Optie 1: Laat Workspace Managers plannen

Als het je bedoeling is om het formulier te distribueren naar Workspaces waar de Workspace Manager de planning en scheduling verzorgt, klik dan eenvoudig op **Save**. Je kunt indien nodig ook een opmerking met instructies voor de Workspace Managers toevoegen. Het formulier is nu beschikbaar voor hen om te plannen.

Optie 2: Zelf plannen of inplannen

Als je de planning liever zelf uitvoert, kan dat ook. Stel een Due Date in of configureer een Schedule. Nadat je de gewenste timing hebt ingesteld, klik je op **Save**. Als er geen alternatieve startdatum is gedefinieerd, verschijnt de formulierinstantie direct op de To Do-pagina van de geselecteerde Workspaces.

Om de formulierinstantie te openen, ga je naar de To Do-pagina en klik je op de referentiesleutel om de detailpagina te openen.

Als er een schedule is toegepast, kun je deze ook terugvinden op de betreffende Workspace-pagina. Van daaruit kun je het schema indien nodig aanpassen.

Je kunt ook een formulier starten vanaf de To Do-pagina, mits het formulier beschikbaar is in de bedrijfsdatabase. Controleer eerst of je de juiste Workspace hebt geselecteerd in de navigatieboom. Klik vervolgens op de Form Type-knop om een dropdownmenu te openen. Je kunt scrollen of de zoekfunctie gebruiken om het juiste formulier te vinden. Zodra je het hebt geselecteerd, klik je op de Plus-knop of druk je eenvoudig op Enter. De formulierinstantie opent direct de detailpagina en je kunt meteen aan de slag.

Zo distribueer, plan en start je een formulier in BizzControl. Door linking en scheduling correct te gebruiken, zorg je voor duidelijke eigenaarschap, gestructureerde planning en volledige transparantie over alle Workspaces.

Succes en, Get it Done!

External use Forms

Forms offer a powerful tool, not only for internal use. Forms can also be used outside the tool, whereby the content is still safely gathered and stored on the respective Workspace. The functionality is best explained by use cases. Let's say an operational process involved the owner of a product and an agent covering parts of the administrative processes such as customs formalities. The agent works according to clearly defined procedures and gathers documents such as the customs declaration, substantiating cargo documents such as a bill of lading, CMR or bill of material, invoices, etcetera. The agent collects all these document, attaches the documents to an e-mail and sends it through to the owner of the product. Then the owner performs similar work. Someone reads the e-mail, validates if all required documents are there, archives the documents accordingly, etcetera. These processes could be simplified and made much more efficient. Most of the times the reason for lack of optimization is because of the fact that different parties are involved and we don't want to tell each other how to conduct our business right? But what it can be made as simple as attaching the documents to an e-mail. In other words, keeping things as they are but simplifying the process after. That's where bizzcontrol comes in.

Use case Business partner doing declarations which you need to archive

In many business processes, companies rely on external partners to perform administrative tasks. For example, a customs agent may complete declarations and send the supporting documents to the company.

Traditionally, these documents arrive by e-mail. Someone then needs to review the attachments, verify that everything is complete, and archive the documents in the correct location. This often results in unnecessary double work.

SnapForm simplifies this process.

Instead of receiving documentation by e-mail, you define exactly which documents you need and add a few control questions to confirm key details upfront.

Once configured, you publish it as a SnapForm and link it to the appropriate Workspace — for example, the Workspace for DMR Trading.

The form can then be accessed through a simple QR code or URL, which you share with your business partner.

When the partner opens the link, they complete the form and upload the required documents. Each submission automatically creates a new instance in the Workspace.

Your partner only sees the form as an external user, while your company can access all submissions within the BizzControl environment.

You can monitor the status, validate the information, and ensure all documents are complete.

And that’s it.
All information and attachments are automatically stored and organized in the Workspace — removing double work and making collaboration much easier.

ApiForms

Welcome to this tutorial on A-P-I Forms in Biz Control.

In this video, we will show you how to make an existing Form available as an A-P-I Form, allowing external systems to create and access Form instances directly through API communication.

A-P-I Forms are smart digital questionnaires that can include predefined scoring and impact calculations. Through API integration, these Forms can be embedded into operational processes within third-party or bespoke applications, while all Form instances remain centrally managed in Biz Control.

To begin, navigate to the Forms page.

Here, you can either create a new Form or use an existing one. For this example, we will use an existing Form.

Select the Action button next to the Form and choose Create A-P-I Form.

A new window will open, prompting you to select a Workspace.

Choose the Workspace where all future Form instances created through this A-P-I Form should be stored.

This is an important step, as every time the A-P-I Form is called from an external system, the resulting Form instance will automatically be recorded within the selected Workspace.

Once the Workspace has been selected, confirm your choice.

The Form is now available as an A-P-I Form.

Next, navigate to the Configure page and ensure that the correct Workspace is selected in the upper-right corner of the screen.

In the A-P-I Forms table, locate your A-P-I Form and select the A-P-I Form Key button.

This section contains the information your developers need to integrate the Form with external systems.

Before an external application can create Form instances, it must first authenticate with Biz Control using the provided authentication endpoint and API credentials.

After successful authentication, Biz Control returns an access token that authorizes subsequent API requests.

The A-P-I Form Key section also contains the unique API endpoint for this specific Form.

When this endpoint is called, a new Form instance is automatically created in the selected Workspace.

Additional information, such as Order Numbers, Shipment Numbers, Case IDs, or other business identifiers, can be passed as tags within the API request. These tags are then stored with the Form instance for easy reference and reporting.

Once the Form instance has been created, Biz Control returns a response containing a direct Task Link.

This link can be stored within the external system, allowing users to reopen and continue working on the same Form instance at any time directly from their operational process.

You're now ready to connect your Forms to external applications and streamline your business processes with powerful API integration.

Thank you for watching, and as always: Biz Control — Get it done.