

Styling and style

Images and ChatGPT prompt.

- Environment for screenshots
- Using ChatGPT for writing the text
- Images mask using shape

Environment for screenshots

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Using ChatGPT for writing the text

Purpose of using ChatGPT is to ensure consistency in the writings style.

Prompt:

"I am writing a User guidance / manual for my application called BzCtrl. (pronounced as Bizz control). This is the website describing the application and its functionalities. The tool is aimed at controlling your business processes and by doing so ensuring compliance. I will continue to give you paragraphs to rewrite and formulate in an appropriate manner so that I can write the manual. Make it snappy, engaging and personal."

Examples

Then I want to write a page dedicated to explaining the navigation through BzCtrl. The structure is built on Domains and Workspaces that can be selected from the Navigation tree in the right top of the tool. I will include a screenshot. Domains are there to structure and organise the Workspaces. The Workspace is where the actual To do's are recorded. Domains contain Workspaces and via the Domains data can be easily shared through related Domains. So the Domains and Workspaces are used to organise the tool including the ability to assign user roles to it. If the ultimate parent Domain holds sub Domains and Workspaces, then on the parent Domain all data is available of any sub Domains and related Workspaces. It creates an hierarchy. Then on the left there are the Pages. The data shown is related to the selection in the navigation tree.

Got it! Here's a clear, structured, and user-friendly draft for your **Navigation** page. I've organized it so it's easy to read, highlights hierarchy, and explains the purpose of each element. You can drop in your screenshot where indicated.

Navigation in BzCtrl

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** and tasks are recorded and managed.
- **Relation to Domains:** Each Workspace belongs to a Domain, and data can be shared across related Domains.

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 Pages and data are visible.

Quick Overview

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

[Insert screenshot here]



On the right top an Avatar is shown under which general settings can be arranged. This includes setting profile details and linking with Google or Outlook calendar so that the To do's become available in the user its calendar based on due dates and can be accessed directly from the calendar via a url. Then Preferences can be set such as an important one, what Notification the User wants to receive. What the landing page should be, the amount of rows in tables on pages, frequency of reminders, security settings such as enabling two factor authentication or having to reset password every 3 months. Then what theme to use, dark or light theme and the user can select colors. User can also customize look and feel to company standards with company colors, logo's, etc.

Perfect! Here's a polished, structured version for a **User Settings / Avatar** page in your manual. I've made it clear, practical, and easy to follow, with sections for each key function:

User Settings & Avatar

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.  h item can be accessed via a direct URL from your calendar.

Preferences

- **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.

[Insert screenshot of Avatar menu here]

Images mask using shape

[Customs controls.docx](#) In the style of the app we apply a Mask to images we use. A rounded rectangle. Attached a PowerPoint with examples.

[Example screenshots with Mask.pptx](#)