



User Manual

InfoSafe

Seed Analytics

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Introduction

Information Security Management is something that has become very important in the modern world as more and more people and companies value their data privacy and security online. Companies specifically take this very seriously if they would like to comply with the rules and regulations that are set out by various security and online privacy frameworks such as [ISO 27001](#) (Information Security Management Systems) and the [POPI Act](#) to name a few. It has, in the past, proven to be a challenge to keep a handle on data and security measures and it is very important that companies do not have a data breach or unauthorized personnel gaining access to company files or hardware. Thus the opportunity presents itself to be able to streamline their Information Security Management Systems.

Infosafe aims to meet these criteria and help streamline the data capture and protection process. As a user, you will greatly improve your efficiency in managing projects and data scopes as well as keeping track of assets and hardware within your organization. Infosafe will neatly store all the relevant data of users, tasks, data-scopes, risks and assets all in one place and let you view and edit your saved data with ease. It will also help alleviate admin intensive tasks, repetitive and work tedious tasks, help streamline important workflows and thus allow employees to spend their time on more important tasks within the business.

Requirements

To access the Infosafe system you will need valid user credentials provided by your ISO (Information Security Officer). You will need a stable internet connection and one of the following browsers installed to access the web pages:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox

You can download these browsers here if you do not have one installed yet:

- [Google Chrome](#)
- [Microsoft Edge](#)
- [Mozilla Firefox](#)

System Access and Use

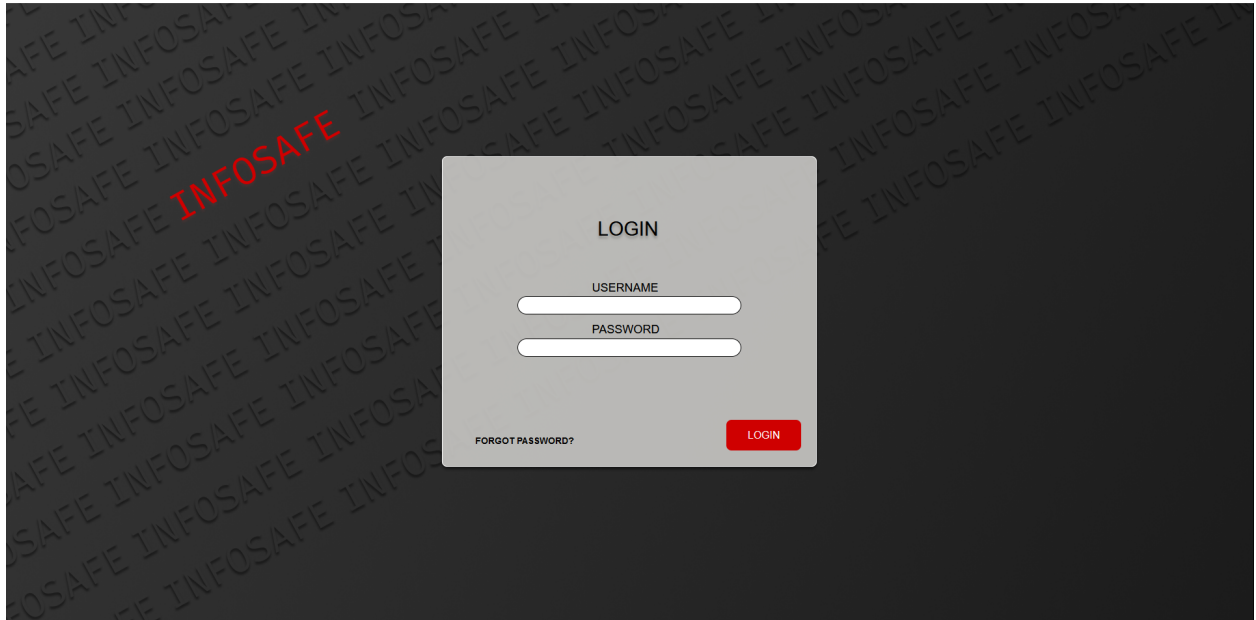
Access

The Infosafe website is available at: [\(link\)](#)

As stated above, new users will need to be provided their login credentials, via email, from the ISO.

Login

The link above will take you to the login page. Once you have obtained your login credentials, your email address and system generated password, you will be able to login. If you have forgotten your password use the link on the page to reset your password.

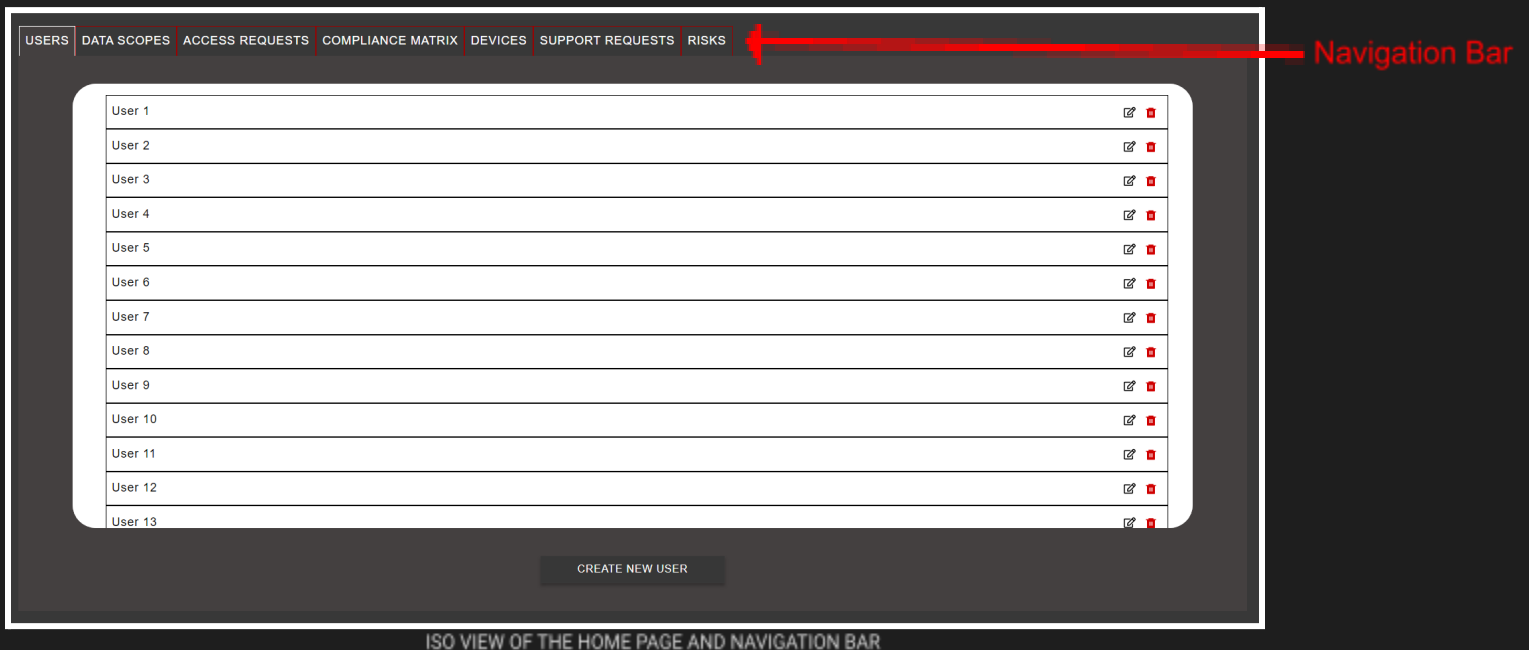
The image shows a screenshot of a web login page. The background is dark gray with a repeating, semi-transparent watermark of the word 'INFOSAFE' in a light gray font. A light gray rectangular box is centered on the page, serving as the login form. Inside this box, the word 'LOGIN' is centered at the top. Below it are two white input fields: the first is labeled 'USERNAME' and the second is labeled 'PASSWORD'. At the bottom left of the box is a small, dark gray link that says 'FORGOT PASSWORD?'. At the bottom right is a red rectangular button with the word 'LOGIN' in white capital letters.

LOGIN PAGE

Authentication

Navigation

Once you have successfully logged in you will be met with your personalized home page. Based on your user defined role you will have specific navigation capabilities. On your homepage you will be able to see your current data scopes, tasks, assets, support requests and risks and findings. Currently the homepage is implemented for the ISO user and shows a list of all users in the system. At the top of the page is a navigation bar that lets you move through the system with ease.



ISO VIEW OF THE HOME PAGE AND NAVIGATION BAR

Viewing Pages and Data Entities

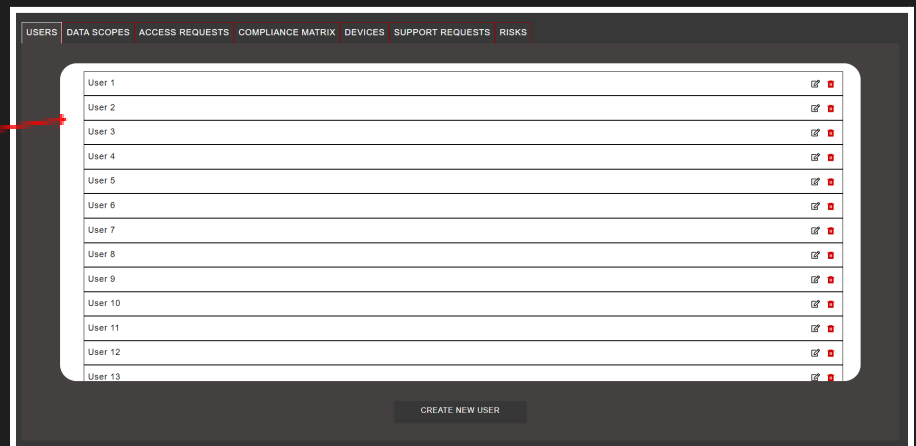
As stated earlier your experience on the system can change based on your role assigned to you. Currently the ISO role is the only role defined and as such the following web pages and functionality are what an ISO user can expect to experience on the system.

User Subsystem

An ISO will be able to view a list of users in the system via a list and can then get further details by clicking on a user. A pop-up will appear that provides the user specific details.

Click to view user details

It will produce a pop-up like this

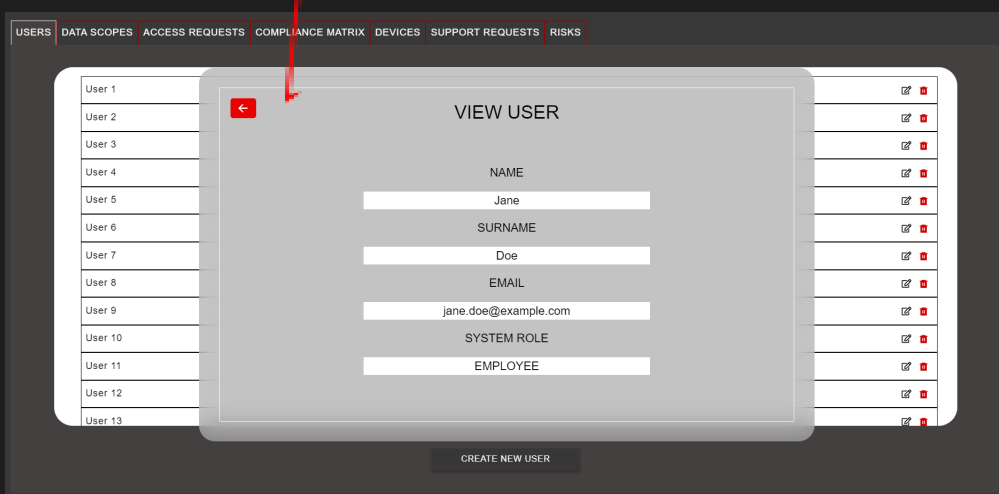


USERS DATA SCOPES ACCESS REQUESTS COMPLIANCE MATRIX DEVICES SUPPORT REQUESTS RISKS

User 1	🔍	🔴
User 2	🔍	🔴
User 3	🔍	🔴
User 4	🔍	🔴
User 5	🔍	🔴
User 6	🔍	🔴
User 7	🔍	🔴
User 8	🔍	🔴
User 9	🔍	🔴
User 10	🔍	🔴
User 11	🔍	🔴
User 12	🔍	🔴
User 13	🔍	🔴

CREATE NEW USER

ISO VIEW OF THE USER PAGE



USERS DATA SCOPES ACCESS REQUESTS COMPLIANCE MATRIX DEVICES SUPPORT REQUESTS RISKS

←

VIEW USER

NAME
Jane

SURNAME
Doe

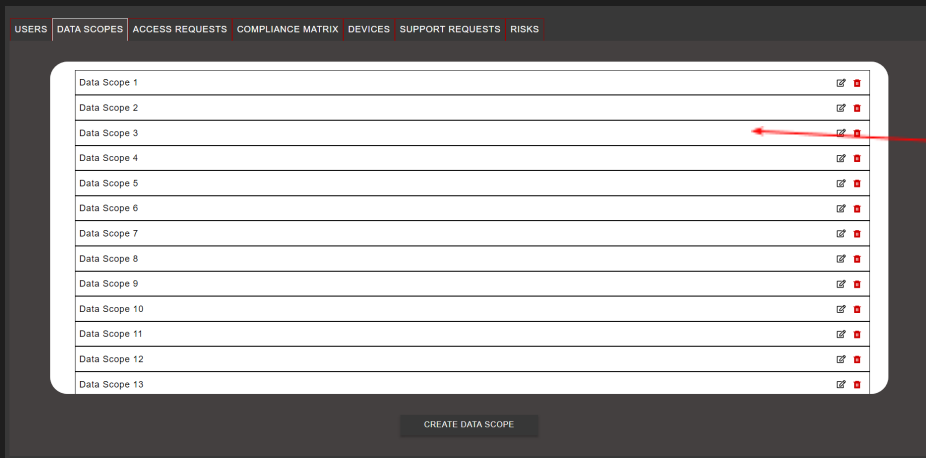
EMAIL
jane.doe@example.com

SYSTEM ROLE
EMPLOYEE

CREATE NEW USER

Data Scope Subsystem

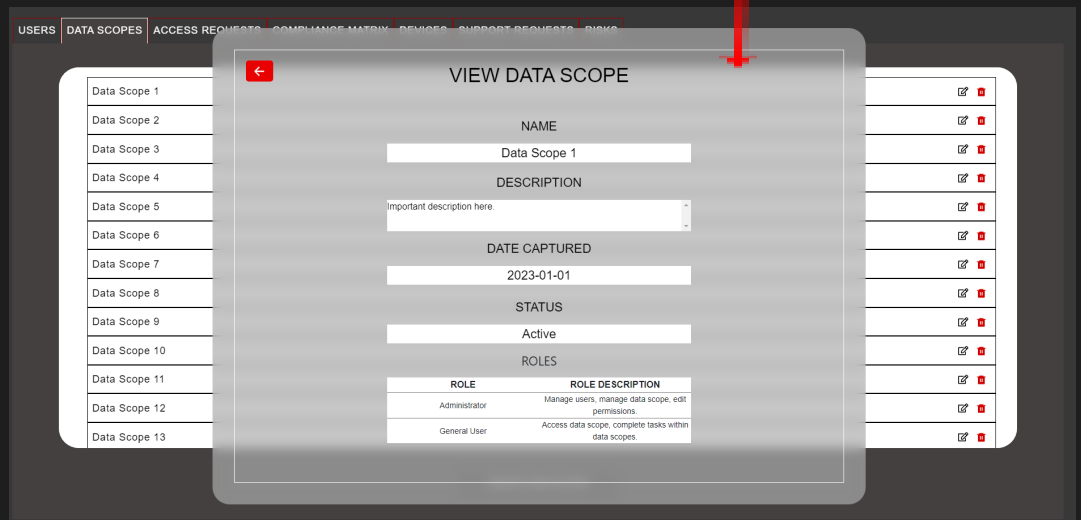
All users will be able to view a list of Data Scopes currently in the system and can then get further details by clicking on a Data Scope Field. A pop-up will appear that provides the Data Scope specific details.



DATA SCOPE PAGE FOR ALL USERS

Click to view data scope details

It will produce a pop-up like this



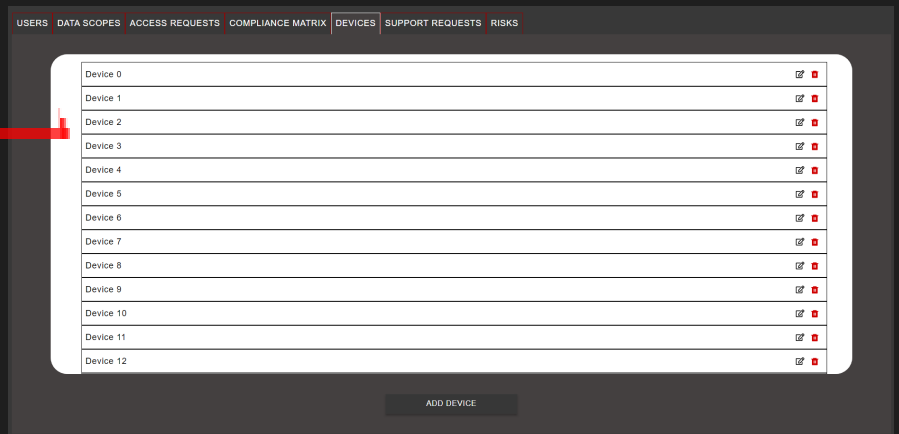
DETAILED VIEW OF DATA SCOPES FOR ALL USERS



























Asset Subsystem

All users will be able to view a list of available assets currently in the system and can then get further details by clicking on an asset field. A pop-up will appear that provides the asset specific details.

Click to view
asset details

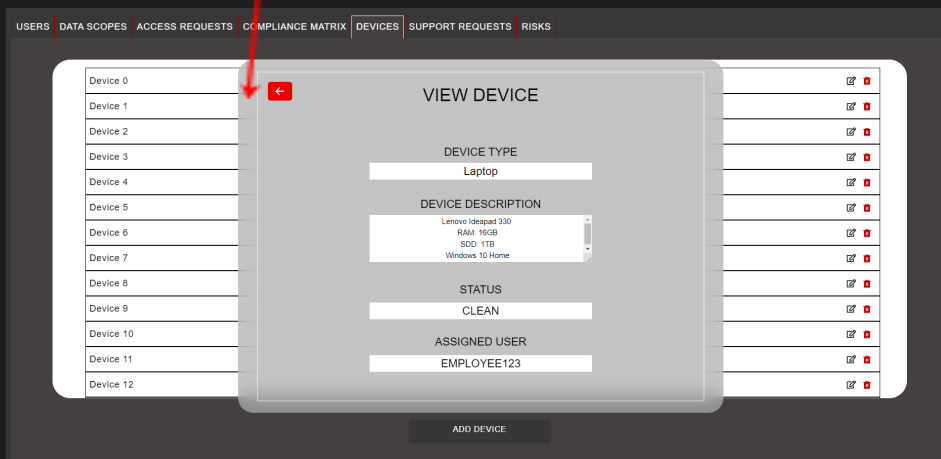
It will produce a
pop-up like this





























Device 0	 
Device 1	 
Device 2	 
Device 3	 
Device 4	 
Device 5	 
Device 6	 
Device 7	 
Device 8	 
Device 9	 
Device 10	 
Device 11	 
Device 12	 

ADD DEVICE

ASSET PAGE FOR ALL USERS



Device 0	 
Device 1	 
Device 2	 
Device 3	 
Device 4	 
Device 5	 
Device 6	 
Device 7	 
Device 8	 
Device 9	 
Device 10	 
Device 11	 
Device 12	 

VIEW DEVICE

DEVICE TYPE
Laptop

DEVICE DESCRIPTION
Lenovo Ideapad 330
RAM: 16GB
SSD: 1TB
Windows 10 Home

STATUS
CLEAN

ASSIGNED USER
EMPLOYEE123

ADD DEVICE

DETAILED VIEW OF ASSETS FOR ALL USERS

Data and Entity Management

As stated earlier your experience on the system can change based on your role assigned to you. Currently the ISO role is the only role defined and as such the following web pages and functionality are what an ISO user can expect to experience on the system.

User Subsystem

Users can be created and edited by an ISO on the user page. By clicking on the create new user button, a pop-up will appear that will allow the ISO to enter the user name, surname, email address and the type of user role they will receive. The system will also generate a temporary password that the user can use for their first time login.

The screenshot shows a web application interface with a top navigation bar containing links: USERS, DATA SCOPES, ACCESS REQUESTS, COMPLIANCE MATRIX, DEVICES, SUPPORT REQUESTS, and RISKS. The 'USERS' link is active. Below the navigation bar is a table listing users from 'User 1' to 'User 13'. Each row has an edit icon (pencil) and a delete icon (red square with an 'x'). A 'USER CREATION' pop-up form is centered over the table. The form has a back arrow in the top left corner and the following fields: NAME, SURNAME, EMAIL, PASSWORD (with a 'GENERATE PASSWORD' button to its right), SYSTEM ROLE (a dropdown menu currently showing 'EMPLOYEE'), and a red 'SUBMIT' button at the bottom.

USER CREATION POP-UP FOR THE ISO

By clicking on the edit icon the ISO can all edit the details of an existing user. They can edit their name, surname email address or update their role in the system.

The screenshot shows the same web application interface as before. The 'EDIT USER' pop-up form is centered over the user table. The form has a back arrow in the top left corner and the following fields: NAME (pre-filled with 'Jane'), SURNAME (pre-filled with 'Doe'), EMAIL (pre-filled with 'jane.doe@example.com'), NEW PASSWORD, CONFIRM PASSWORD, SYSTEM ROLE (a dropdown menu currently showing 'EMPLOYEE'), and a red 'FINISH' button at the bottom. A red circle highlights the edit icon (pencil) for 'User 1' in the background table.

EDIT USER POP-UP FOR THE ISO

Data Scope Subsystem

Data scopes can be created and edited by an ISO or a Data Custodian on the data scope page. By clicking on the create data scope button, a pop-up will appear that will allow the ISO or Data Custodian to enter the data scope name and description. They will also be able to create roles within the data scope and a description of it. The system will display the current created roles.

The screenshot shows a web application interface with a top navigation bar containing tabs: USERS, DATA SCOPES, ACCESS REQUESTS, COMPLIANCE MATRIX, DEVICES, SUPPORT REQUESTS, and RISKS. The 'DATA SCOPES' tab is active. A modal window titled 'DATA SCOPE CREATION' is displayed. It contains two columns of input fields: 'NAME' and 'ROLE' on the top row, and 'DESCRIPTION' and 'ROLE DESCRIPTION' on the bottom row. Below these fields is a section titled 'DATA SCOPE ROLES' containing a table with two columns: 'ROLE' and 'ROLE DESCRIPTION'. The table lists two roles: 'Administrator' (Manage users, manage data scope, edit permissions) and 'General User' (Access data scope, complete tasks within data scopes). To the right of the table is an 'ADD ROLE' button. At the bottom of the modal is a red 'SUBMIT' button.

ROLE	ROLE DESCRIPTION
Administrator	Manage users, manage data scope, edit permissions
General User	Access data scope, complete tasks within data scopes

DATA SCOPE CREATION POP-UP FOR THE ISO AND DATA CUSTODIANS

By clicking on the edit icon the ISO or Data Custodian can all edit the details of an existing data scope. They can edit the name, description and status.

The screenshot shows the same web application interface. The 'DATA SCOPES' tab is active, and a list of data scopes (Data Scope 1 through Data Scope 13) is visible on the left. A modal window titled 'EDIT DATA SCOPE' is displayed. It contains three input fields: 'NAME', 'DESCRIPTION', and 'STATUS'. The 'STATUS' field is a dropdown menu currently showing 'CREATED'. To the right of the modal, a list of data scopes is shown with edit icons (pencil) and delete icons (trash) for each. The edit icon for 'Data Scope 1' is circled in red. At the bottom of the modal is a red 'SUBMIT' button. Below the modal, a 'CREATE DATA SCOPE' button is visible.

EDIT DATA SCOPE POP-UP FOR THE ISO AND DATA CUSTODIAN

Asset Subsystem

Assets can be created and edited by an ISO or the Asset Manager on the asset page. By clicking on the add device button, a pop-up will appear that will allow the ISO or Asset Manager to enter the device type and description. They will also be able to set the status of an asset and assign that asset to a user.

The screenshot shows the 'ADD DEVICE' pop-up form. The form has a title 'ADD DEVICE' and a back arrow icon. It contains three input fields: 'DEVICE TYPE', 'DEVICE DESCRIPTION', and 'STATUS' (with a dropdown menu showing 'CLEAN'). A red 'SUBMIT' button is at the bottom. The background shows a table of devices (Device 0 to Device 12) and a table of users (User 0 to User 12).

ASSET AND DEVICE CREATION POP-UP FOR THE ISO AND ASSET MANAGER

By clicking on the edit icon the ISO or Asset Manager can all edit the details of an existing asset. They can edit the type, description and status. They can also reassign the device or asset to a different user.

The screenshot shows the 'EDIT DEVICE' pop-up form. The form has a title 'EDIT DEVICE' and a back arrow icon. It contains five input fields: 'Type' (with a dropdown menu showing 'Tablet'), 'DESCRIPTION' (with a text area showing 'Lenovo Ideapad 330', 'RAM: 16GB', 'SSD: 1TB', and 'Windows 10 Home'), 'STATUS' (with a dropdown menu showing 'CLEAN'), 'ASSIGNED USER' (with a dropdown menu showing 'Employee123'), and a red 'SUBMIT' button. The background shows a table of devices (Device 0 to Device 12) and a table of users (User 0 to User 12). The 'EDIT' icon in the top right corner of the device table is circled in red.

EDIT ASSET POP-UP FOR THE ISO AND ASSET MANAGER