



INFOSAFE

## User Manual



# InfoSafe

Seed Analytics

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FrAgile

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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.

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## Requirements

To access the Infosafe system you will need valid user credentials provided by your System Administrator or any other user with the privileges to create new users. You will need a stable internet connection and one of the following browsers installed to access the web pages:

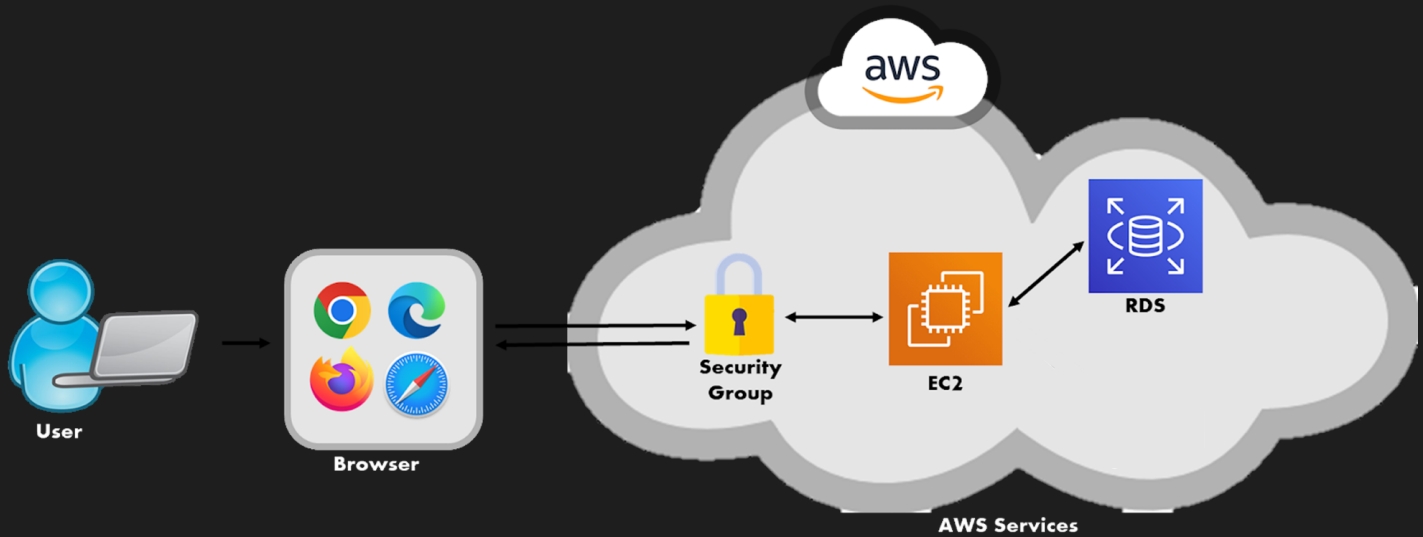
- Google Chrome
- Microsoft Edge
- Mozilla Firefox

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

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

## System Overview

Below is the UML System Diagram to understand how the system works and how data flows through the system and how the various components interact with one another to produce the Infosafe System.



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## Preface

Due to the nature of the system, and how it is very role based, this user manual will explain how when roles are created they are given a set of permissions and privileges which will determine how they use the system and what subsystems they can interact with.

This document will also describe in depth each subsystem and their functionalities.

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## System Access and Navigation

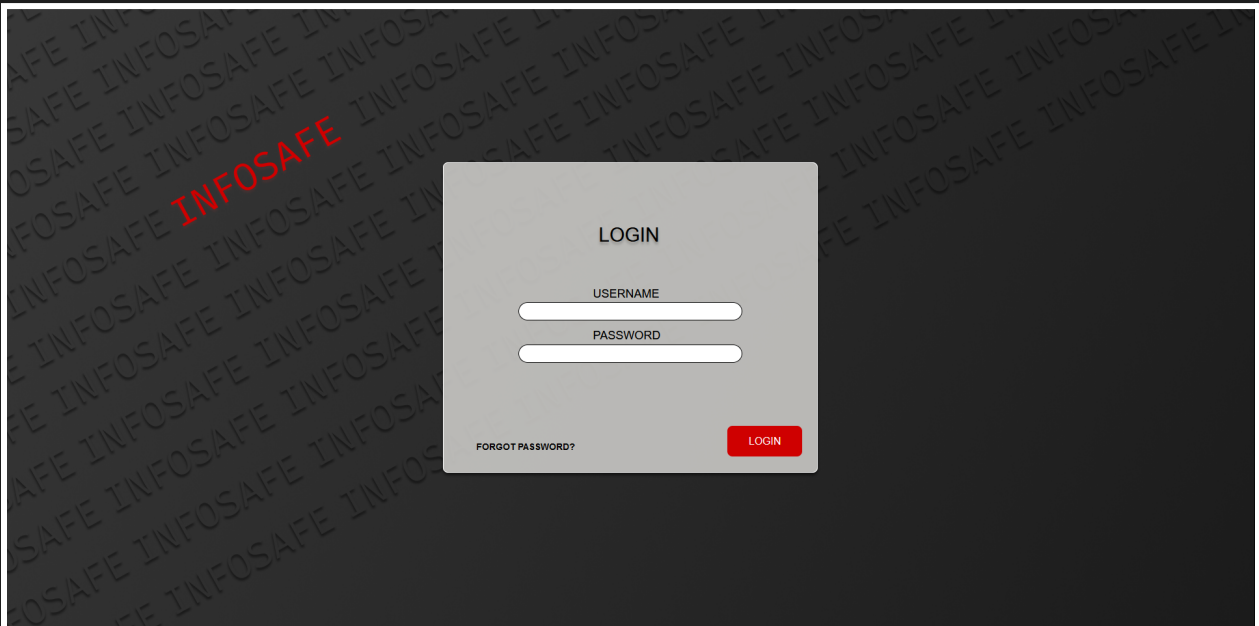
### Access

The Infosafe website is available at: <https://infosafe.live/>

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 application's login page. The background is dark gray with a repeating, semi-transparent watermark of the word 'INFOSAFE' in a light gray font. In the center of the screen is a light gray rectangular box. Inside this box, the word 'LOGIN' is centered at the top. Below it are two white input fields, the first labeled 'USERNAME' and the second labeled 'PASSWORD'. At the bottom left of the box is a small link that says 'FORGOT PASSWORD?'. At the bottom right is a red rectangular button with the word 'LOGIN' in white capital letters.

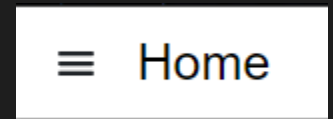
LOGIN PAGE

## Authentication

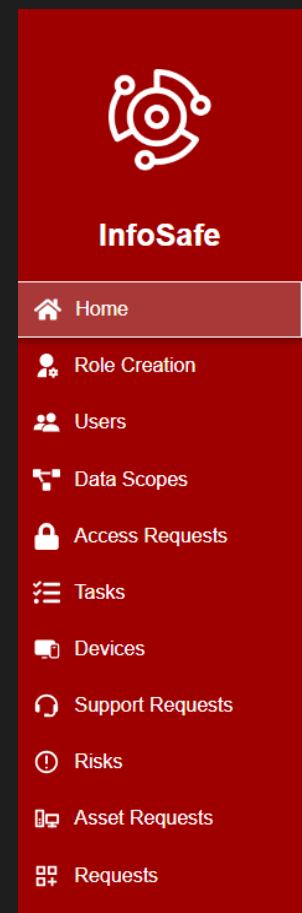
Authentication takes place in the backend. Once a user has been added by System Management, their credentials will be checked against the database and if everything checks out they will be granted access to the system. Tokens are used to control access and maintain access and ensure that unauthorized parties do not gain access to the system.

## Navigation

Once you have successfully logged in you will be met with your personalized home page which will be discussed further later. On the top left of all pages is a dropdown menu that shows you current page and is demarcated as the following:



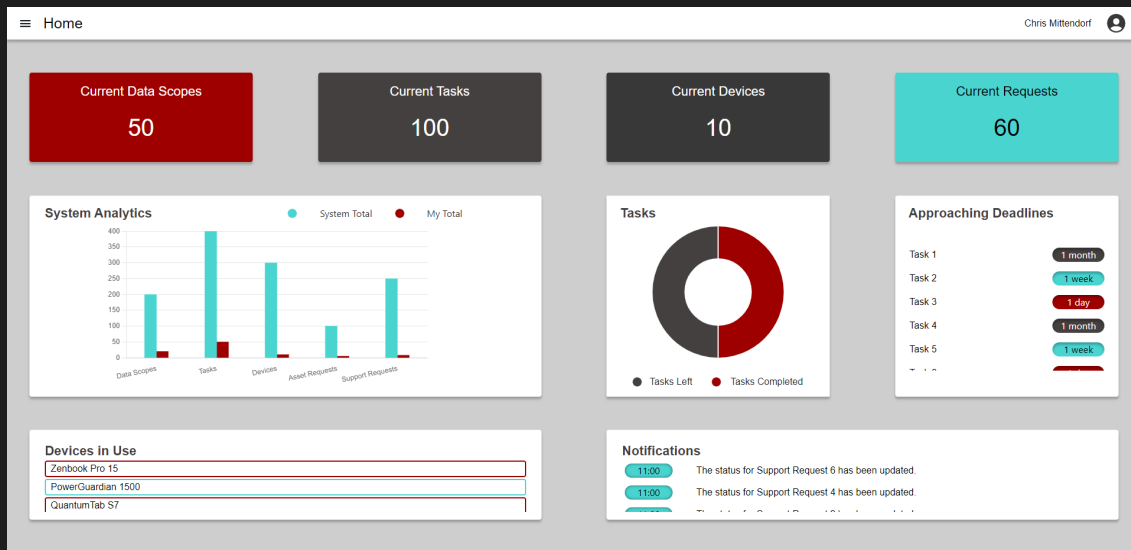
When clicked it will open the navigation bar that will allow you to traverse the system and looks like this:



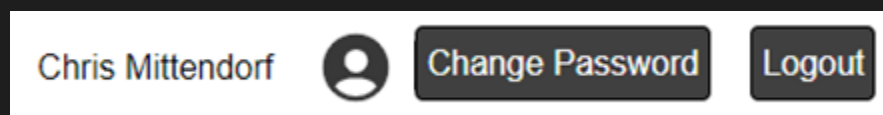


## Home Page

Welcome to the 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. The home page is a snapshot of the system and tailored to each user to see all their personal statistics.



At the top of every page it will also show your user profile and when it is clicked it will give you the option to logout or navigate you to a page to change your password.



Logout will log you out and return you to the login page and the change password will produce a pop up viewed below in order to change your password.

←

CHANGE PASSWORD

Enter Password

Re-Enter Password

SUBMIT

## Role Creation

On the role creation page, users with the correct privileges will be able to define new roles/user types and specify their permissions across the system. The textbox at the top of the page allows you to name the new role.

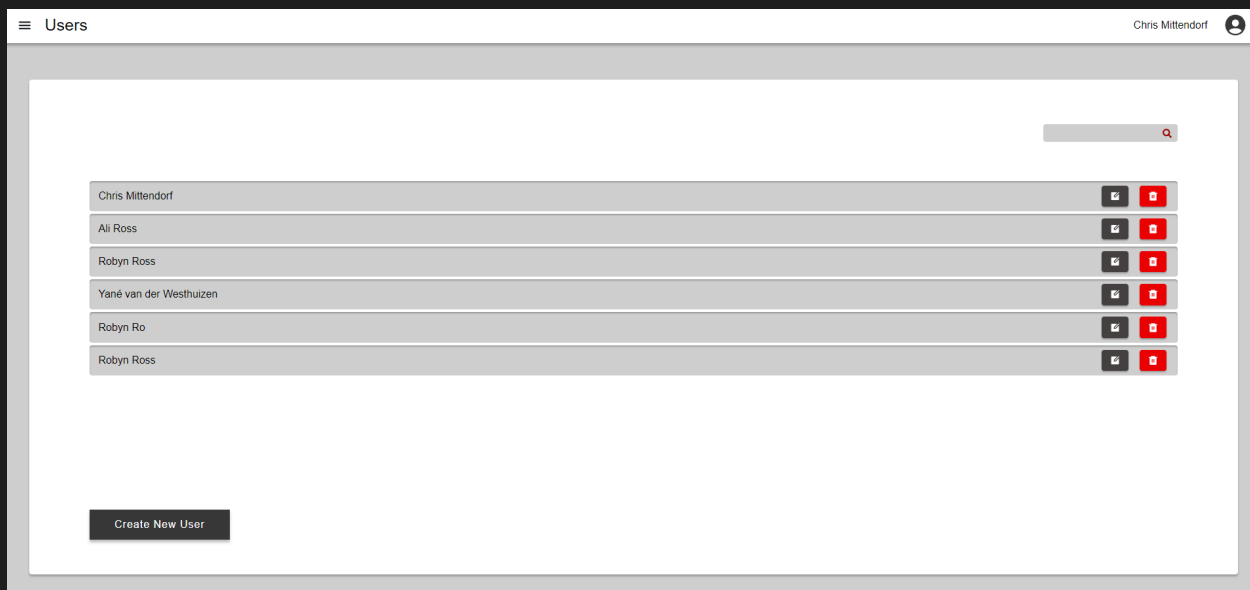
The screenshot shows the 'Role Creation' interface. At the top, there is a header bar with a hamburger menu icon, the text 'Role Creation', and a user profile icon labeled 'Chris Mittendorf'. Below the header, the 'Role Name' field is set to 'General User'. A list of subsystems is displayed, each with an unchecked checkbox: Users, Data Scopes, Access Requests, Compliance Matrix, Devices, Support Requests, Asset Requests, Risks, and Requests. At the bottom, there are two buttons: 'Create Role' and 'Clear'.

When you check the checkboxes for each subsystem it will provide the new role with permissions to that subsystem. You can also define exactly which permissions they are granted in each of the subsystems.


This screenshot shows the same 'Role Creation' interface, but with permissions selected for three subsystems. The 'Data Scopes' checkbox is checked, and below it are three sub-permission buttons: 'Create Data Scopes', 'Edit Data Scopes', and 'Delete Data Scopes', all of which are also checked. The 'Access Requests' checkbox is checked, with sub-permission buttons 'Edit Access Requests' (unchecked) and 'Approve Access Requests' (checked). The 'Devices' checkbox is checked, with sub-permission buttons 'Create Devices' (checked), 'Edit Devices' (unchecked), and 'Delete Devices' (unchecked). The other subsystems remain unchecked. The 'Create Role' and 'Clear' buttons are still at the bottom.

## Users

The users page allows for the creation, updating and removal of users. A user that has the relevant permissions will be able to access this page and will be given a view of all users in the system.



A user can view another user's information by clicking on a user's instance in the table. A popup will be generated that shows all the selected users information.



### VIEW USER

Name

Christopher

Surname

Mittendorf

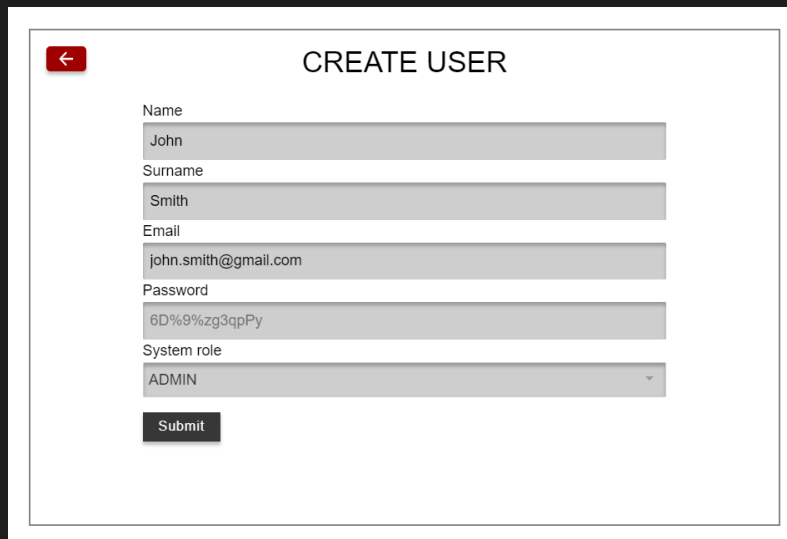
Email

chris.mitt@gmail.com


System Role

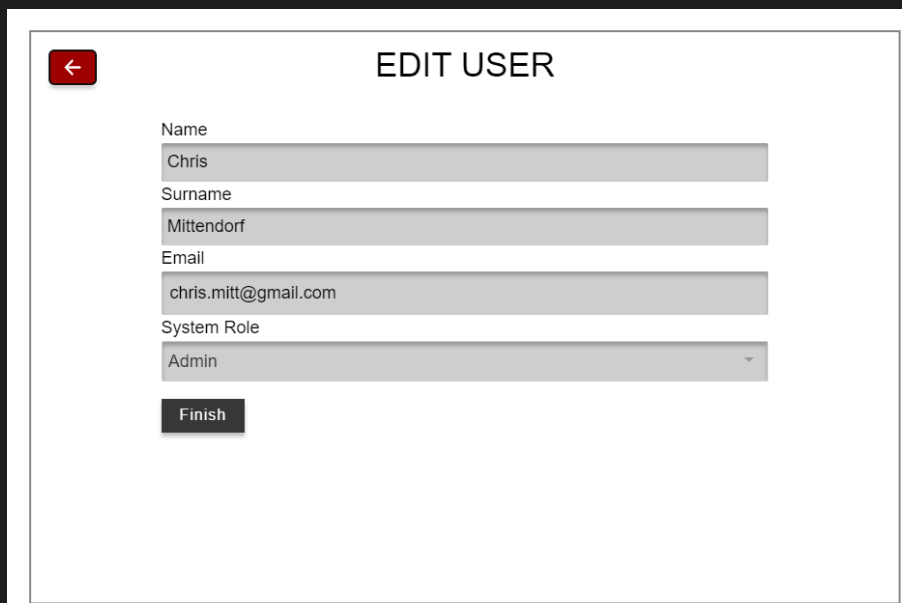
ADMIN

They will then be able to create a new user by clicking the “Create New User” button at the bottom of the page. A popup will show and all the relevant information should be entered into the fields to create a new user. The new user's password will be auto-generated by the system and emailed to their email address for them to login. They will also be assigned a role which will determine their permissions in the system.




The screenshot shows a 'CREATE USER' form with a red back arrow in the top left corner. The form contains the following fields: Name (John), Surname (Smith), Email (john.smith@gmail.com), Password (6D%9%zg3qpPy), and System role (ADMIN). A Submit button is located at the bottom.

A user will also be able to update a user's details by clicking the edit button (  ) in the specific users field. It will then generate a popup with the current details of the user in the relevant fields which then can be edited to update the user's details.



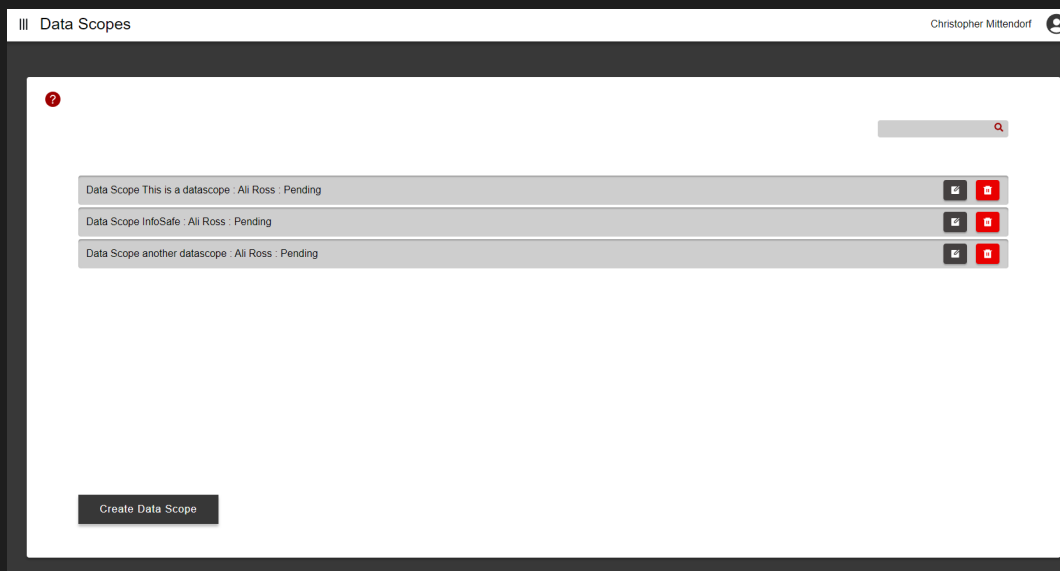
The screenshot shows an 'EDIT USER' form with a red back arrow in the top left corner. The form contains the following fields: Name (Chris), Surname (Mittendorf), Email (chris.mitt@gmail.com), and System Role (Admin). A Finish button is located at the bottom.

---

Lastly a user may also delete a user from the system. Due to the requirements to save all information that enters the system, when an object is deleted, all the information is transferred to a secondary database where it is stored. This is the case across all subsystems and won't be mentioned again in the document, but it is the expected outcome. A user can be deleted by clicking the delete button (  ) in the specific users field. A popup will then ask for confirmation if you are sure you want to delete this user.

## Data Scopes

On the Data Scopes page users can view, create, edit and delete data scopes. When first navigating to the page the user will see data scopes that they are currently assigned to. If a user has a role that gives them full permissions to the data scope subsystem they will see all data scopes in the system.

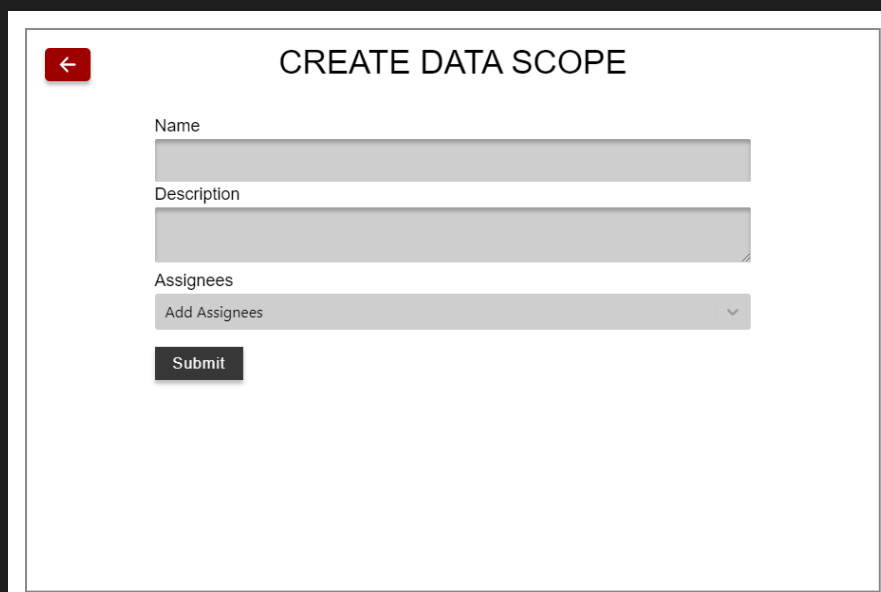


A user can view data scopes information by clicking on a data scopes instance in the table. A popup will be generated that shows all the selected data scopes information.


The 'VIEW DATA SCOPE' popup displays the following information:

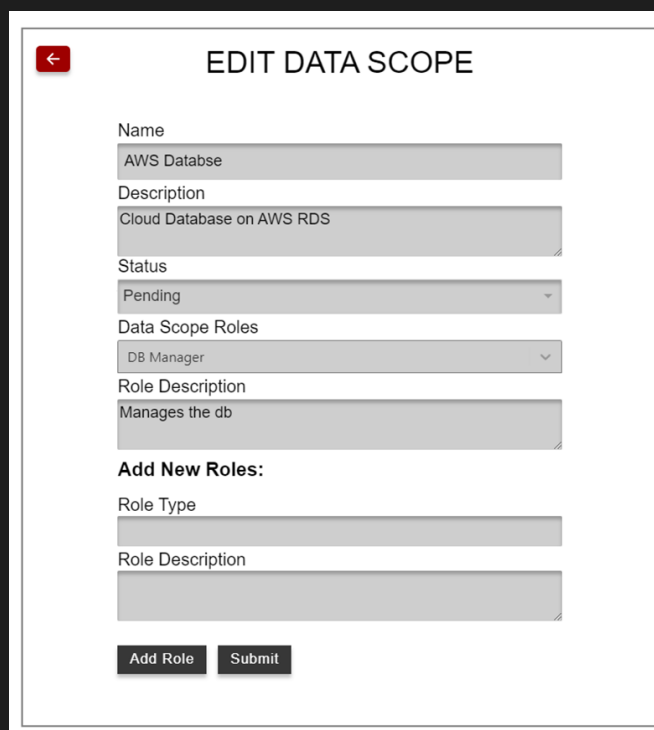
- Name:** IntelliJ
- Description:** IDE platform
- Date Captured:** 2023-09-27T00:00:00.000+00:00
- Status:** Pending
- Assigned Users:** Christopher Mittendorf
- Data Scope Roles:** Manager
- Role Description:** Team Lead
- Data Custodian:** Ali Ross

To create a new data scope, click the “Create Data Scope” button at the bottom of the page. A popup will appear where you must fill in all the relevant fields to supply this data scope with information.




The screenshot shows a modal window titled "CREATE DATA SCOPE". In the top-left corner, there is a red square button with a white left-pointing arrow. The form contains the following fields: a "Name" text input, a "Description" text input, and an "Assignees" dropdown menu with the text "Add Assignees" and a downward arrow. At the bottom of the form is a dark grey "Submit" button.

A user will be able to update a data scope details by clicking the edit button (  ) in the specific data scopes field. It will then generate a popup with the current details of the data scope in the relevant fields which then can be edited to update the data scopes details.



The screenshot shows a modal window titled "EDIT DATA SCOPE". In the top-left corner, there is a red square button with a white left-pointing arrow. The form contains the following fields: a "Name" text input with the value "AWS Databse", a "Description" text input with the value "Cloud Database on AWS RDS", a "Status" dropdown menu with the value "Pending", a "Data Scope Roles" dropdown menu with the value "DB Manager", and a "Role Description" text input with the value "Manages the db". Below these fields is a section titled "Add New Roles:" which contains a "Role Type" text input and a "Role Description" text input. At the bottom of the form are two dark grey buttons: "Add Role" and "Submit".

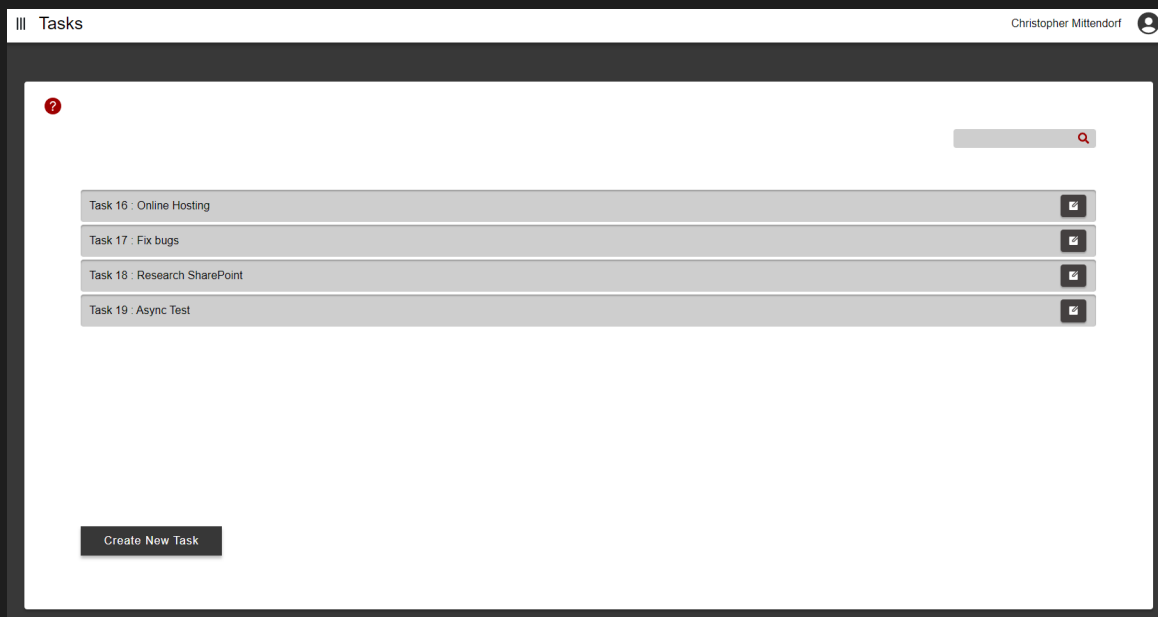
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Lastly a user may also delete a data scope from the system. A data scope can be deleted by clicking the delete button (  ) in the specific data scopes field. A popup will then ask for confirmation if you are sure you want to delete this data scope.



## Tasks

On the tasks page users will be able to create tasks within data scopes that need to be completed. On the main task page users will get a list of all the tasks in the system if they have the relevant permissions or else they will only see the tasks assigned to them.

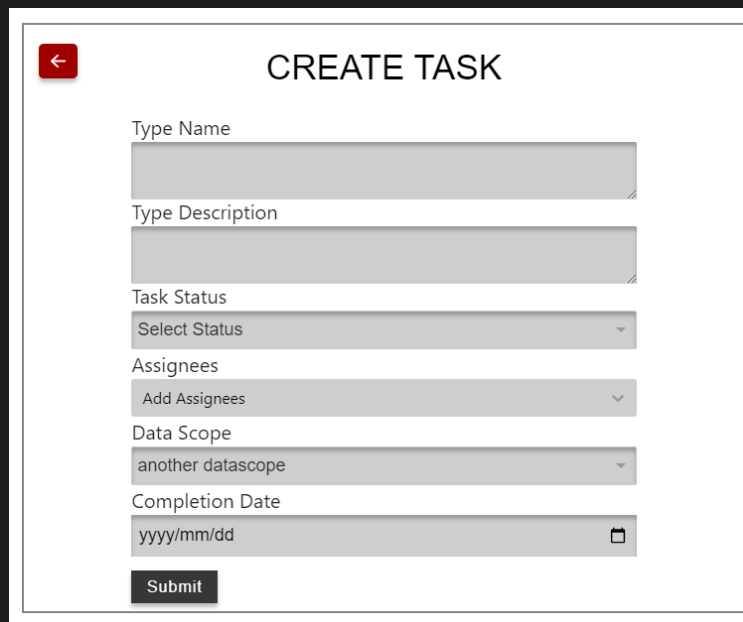


If you click on a task field it will generate a popup with all the specific information for that task. If a user has the relevant permissions you will also be able to mark tasks as completed or uncompleted. When tasks are marked as completed or uncompleted, they will no longer appear in the system.


The screenshot shows a 'VIEW TASK' popup form. It has a back arrow icon in the top left corner. The form contains the following fields and controls:

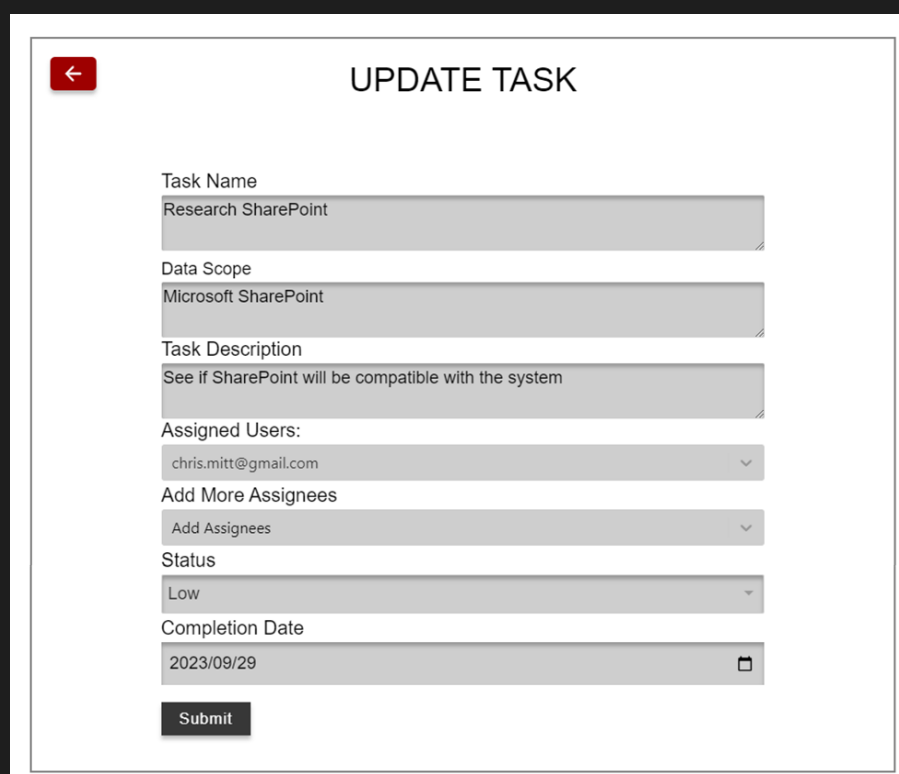
- Task Name:** Research SharePoint
- Data Scope:** Microsoft SharePoint
- Task Description:** See if SharePoint will be compatible with the system
- Users:** chris.mitt@gmail.com (with a dropdown arrow)
- Task Status:** Low
- Completion Date:** 2023-09-29
- Buttons:** Completed and Incomplete

Users can create new tasks by clicking on the “Create New Task”. A popup will be generated and all information related to this new task should be entered.



The 'CREATE TASK' form is a modal window with a red back arrow in the top left corner. It contains the following fields: 'Type Name' (text input), 'Type Description' (text input), 'Task Status' (dropdown menu with 'Select Status' selected), 'Assignees' (dropdown menu with 'Add Assignees' selected), 'Data Scope' (dropdown menu with 'another datascope' selected), and 'Completion Date' (date picker with 'yyyy/mm/dd' selected). A 'Submit' button is located at the bottom.

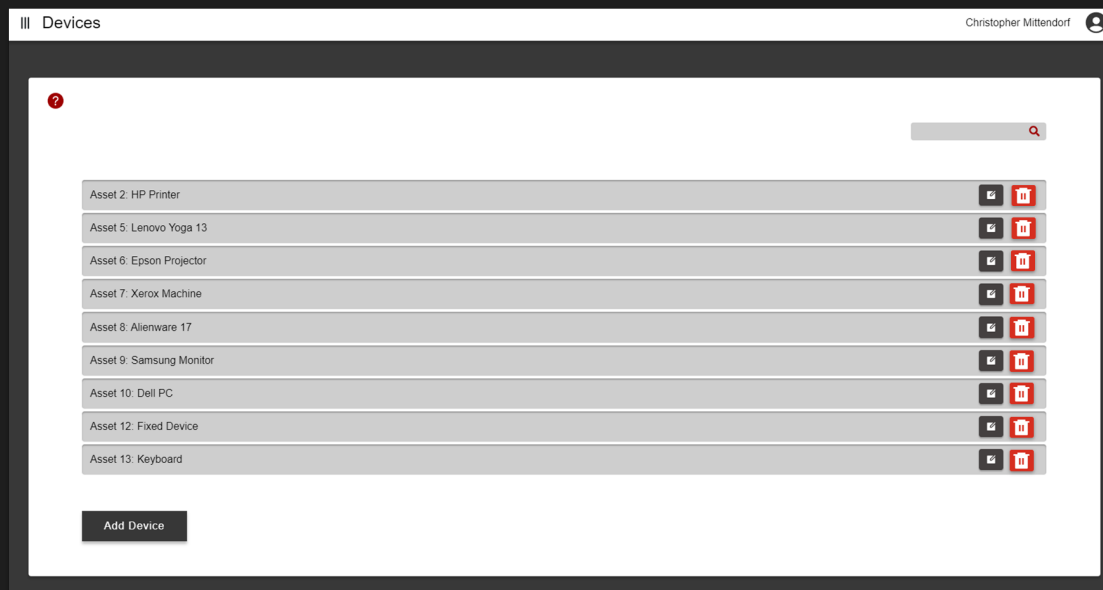
By clicking on the edit (  ) button, a user may edit and update the fields for the specific tasks. They will also at this point be able to assign more users to work on this task.



The 'UPDATE TASK' form is a modal window with a red back arrow in the top left corner. It contains the following fields: 'Task Name' (text input with 'Research SharePoint'), 'Data Scope' (text input with 'Microsoft SharePoint'), 'Task Description' (text input with 'See if SharePoint will be compatible with the system'), 'Assigned Users:' (dropdown menu with 'chris.mitt@gmail.com' selected), 'Add More Assignees' (dropdown menu with 'Add Assignees' selected), 'Status' (dropdown menu with 'Low' selected), and 'Completion Date' (date picker with '2023/09/29' selected). A 'Submit' button is located at the bottom.

## Devices

The Devices tab is used to manage all the assets and devices in the system. Here, users can add more devices to the system, edit existing assets and remove assets. They are also able to view all assets in the system on the devices page.

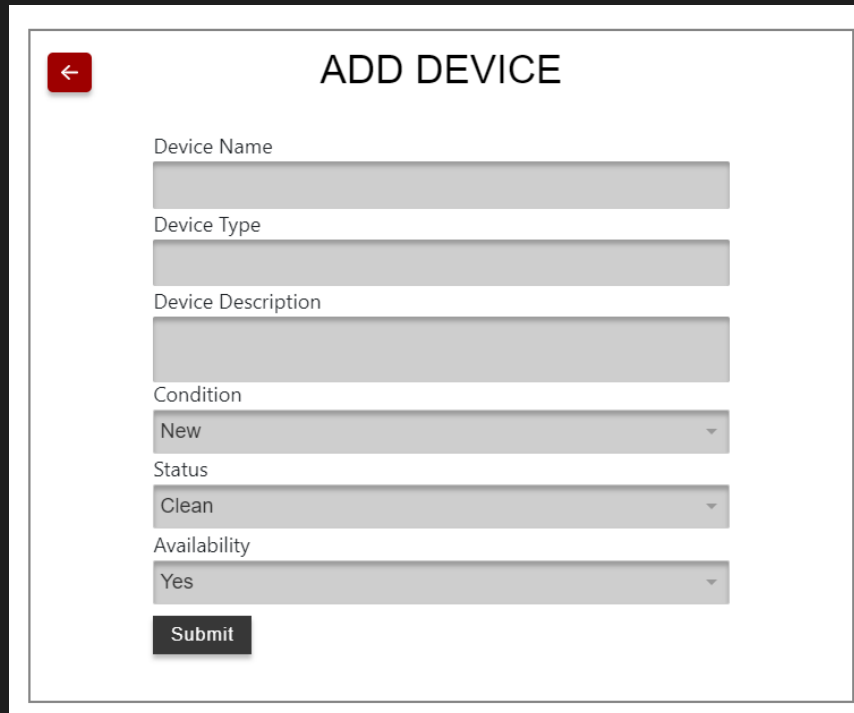


When a user clicks on a device in the list a popup will be generated that shows all the information of the selected device.


The 'VIEW DEVICE' popup form displays the details of a selected device. It includes a back arrow button in the top left corner. The form fields are as follows:

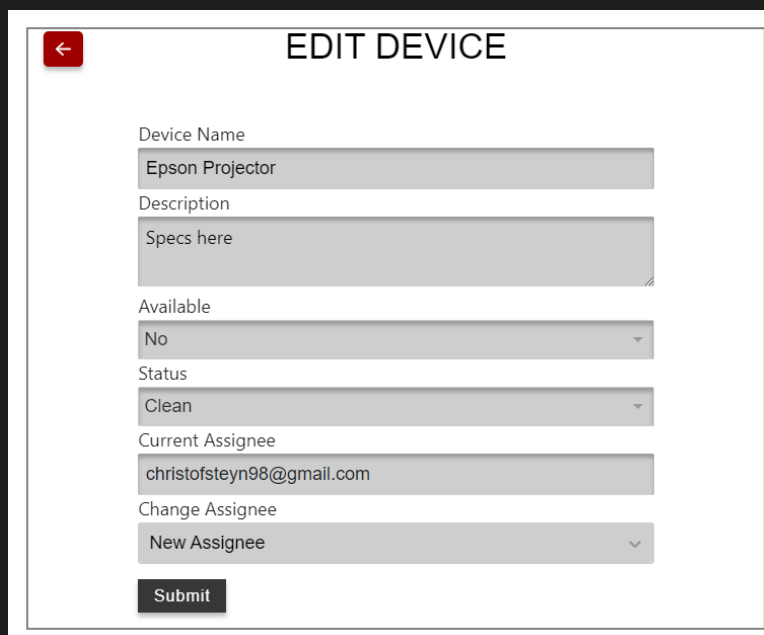
Field	Value
Device Name	Alienware 17
Device Type	Laptop
Device Description	Gaming
Condition	New
Availability	No
Status	Clean
Current Custodian	Christof Steyn
Previous Custodian	None

Users can add assets to the system by clicking the “Add Device” button at the bottom of the page. The user will need to fill in all fields to add the asset to the system.




The screenshot shows a web form titled "ADD DEVICE" with a red back arrow icon in the top left corner. The form contains the following fields: "Device Name" (text input), "Device Type" (text input), "Device Description" (text input), "Condition" (dropdown menu with "New" selected), "Status" (dropdown menu with "Clean" selected), and "Availability" (dropdown menu with "Yes" selected). A "Submit" button is located at the bottom of the form.

A user will be able to modify an assets details by clicking the edit button (  ) in the specific assets row. It will then generate a popup with the current details of the asset in the relevant fields which then can be edited to update the asset details.



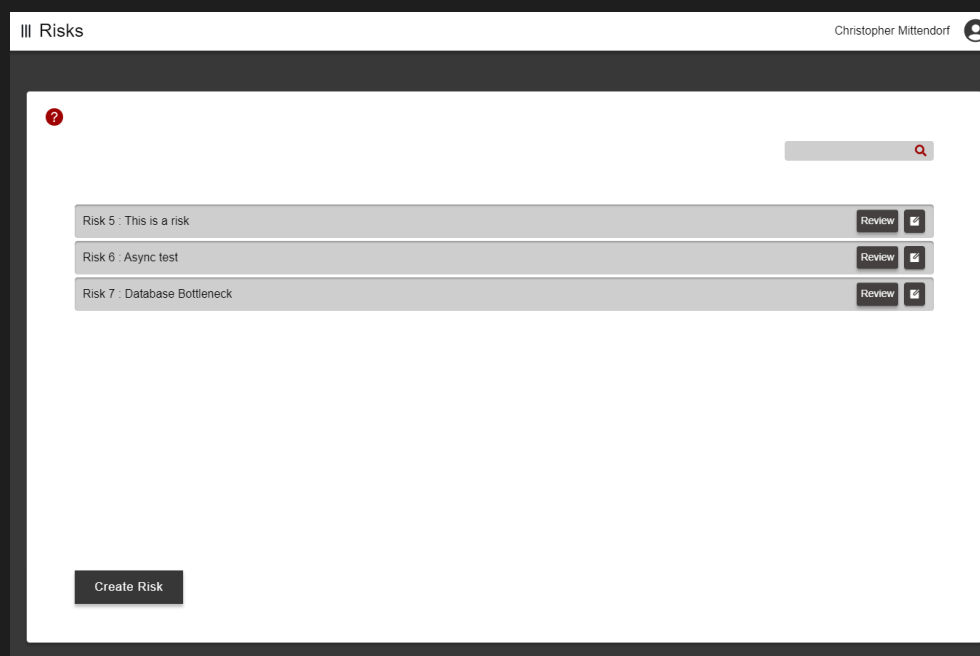
The screenshot shows a web form titled "EDIT DEVICE" with a red back arrow icon in the top left corner. The form contains the following fields: "Device Name" (text input with "Epson Projector"), "Description" (text input with "Specs here"), "Available" (dropdown menu with "No" selected), "Status" (dropdown menu with "Clean" selected), "Current Assignee" (text input with "christofsteyn98@gmail.com"), "Change Assignee" (dropdown menu with "New Assignee" selected), and a "Submit" button at the bottom.

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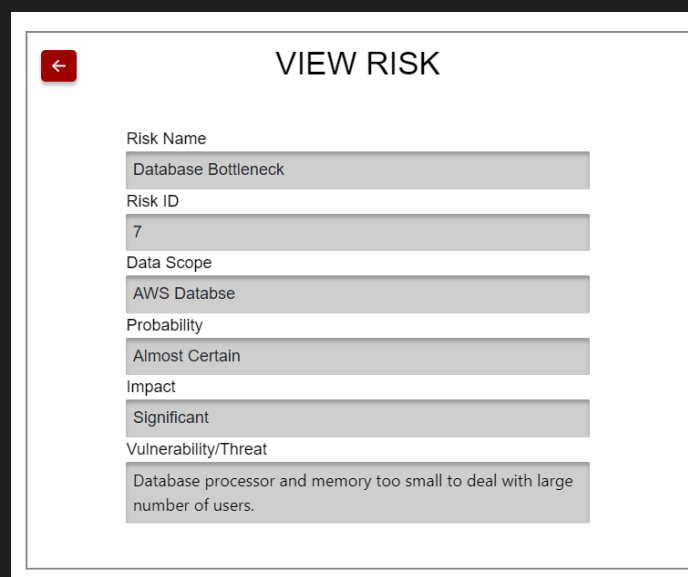
Lastly, a user can also delete an asset from the system. An asset can be deleted by clicking the delete button (  ) in the specific assets field. A popup will then ask for confirmation if you are sure you want to delete this asset.


## Risks

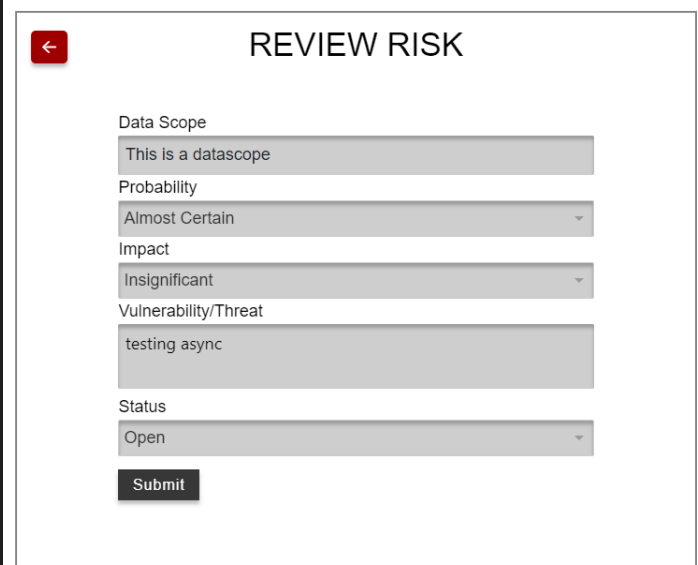
On the Risks page users can log any risks they come across in their day to day operations. These risks can be associated with a data scope they are working on. Users will be able to view all risks in the system on this page if they have the relevant permissions otherwise they will only see risks they logged or risks associated with their data scopes.




Users can view detailed reports of risks by clicking on a risks row in the table to generate a popup to display all the information.




Users with the relevant permissions will be able to review risks in the system by clicking the review (  ) button. Here the user will be able to review other risks logged by users and assign them as tasks to be managed.



The screenshot shows a web form titled "REVIEW RISK". In the top left corner, there is a red square button with a white left-pointing arrow. The form contains several input fields: "Data Scope" with the text "This is a datascope", "Probability" with a dropdown menu showing "Almost Certain", "Impact" with a dropdown menu showing "Insignificant", "Vulnerability/Threat" with the text "testing async", and "Status" with a dropdown menu showing "Open". At the bottom of the form is a black "Submit" button.

Risks can also be edited by clicking the edit (  ) button in the field of the specific risk you would like to edit.



The screenshot shows a web form titled "EDIT RISK". In the top left corner, there is a red square button with a white left-pointing arrow. The form contains several input fields: "Risk Name" with the text "Database Bottleneck", "Probability" with a dropdown menu showing "Almost Certain", "Impact" with a dropdown menu showing "Significant", "Vulnerability/Threat" with the text "Database processor and memory too small to deal with large number of users.", "Risk Status" with a dropdown menu showing "Open", and "Data Scope" with a dropdown menu showing "AWS Databse". At the bottom of the form is a black "Submit" button.

## Requests

On the Requests page, users will be able to create a variety of different requests for different aspects of the system. There are three different types of requests, being Support, Access and Asset requests. Support requests can be for data scopes, tasks or assets, and these are for any type of support a user may require of the specific item selected. The user will also be required to add a description of their support request. By clicking the “Log Support Request” button, your request will be sent.

III Requests

Christopher Mittendorf

?

Support Request

Support Type

Task Support

Tasks

Add Task

Description

Log Support Request

Support Type

Other

Datascopes Support

Asset Support

Task Support

Other

Users may log requests for assets that they may need to complete their work. Here they may select devices that are available, provide a reason why they would require this asset and a date they need the asset by. By clicking the “Log Asset Request” button, the request will be sent to the relevant users for approval.



III Requests

Christopher Mittendorf

?

Asset Request

Device

Add Device

Reason

Desired Date

yyyy/mm/dd

Log Asset Request

Lastly the user will be able to log access requests. The requests are primarily for when a user is requesting access to a data scope within the system. The user will also need to provide a reason for the request. The access request can be logged by clicking the “Log Access Request” .

III Requests

Christopher Mittendorf

?

Access Request

Data Scope

Add DataScope

Reason

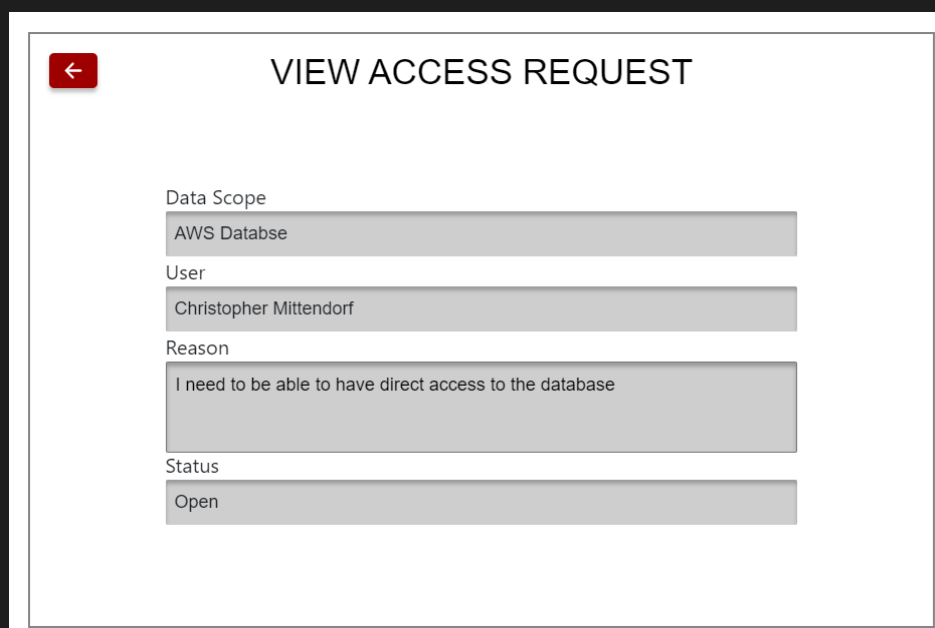
Log Access Request


## Access Requests

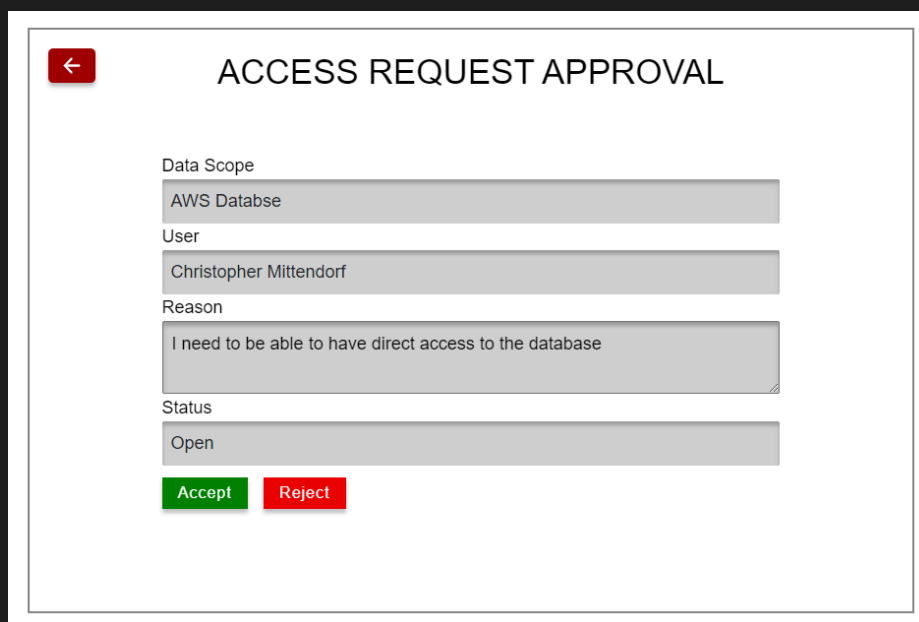
The Access Requests page will show all current access requests in the system. Users will only have access to this page if they have the relent permissions to work with access requests.




By clicking on a specific access request a popup will be generated with all the information of the specific access requests you selected and you will be able to view this information.

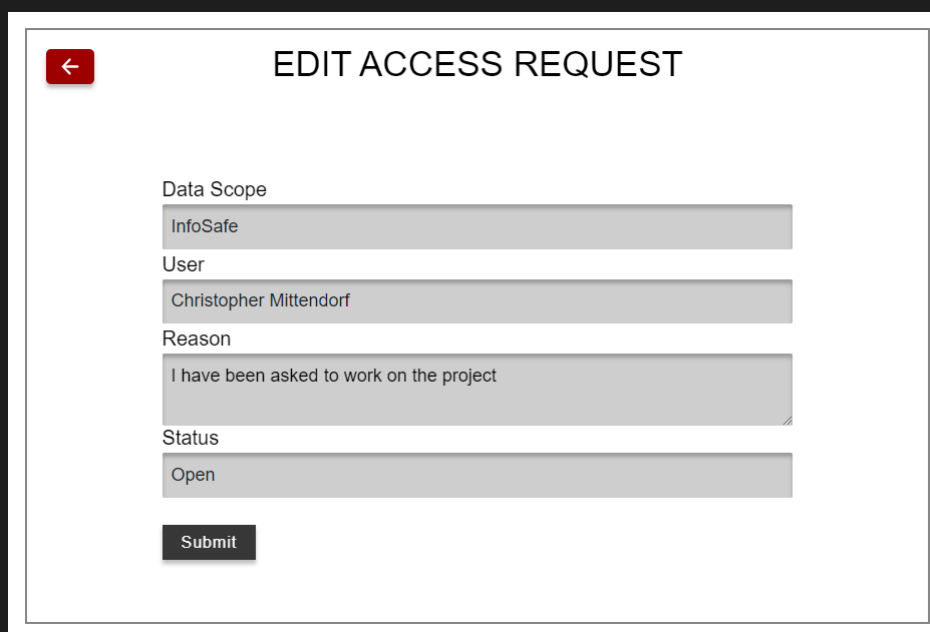


Users who have the relevant permissions will also be able to approve or deny access requests by clicking the review (  ) button next to a specific access request. Once the popup is generated the user will be able to view all relevant information and then either accept or reject the access request.



A screenshot of a modal window titled "ACCESS REQUEST APPROVAL". It features a back arrow button in the top left. The form contains five labeled input fields: "Data Scope" with the value "AWS Databse", "User" with "Christopher Mittendorf", "Reason" with "I need to be able to have direct access to the database", and "Status" with "Open". At the bottom, there are two buttons: a green "Accept" button and a red "Reject" button.

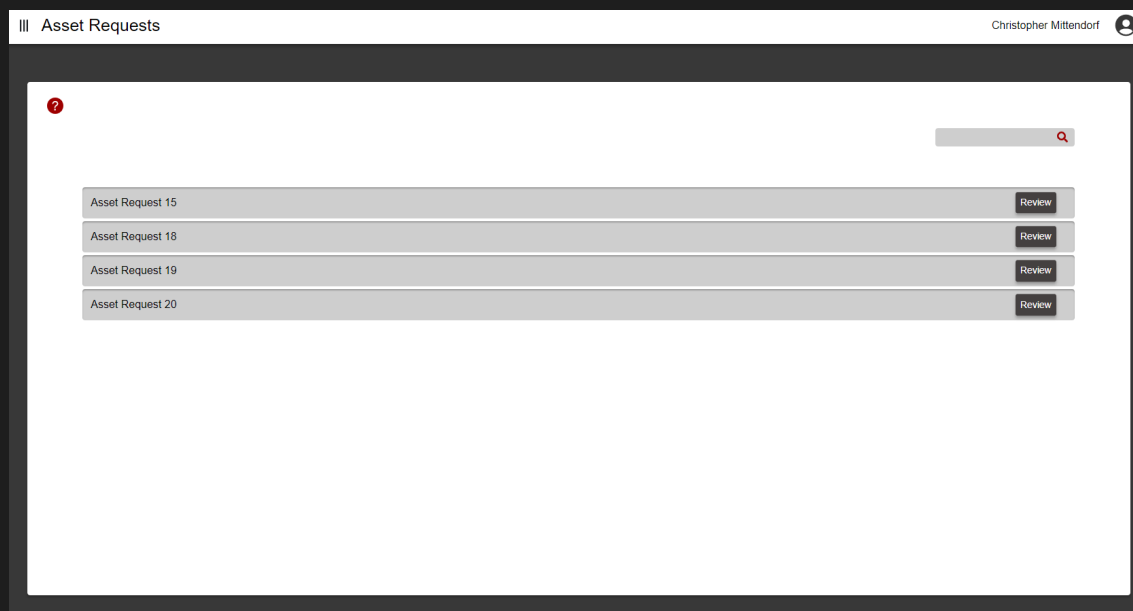
Access requests can also be edited by clicking the edit (  ) button in the field of the specific access request you would like to edit.



A screenshot of a modal window titled "EDIT ACCESS REQUEST". It features a back arrow button in the top left. The form contains four labeled input fields: "Data Scope" with the value "InfoSafe", "User" with "Christopher Mittendorf", "Reason" with "I have been asked to work on the project", and "Status" with "Open". At the bottom, there is a single dark grey "Submit" button.

## Asset Requests

Users who have been granted permissions to the Asset Requests page will be able to see all the asset requests in the system. If the user does not have the relevant permissions they will only be able to see the asset requests they logged.




A user can click on a row in the table to view all the information on an asset request. A popup will be generated to show the detailed information of the specific asset request.

The screenshot shows a 'VIEW ASSET REQUEST' popup. It has a back arrow button in the top left corner. The form displays the following information:

- Device Name: Hauwei TP100B
- User: Christopher Mittendorf
- Reason: Need for wifi in the break room
- Date Required: 2023-09-30

Users who have the relevant permissions will also be able to approve or deny asset requests by clicking the review ( **Review** ) button next to a specific asset request. Once the popup is generated the user will be able to view all relevant information and then either accept or reject the asset request.



REVIEW ASSET REQUEST

Device Name

Keyboard

User

Christopher Mittendorf

Reason

I need it

Date Required

2023-09-30T00:00:00.000+00:00

Status

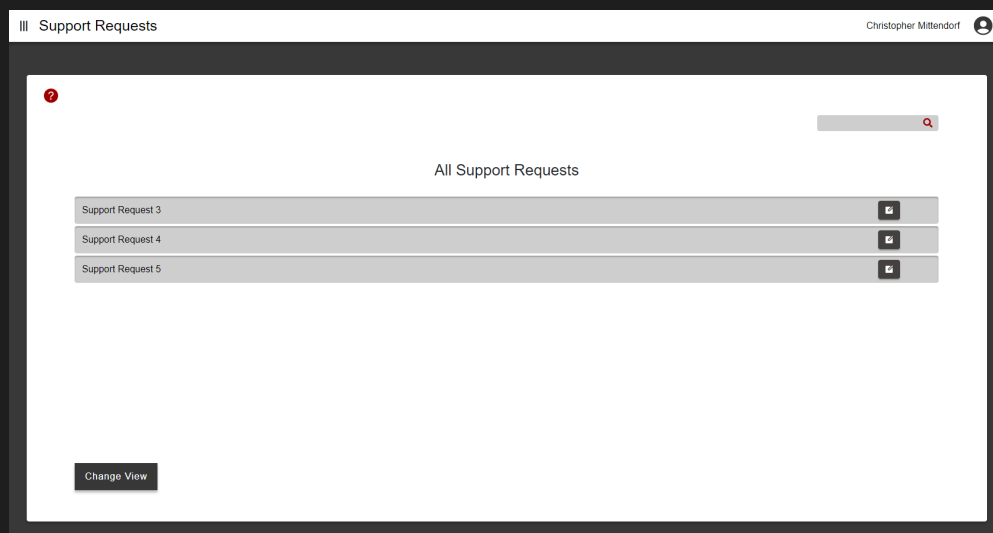
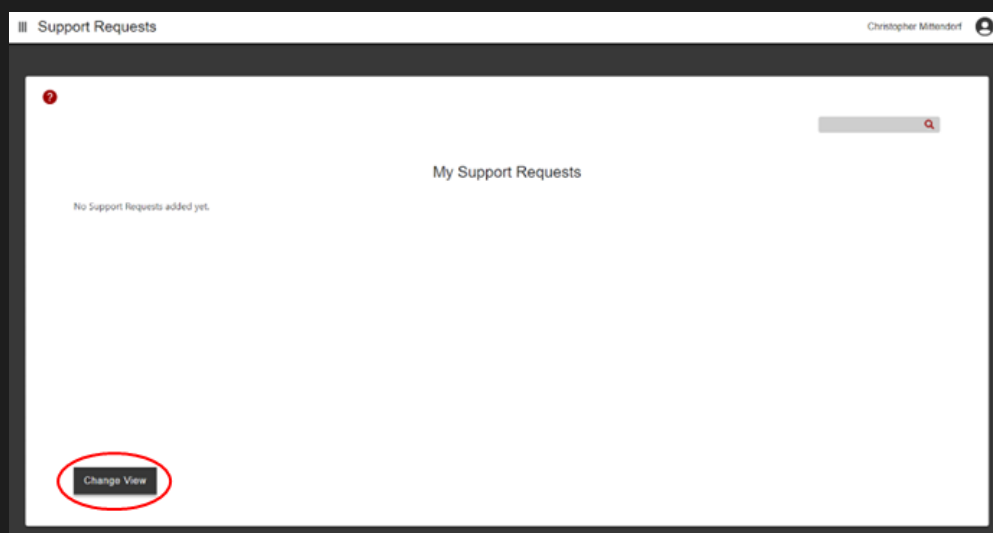
Open

Accept


Reject

## Support Requests

Users may view their personal support requests that they have logged on the Support Requests page. Users who have been granted permissions to the Asset Requests subsystem will be able to see all the asset requests in the system when they click the “Change View” button at the bottom of the page.



If a user clicks on the support request item in the table, a popup will be generated with all the information specific to that support request to view.



VIEW SUPPORT REQUEST

Type of Support Request


Other


User

Christopher Mittendorf

Description

Helping Alistair count supports

Users can also edit support requests by clicking the edit (  ) button, which will generate a popup with all the support request information that may be edited.



EDIT SUPPORT REQUEST

Type of Support Request

Task Support

User

Christopher Mittendorf

Description

EC2 is slow

Status

Open

Update Status

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## About

The About page gives a very brief description of the system and some information that you may have already learned in this document. It also provides means to contact us via an email address.

## Help

The Help page provides a few scenarios that users may experience and a few suggestions to resolve any issues they may encounter. It also provides a link to this user manual should they need to gain a deeper understanding of the system.