



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:

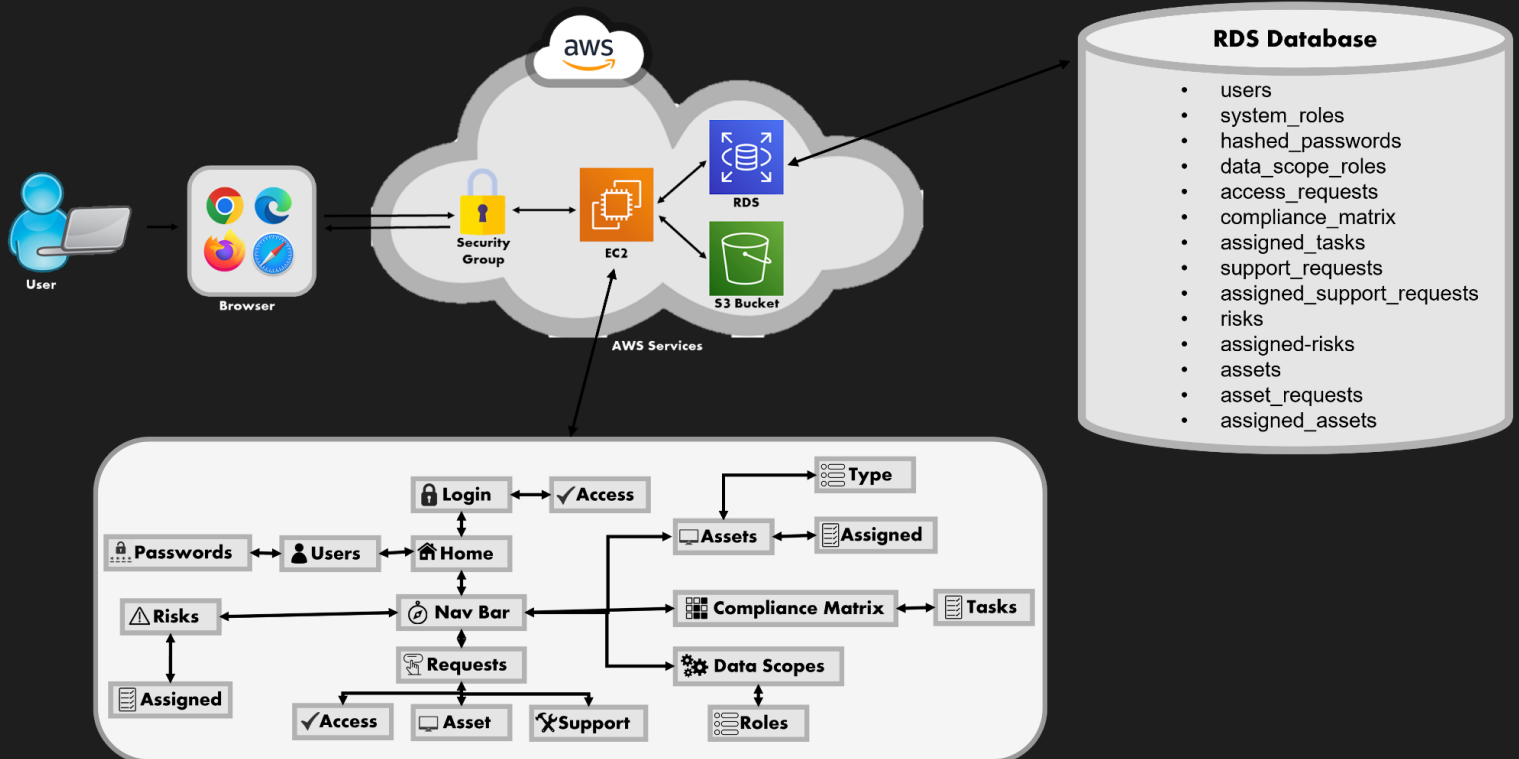
- Google Chrome
- Microsoft Edge
- Mozilla Firefox

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

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

System 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.



Preface

Due to the nature of the system and how it is very Role based, this user manual will be split up into the sections and discuss the functionality of each of the system roles namely:

- General User
- ISO, DISO and System Administrator
- Asset Manager
- Data Custodian

System Access and Navigation

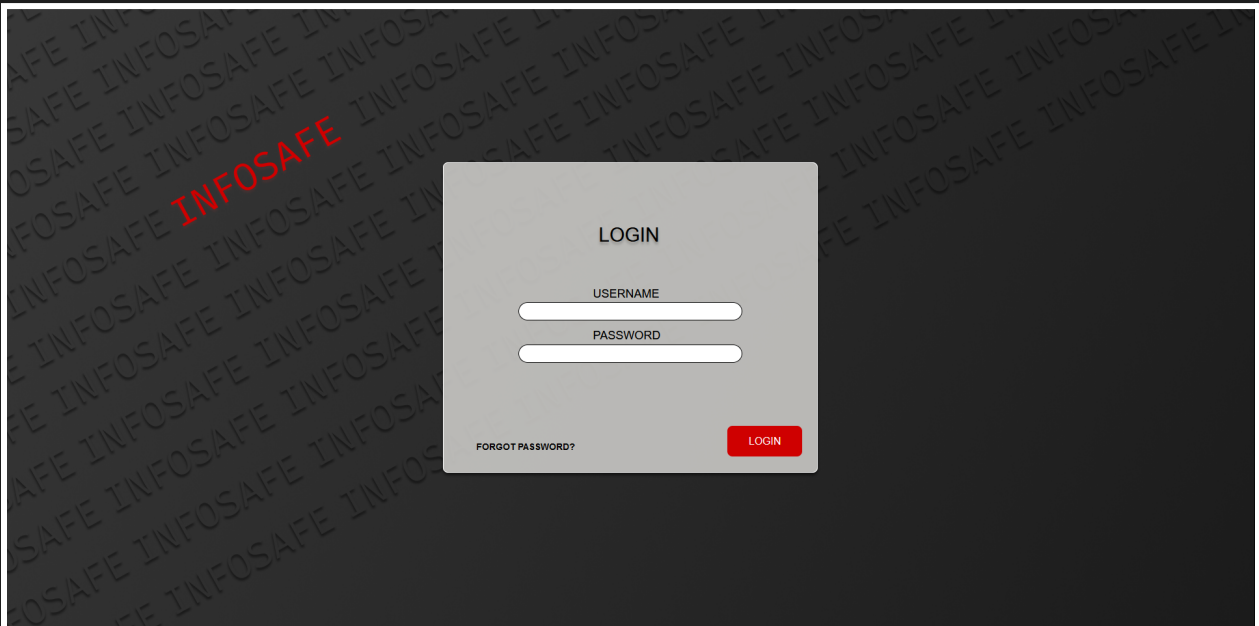
Access

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. In the center of the page 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 is labeled 'USERNAME' and the second is 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. 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.

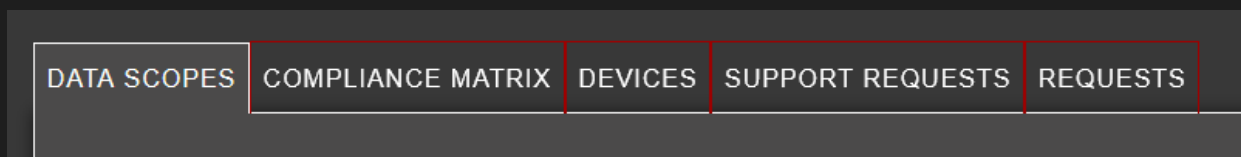
General User

This section covers the General User and how they can use the system as well as their privileges and functionality. It should be noted that the General User role is the lowest ranked role type and so all other user types will have the General User privileges and functionality as well as their specific extra privileges and functionality.

Home Page

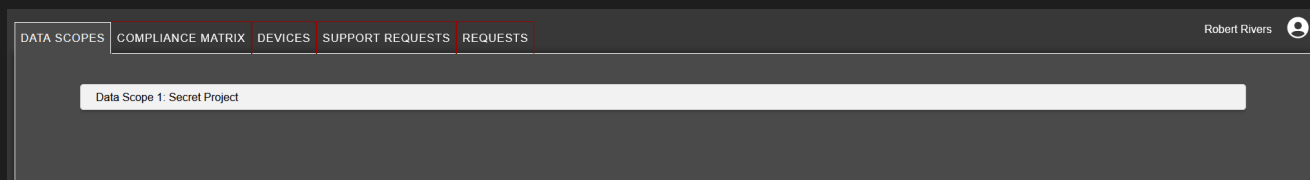
The Home Page is what the user will first see when they login to the system. The Home Page contains all the statistics related to that specific user, like all their requests and the statuses of those requests, the assets assigned to them and the data scopes they are currently assigned to work on.

At the top of the Home Page, and across the whole website, is the navigation bar. The user can navigate through the website with this and can seamlessly transition to the other pages.

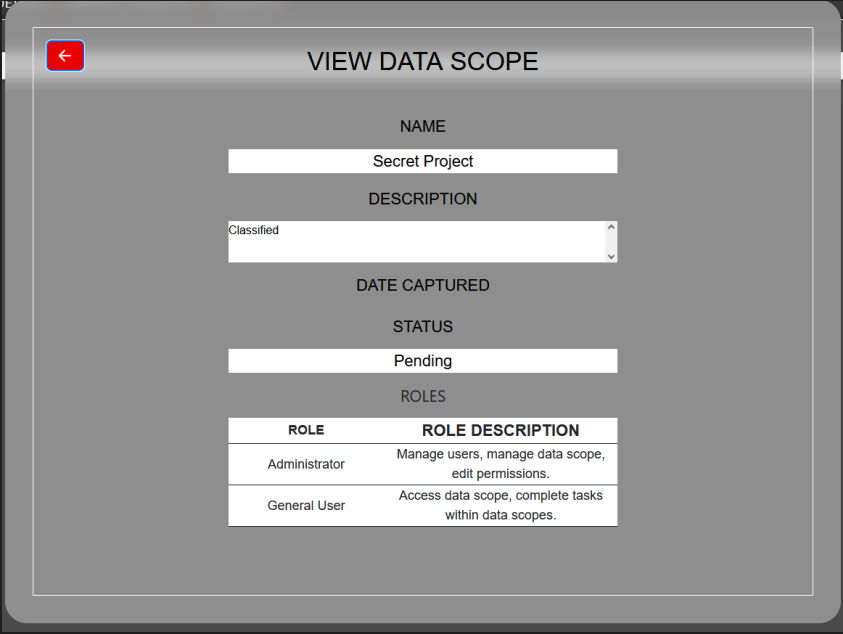


Data Scopes

On the Data Scope page users can view all the current data scopes in the system. They will be able to view the data scope name, description and who the data custodian is for that data scope. Users will also be able to request access to a data scope from here and this will reroute them to the Requests Page.



Users can click on a data scope in the list to generate a pop-up that will give a detailed



VIEW DATA SCOPE

NAME
Secret Project

DESCRIPTION
Classified

DATE CAPTURED

STATUS
Pending

ROLES

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

breakdown of all the information with regards to that data scope.

Please note General User can only view data scopes on this page and other user types will have a greater degree of functionality on this page.

Compliance Matrix

On the Compliance Matrix page the user will be able to view tasks assigned to them by the system managers. Here they will be able to track their tasks as well as update the assigned tasks status as well as submit tasks for completion approval.



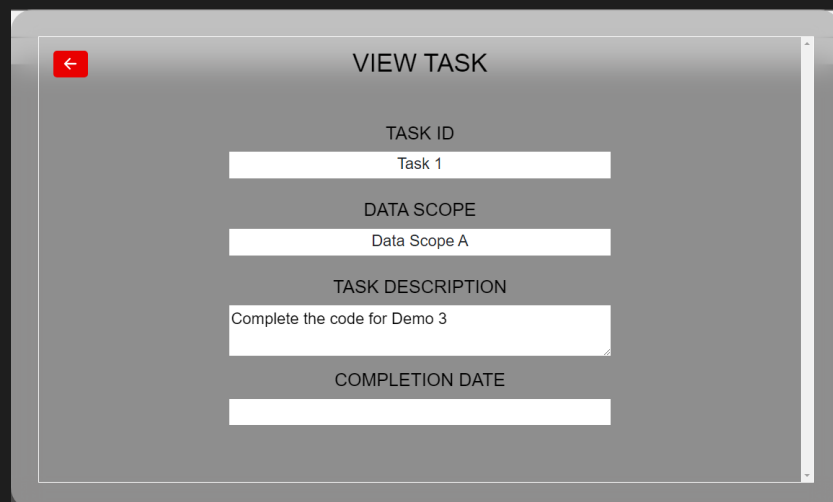
DATA SCOPES COMPLIANCE MATRIX DEVICES SUPPORT REQUESTS REQUESTS

Robert Rivers

Task 1

Task 2

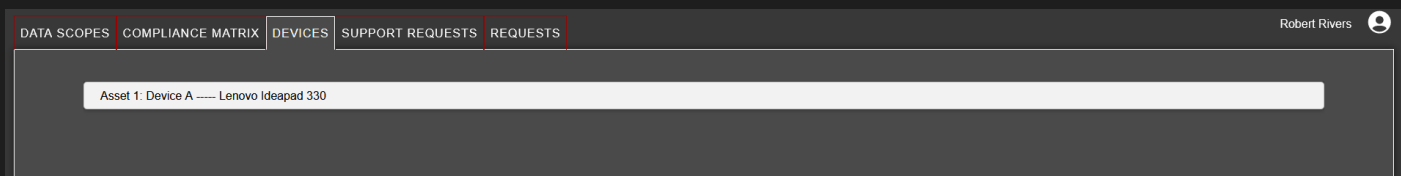
The user can view a task in detail by clicking on it and a pop-up will be generated that will give a full overview of that specific task



Please note other user types will have a greater degree of functionality on this page.

Assets

On the Asset page the general user will be able to see all the currently available assets in the system. It will give their name and type as well as the option to make a request for a specific asset, this will reroute them to the Requests Page.



Users can click on an asset in the list to see a more detailed overview of that asset.

VIEW DEVICE

DEVICE NAME
Dell Inspiron 4

DEVICE TYPE
Laptop

DEVICE DESCRIPTION
4GB RAM
1TB HDD
Intel i5

STATUS
CLEAN

CURRENT CUSTODIAN
Storage

PREVIOUS CUSTODIAN
Storage

Please note General User can only view assets on this page and other user types will have a greater degree of functionality on this page.

Support Requests

A general user can create a support request and view all the support requests they have created in order to track the support requests they've created.

DATA SCOPES COMPLIANCE MATRIX DEVICES **SUPPORT REQUESTS** REQUESTS

Support Request 1

Robert Rivers

VIEW SUPPORT REQUEST

TYPE OF SUPPORT REQUEST
Microsoft Accounts

USER
2

DESCRIPTION
My Microsoft Word does not work anymore. Please advise.

Requests

The Requests Page centralizes the system's requests functionality. From here a user can create an access request to a data scope, make a request for a new asset and ask for a support request on any system related matter.

The screenshot displays the 'REQUESTS' page in a web application. At the top, a navigation bar includes tabs for 'DATA SCOPES', 'COMPLIANCE MATRIX', 'DEVICES', 'SUPPORT REQUESTS', and 'REQUESTS'. The 'REQUESTS' tab is active. In the top right corner, the user's name 'Robert Rivers' and a profile icon are visible. The main content area contains a form titled 'SELECT TYPE OF REQUEST' with a dropdown menu currently set to 'SUPPORT REQUEST'. Below this, the form is divided into two sections. The first section, titled 'SUPPORT TYPE', includes a dropdown menu set to 'LAPTOP HARDWARE' and a text input field labeled 'DESCRIPTION'. The second section, titled 'STATUS', includes a dropdown menu set to 'OPEN'. At the bottom of the form is a red button labeled 'LOG REQUEST'.

Once the user selects the type of request they need a pop-up will generate with relevant information needed to create that specific type of request.

Asset Manager

The Asset Manager has all the same functionality as the General User, however they have increased privileges within the asset subsystem of the Infosafe Project.

Home Page

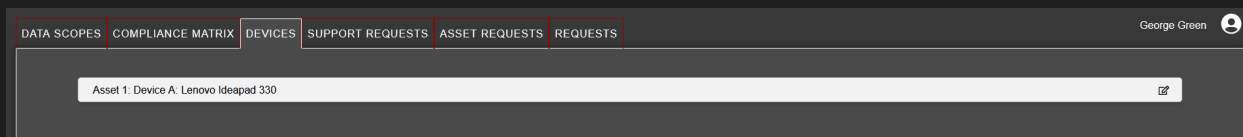
On the home page the asset manager will have all the same aspects of a general user but will also have a dedicated section on their homepage where they will get a quick overview of all the open asset requests as well as current tasks they have assigned with regards to existing assets.



Assets

The main aspect of being an Asset Manager is the role this user will play in the collection, management and assignment of assets. On the Assets Page, the asset manager will also be able to create new assets as well as edit existing assets.

The Asset manager will also be able to view all requests for assets on this page and act on them to resolve them. They will be able to approve or deny any requests for assets for users in the system.



ADD DEVICE

DEVICE NAME

DEVICE TYPE

DEVICE DESCRIPTION

NEW

YES

AVAILABLE

YES

STATUS

CLEAN

CURRENT CUSTODIAN

Data Custodian

The Data Custodian will have all the same functionality as a general user, however they will have increased functionality and privileges in the Data Scope subsystem in the Infosafe system.

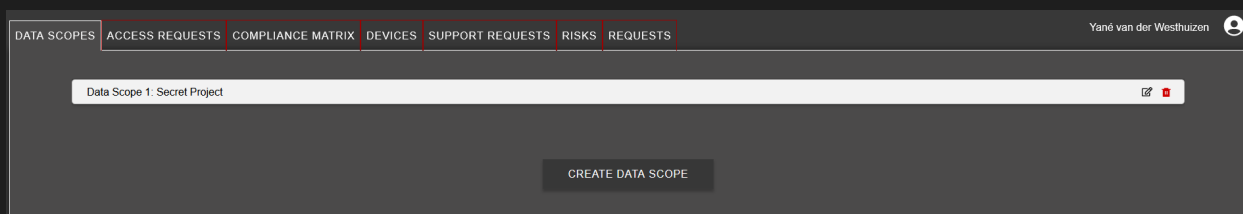
Home Page

On the homepage the Data custodian will have a similar view of the general user as well a section dedicated to data scopes and more specifically all the pending access requests to active data scopes.



Data Scopes

On the data scopes page the Data Custodian will be able to create new data scopes as well as edit existing data scopes.



←

DATA SCOPE CREATION

NAME

DESCRIPTION

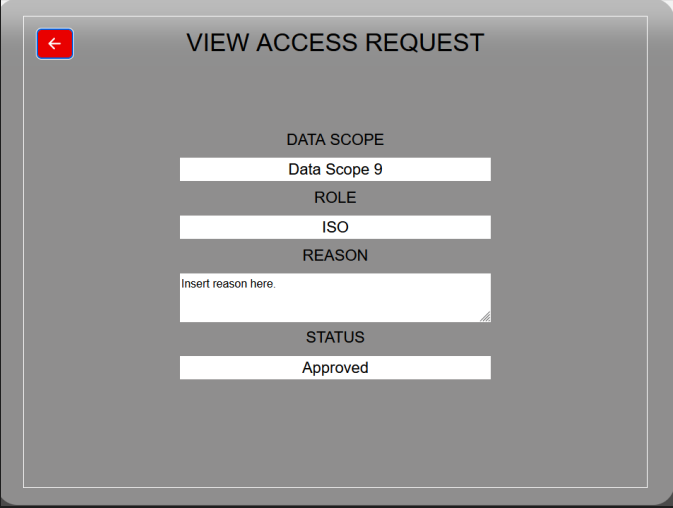
DATA SCOPE ROLES

ROLE	ROLE DESCRIPTION
ROLE TYPE	ROLE DESCRIPTION

ADD ROLE

SUBMIT

They will also be able to view access requests for active data scopes and approve or deny these open requests.



The screenshot shows a web interface titled "VIEW ACCESS REQUEST". In the top-left corner of the form area is a red square button with a white left-pointing arrow. The form contains several labeled input fields arranged vertically: "DATA SCOPE" with the value "Data Scope 9", "ROLE" with the value "ISO", "REASON" with a text area containing "Insert reason here.", and "STATUS" with the value "Approved".

DATA SCOPE
Data Scope 9
ROLE
ISO
REASON
Insert reason here.
STATUS
Approved

They can also action tasks related to data scopes. This is the only subsystem or section they will be allowed to action tasks for.

The above three roles also all have the same functionality as a General User. These roles are the highest ranked in the system and have the greatest degree of control and manipulation throughout the system.

The homepage for these roles will have the similar user statistics as mentioned above for the general user, however there will be dedicated sections for all types of requests, data scopes and tasks that will give an overview of all the currently opened issues across the system.

USERS	DATA SCOPES	ACCESS REQUESTS	COMPLIANCE MATRIX	DEVICES	SUPPORT REQUESTS	RISKS	REQUESTS
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Users

The ISO and DISO are able to view all the users in the system on the Users page and are the only roles in the system that will have access to this page.

USERS

DATA SCOPES

ACCESS REQUESTS

COMPLIANCE MATRIX













DEVICES

SUPPORT REQUESTS

RISKS

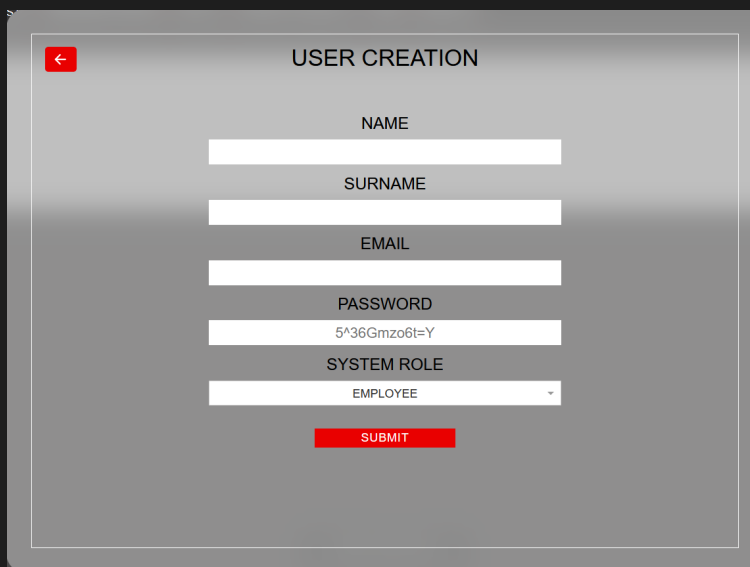
REQUESTS

Alistair Ross

User 1: Alistair Ross	 
User 2: Jane Doe	 
User 3: John Doe	 
User 4: Yané van der Westhuizen	 
User 5: George Green	 
User 6: Robert Rivers	 

CREATE NEW USER

They will also be able to create a new user and then supply said user with their login details. They will also be able to revoke access to the system if need be.

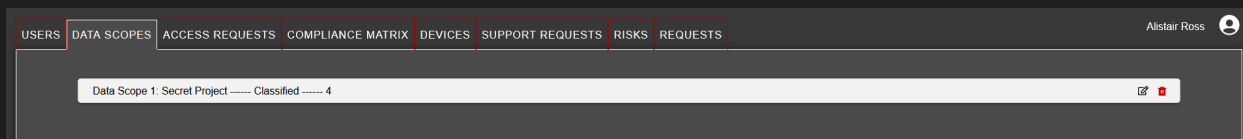


A screenshot of a 'USER CREATION' form. The form is titled 'USER CREATION' and has a back arrow icon in the top left corner. It contains several input fields: 'NAME', 'SURNAME', 'EMAIL', 'PASSWORD' (with a placeholder '5^36Gmzo6t=Y'), 'SYSTEM ROLE' (a dropdown menu currently showing 'EMPLOYEE'), and a red 'SUBMIT' button at the bottom.

Data Scopes

ISO will have the same functionality in the Data Scope subsystem as the Data Custodian above. They will be able to edit and close data scopes. They will also be able to action tasks for data scopes as well as approve or deny access requests to data scopes.

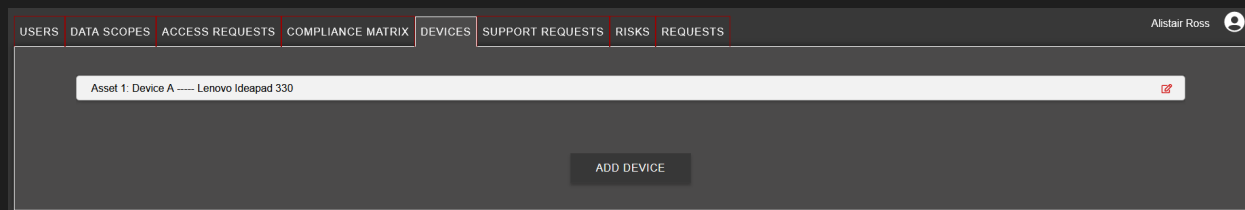
For more information and instruction on this section view the Data Custodian section above.



A screenshot of the Data Scope subsystem interface. The top navigation bar includes tabs for 'USERS', 'DATA SCOPES', 'ACCESS REQUESTS', 'COMPLIANCE MATRIX', 'DEVICES', 'SUPPORT REQUESTS', 'RISKS', and 'REQUESTS'. The 'DATA SCOPES' tab is currently selected. Below the navigation bar, there is a search bar with the text 'Data Scope 1: Secret Project ----- Classified ----- 4'. To the right of the search bar is a red 'X' icon.

Assets

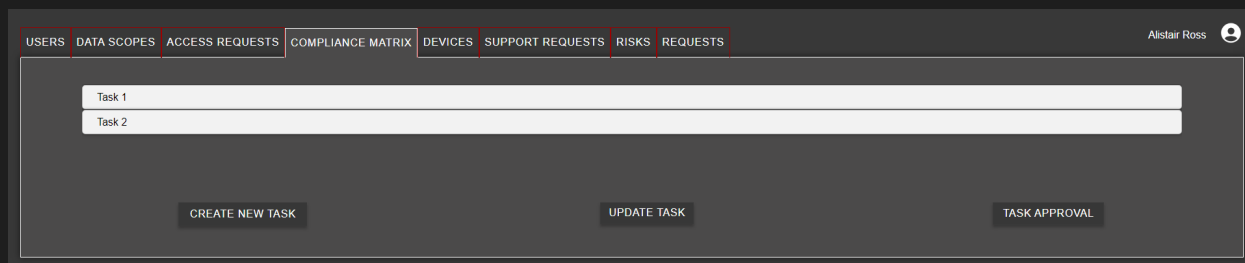
The ISO will have the same functionality as the Asset Manager in the assets subsystem. They can create and edit assets as well as view, approve or deny any requests for assets. They can also action tasks with regards to assets.



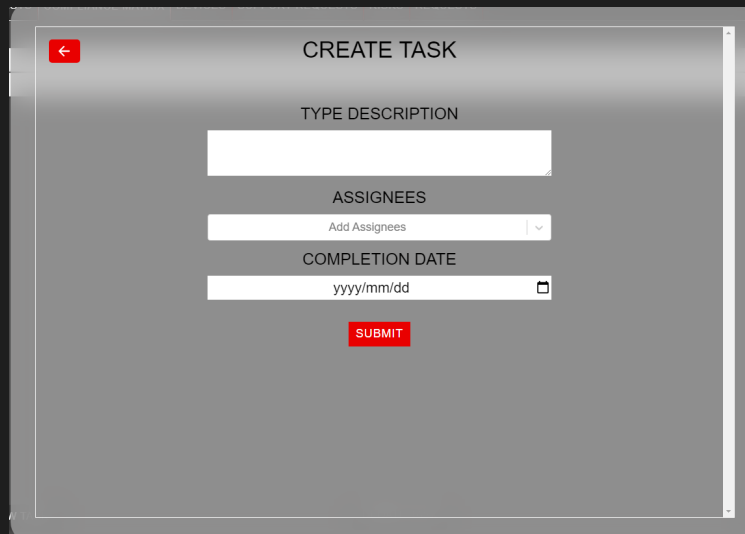
For more information and instruction on this section view the Asset Manager section above.

Compliance Matrix

The ISO and DISO are able to create and action tasks to users across the system. These tasks can be related to a specific data scope or can be related to any other aspect of company life.



The ISO and DISO can also edit existing tasks and reassign users to tasks and remove users from tasks.

A screenshot of a 'CREATE TASK' form. It features a back arrow in the top left corner. The form has three main input sections: 'TYPE DESCRIPTION' with a text box, 'ASSIGNEES' with a dropdown menu labeled 'Add Assignees', and 'COMPLETION DATE' with a text box showing 'yyyy/mm/dd' and a calendar icon. A red 'SUBMIT' button is at the bottom.

←

CREATE TASK

TYPE DESCRIPTION

ASSIGNEES

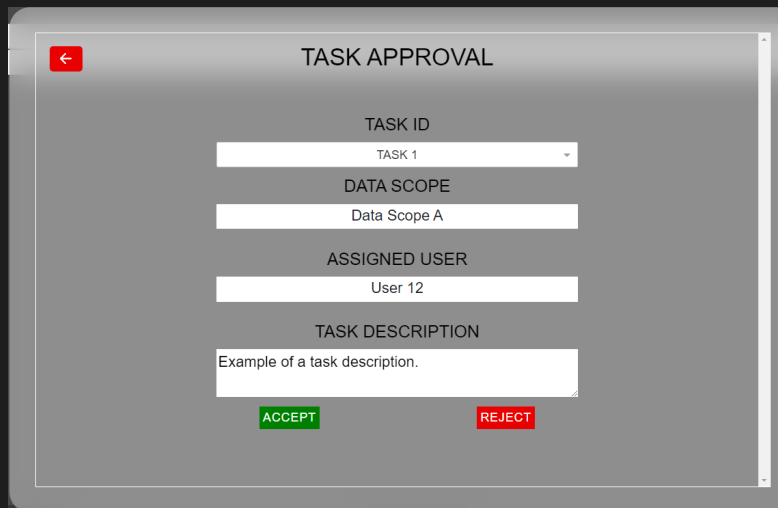
Add Assignees

COMPLETION DATE

yyyy/mm/dd

SUBMIT

They can review completed tasks from users and then approve or deny these completed tasks.

A screenshot of a 'TASK APPROVAL' form. It features a back arrow in the top left corner. The form displays task details in four sections: 'TASK ID' with a dropdown showing 'TASK 1', 'DATA SCOPE' with a text box showing 'Data Scope A', 'ASSIGNED USER' with a text box showing 'User 12', and 'TASK DESCRIPTION' with a text box showing 'Example of a task description.'. At the bottom, there are two buttons: a green 'ACCEPT' button and a red 'REJECT' button.

←

TASK APPROVAL

TASK ID

TASK 1

DATA SCOPE

Data Scope A

ASSIGNED USER

User 12

TASK DESCRIPTION

Example of a task description.

ACCEPT REJECT

Requests

The ISO and DISO have the greatest influence over all types of requests in the system. They can review all currently opened tasks in the system and then continue with necessary procedures.

USERS DATA SCOPES ACCESS REQUESTS COMPLIANCE MATRIX DEVICES SUPPORT REQUESTS RISKS REQUESTS Alistair Ross

SELECT TYPE OF REQUEST

SUPPORT REQUEST
SUPPORT REQUEST
ASSET REQUEST

SUPPORT TYPE

LAPTOP HARDWARE

DESCRIPTION

STATUS

OPEN

LOG REQUEST

They can approve or deny any requests and provide reasoning for their decisions.

ACCESS REQUEST APPROVAL

DATA SCOPE

Data Scope 9

ROLE

ISO

REASON

Insert reason here.

STATUS

Approved

ACCEPT REJECT

They can also action tasks based on requests received by users and thus reassign these requests to a different user to resolve. The System Administrator may also action tasks based on requests received.

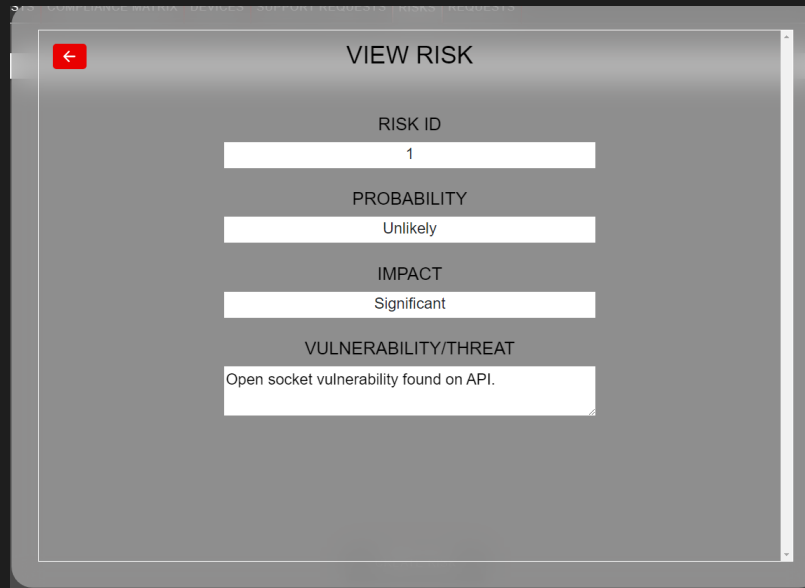
Risks and Findings

The ISO and DISO will also have a large degree of functionality within the risks and findings subsystem. They will have the same functionality as the general user in the subsystem as well as a few extras.

A screenshot of a web application interface for the 'Risks and Findings' subsystem. The top navigation bar includes tabs for 'USERS', 'DATA SCOPES', 'ACCESS REQUESTS', 'COMPLIANCE MATRIX', 'DEVICES', 'SUPPORT REQUESTS', 'RISKS', and 'REQUESTS'. The 'RISKS' tab is currently selected. In the top right corner, the user's name 'Alistair Ross' and a profile icon are displayed. The main content area features a search bar with the text 'Risk 1' and a 'REVIEW' button with a magnifying glass icon. Below the search bar is a large, empty rectangular area, and at the bottom center is a 'CREATE RISK' button.

A screenshot of the 'CREATE RISK' form. The form is titled 'CREATE RISK' and includes a back arrow icon in the top left corner. The form fields are as follows: 'PROBABILITY' with a dropdown menu showing 'Almost Certain'; 'IMPACT' with a dropdown menu showing 'Insignificant'; 'RISK DESCRIPTION' with a large text input area; 'RISK STATUS' with a dropdown menu showing 'Open'; and 'SUGGESTED MITIGATION' with a large text input area. A red 'SUBMIT' button is located at the bottom center of the form.

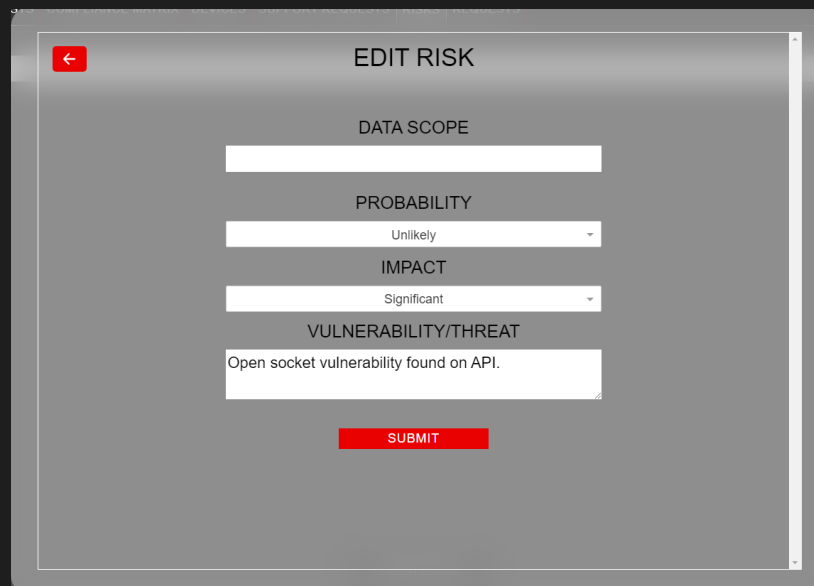
They will be able to view all risks and then take the necessary procedures.



A screenshot of a web application window titled "VIEW RISK". The window has a red back arrow button in the top-left corner. The form contains the following fields:

- RISK ID**: A text input field containing the value "1".
- PROBABILITY**: A dropdown menu with "Unlikely" selected.
- IMPACT**: A dropdown menu with "Significant" selected.
- VULNERABILITY/THREAT**: A text area containing the text "Open socket vulnerability found on API."

They can update existing risks and view their statuses and impact ratings.



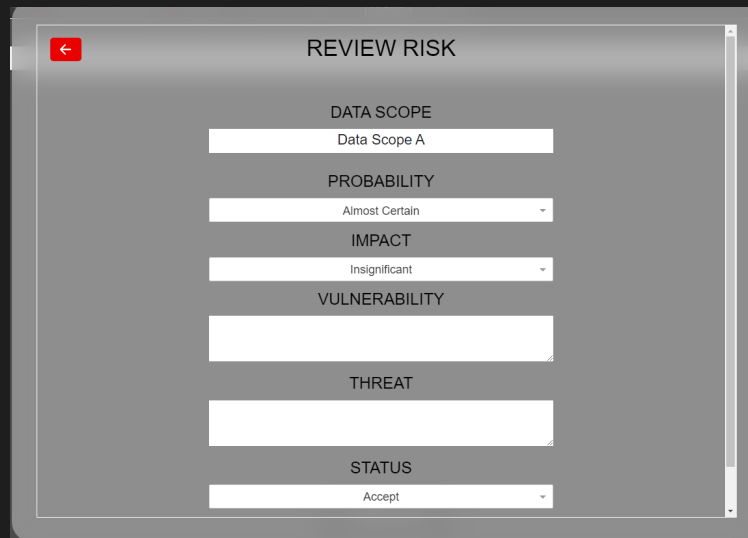
A screenshot of a web application window titled "EDIT RISK". The window has a red back arrow button in the top-left corner. The form contains the following fields:

- DATA SCOPE**: A text input field.
- PROBABILITY**: A dropdown menu with "Unlikely" selected.
- IMPACT**: A dropdown menu with "Significant" selected.
- VULNERABILITY/THREAT**: A text area containing the text "Open socket vulnerability found on API."

At the bottom of the form is a red button labeled "SUBMIT".

They can assign tasks based on these risks to users to try to mitigate the impact they will have on the data scope.

They can also approve and deny completed risks and add their input to the process.



A screenshot of a web application window titled "REVIEW RISK". The window has a red back button in the top-left corner. The form contains the following fields:

- DATA SCOPE**: A text input field containing "Data Scope A".
- PROBABILITY**: A dropdown menu with "Almost Certain" selected.
- IMPACT**: A dropdown menu with "Insignificant" selected.
- VULNERABILITY**: A text input field.
- THREAT**: A text input field.
- STATUS**: A dropdown menu with "Accept" selected.