

Whiteout AI



BY:

GROOVY SECURITY

Please follow this documentation for initial onboarding and a high-level walk through of the application.

1. Prior to following these steps, you should have received the install file from your admin and received the email below to complete your setup by creating your password.



Whiteout AI <no-reply@groovysec.com>

to me ▾

...

Hi there,

You've been invited to join **Whiteout AI**. Click below to complete your registration:

[Complete Setup](#)

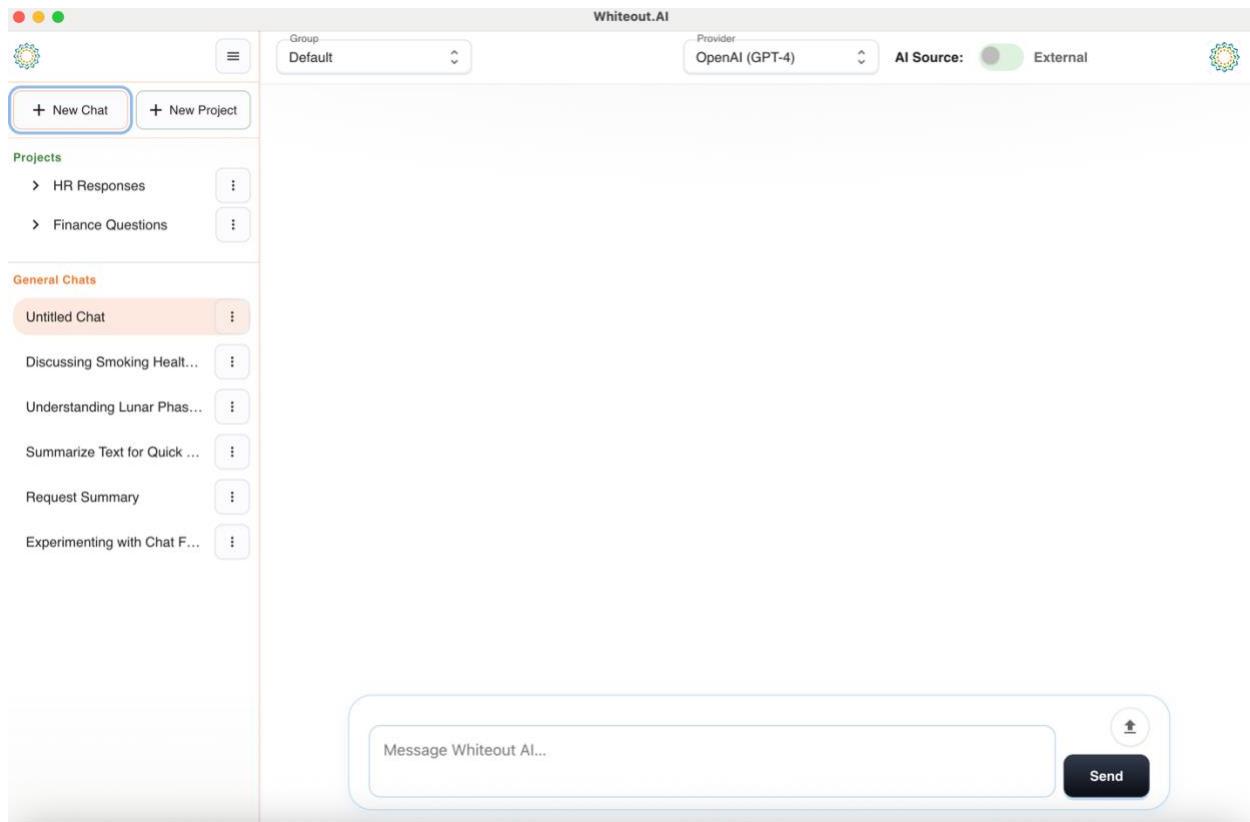
If this wasn't you, feel free to ignore this email.

— The Groovy Security Team

2. **IMPORTANT:** For full functionality of the application please install the following:
(These steps may be automatically run for you by your IT team, please verify with your IT team, or just follow the below steps)
 - a. <https://ollama.com/download>
 - b. In your terminal run these commands
 - i. ollama pull mistral
 - ii. ollama pull llava
3. The following is your initial login page. Use your provided username and the password you created.



4. All normal users this will be your standard page. Please on first login click the “+New Chat” to start a first chat.
- External and Internal Toggle options to choose which AI source you would like to use.
 - The Provider gives you dropdown options of which AI provider you would like to use in External mode.
 - Group dropdown allows you to pick between groups that you are assigned to. (You may have different policy rules set by your admin for different groups you are a part of.)
 - Use the top right icon to navigate to your profile page to change your password when you choose to do so. (See screenshot below)
 - New Project button allows you to create a project folder where you can build multiple chats based around the same project topic.
 - Drag and drop images, CSVs, and other supported file types. As well as if you select the upload button next to the send button. A pop up will appear with your file paths for selection to upload.



5. ***FOR ADMIN ONLY:***

- a. If you are an admin, you will have access to the Admin Dashboard and all of the other admin pages.

The screenshot shows the Admin Dashboard interface. At the top, there's a header bar with the text "Admin Dashboard" and a logo on the right. Below the header are four summary cards: "Active Groups" (3), "Registered Users" (1), "Total Prompts" (117), and "Risky Prompts" (44). Underneath these are four main navigation buttons: "Review Prompts" (with a warning icon), "Update Policy" (with a document icon), "Manage Groups" (with a user icon), and "Integrations" (with a gear icon). A callout box on the left provides information about the Admin Overview and navigation icons.

i Admin Overview - Use the Icon in the top right to navigate

Welcome! This dashboard lets you govern how AI is used across your organization. Here's what you can do:

- **Review Prompts** – View flagged prompts, inspect risks, and review ALL of your teams prompts.
- **Update Policy** – Upload or edit retrieval documents and define policy restrictions.
- **Manage Groups** – Organize users into teams, assign/invite users, and create new groups.
- **COMING SOON - Integrations** – Connect with your internal applications to query data from inside WhiteoutAI.

6. ***Review Prompts***

- a. This page is for reviewing your organizations prompts. All files, prompts, and responses are logged here and available for download via CSV or PDF.

7. ***Update Policy***

- a. Use this page to select your policies that you want to enforce. Options for APPLY INTERNAL and APPLY EXTERNAL allow you to toggle which AI source the policies are applied to.
- b. *** We suggest limiting the internal apply policies to only very specific needs as Whiteout AI's Internal AI is an isolated local AI that is installed on all users' devices (See step 2). This allows for safe environment for data sensitive prompts and files to be sent.

8. ***Manage Groups***

- a. This is where you as an admin can add new users to the organization. (Users must use the organizations email "user@company.com" to login to that organization).

- b.** Use the “edit groups” icon on your **selected group** to add organization users to a group.

9. Integrations

- a.** Use this page to integrate selected environment tools. When you integrate a selected tool with the tool specific credentials. You will have the option to toggle “Internal” and “External”. Toggling these on will allow you to query or use that tool with specific AI source inside Whiteout AI.
 - b.** Our SOC integration allows you to connect your logging to be forwarded to a SOC provider of your choice.

For additional questions please email support@groovysec.com or reach out to your project manager.