GDPRiS

GDPRiS Platform v2 Guidance for Users

General Staff

Dashboard

Dashboard

When you log in for the first time you will see the **Dashboard.**

Here you will see the Navigation Pane on the left and 4 **tiles** in the main body of the page.

You can use the tiles or the navigation pane to access all areas.
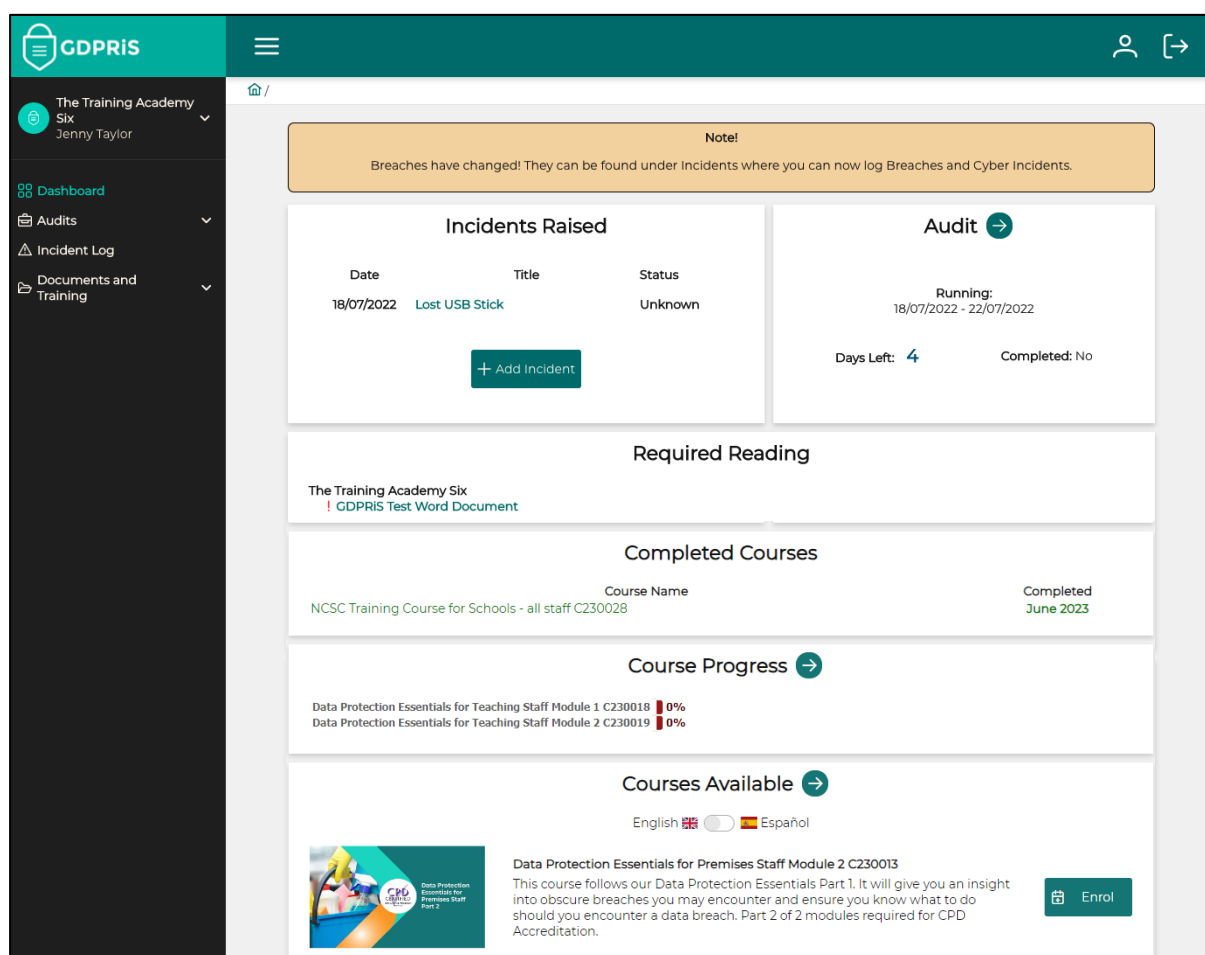
Incidents

In this tile you can log an Incident (Data Breach or Cyber-attack) and keep an eye on its status.

Staff Audit

This tile shows information regarding the Internal Audit. You can click this link or the **Audit** link in the navigation pane to take you to the questions you need to answer on Data Protection Awareness. There are 2 parts to this audit, and you can access each section within the Internal Audit link

Required Reading

This tile shows documents which are required to be read by you. The documents which have not been downloaded will be indicated by a red flashing exclamation mark. When you have read the document, there will be an empty amber box which you can put a ticket in to indicate that you have read said document.

Completed Courses

This section will show any courses you have completed with a date.

Courses Progress

This section shows how much progress has been made against each course which you have been allocated or have enrolled on.
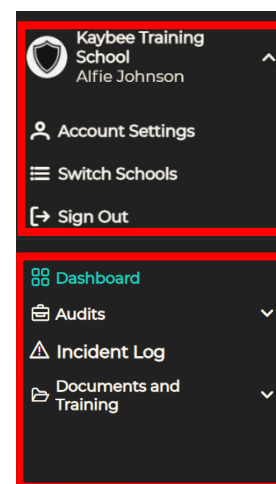
Courses Available

This section of the dashboard provides a list of data protection training courses which you can enrol on and complete.

Navigation Pane

This is split into two sections.

To access the top section please use the drop-down arrow next to the organisation name.

Each area of the navigation pane can also be expanded to access various pages.

You can also access your **Account Settings** and **Log Out** via the icons at the top left of the dashboard.

Contact the Customer Success Team

Office hours

Mon-Thurs: 09:00 - 16:30 GMT

Fri: 09:00 – 15:30 GMT

If you require assistance regarding any section of this help guide, please do not hesitate to contact us via one of the following methods:

Tel: 02039 610 110

Mail: support@gdpris.co.uk