

1. Introduction to AskDiana

Welcome to AskDiana, your intelligent assistant for data analysis and insights. AskDiana provides a secure, multi instance environment where your organization's data is completely isolated and protected.

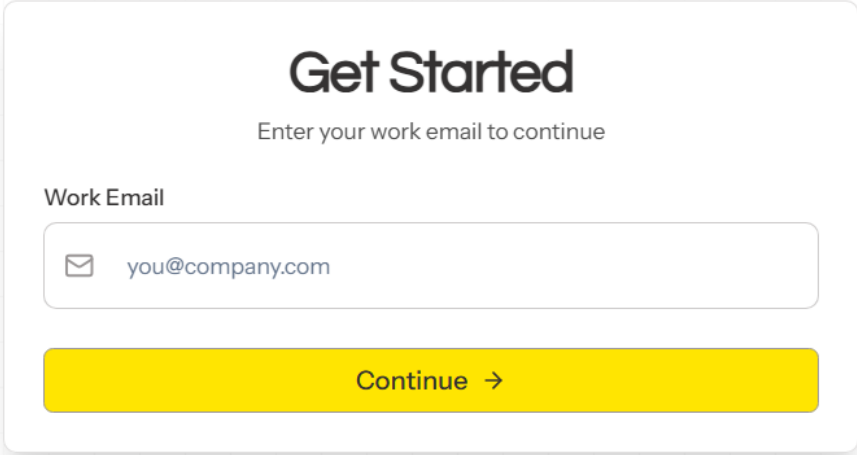
This guide will walk you through the essential features, from asking your first question to sharing complex KPI analyses with your team.

2. Instance Access & Login

AskDiana uses secure, instance specific subdomains. Your organization has its own workspace, for example `yourcompany.askdiana.ai`.

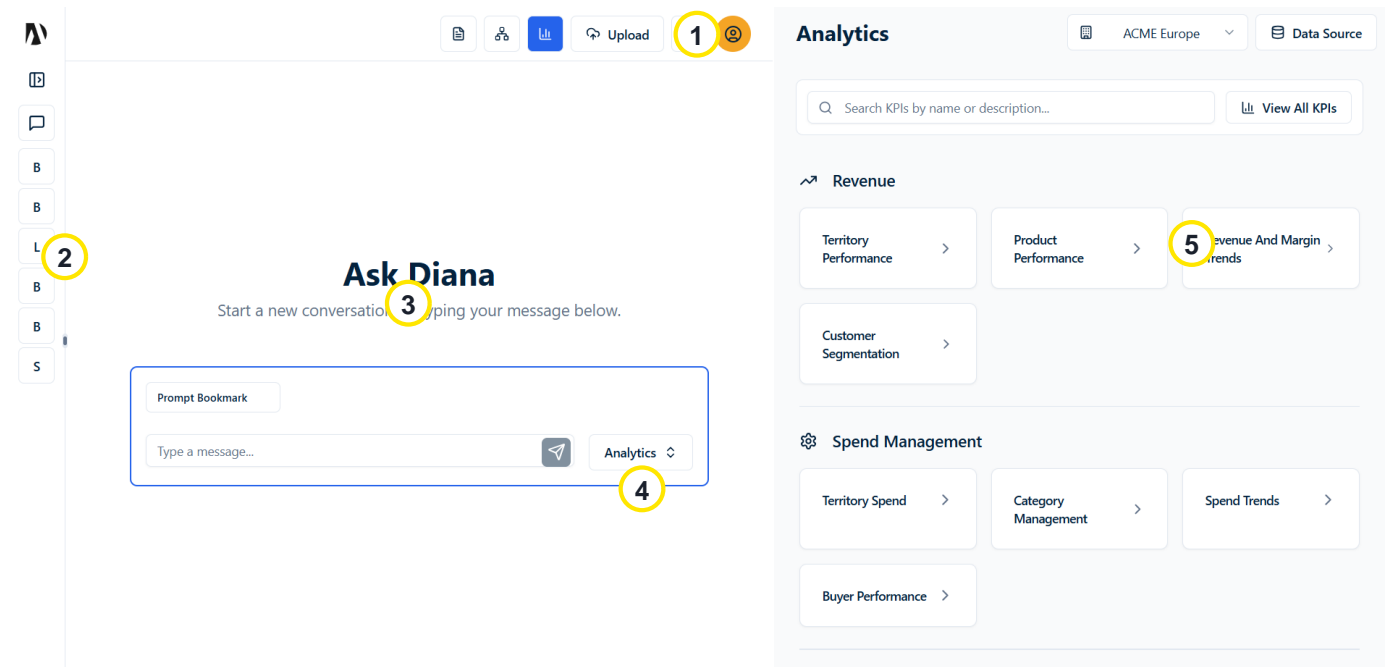
Main domain (`askdiana.ai`): Use 'Get Started' to enter your work email. We'll identify your organization and redirect you to the correct instance.

If your instance doesn't exist yet, you'll be guided to create a new one with your work email.



3. The AskDiana Interface

Interface overview, key areas users interact with:



Legend

- 1 Application header, logo, toggles (Documents, Knowledge, Analytics), Upload, profile
- 2 Chat history, recent conversations
- 3 Conversation panel, questions and results
- 4 Question input, enter prompt; select mode
- 5 Analytics panel, KPI search and analyses

4. Chat Composer and Controls

Composer overview, controls you use to ask questions:

Legend

- ① Mode switch, Analytics or Knowledge
- ② Answer Scope, Normal or Deep
- ③ Prompt bookmarks
- ④ Send

- Mode switch: "Analytics" runs KPI analyses. "Knowledge" uses your documents.
- Answer Scope (Knowledge only): Normal gives a concise answer. Deep is more thorough.
- Prompt bookmarks: Saved prompts appear above the composer. Click to reuse.
- Send: Press Enter or click the Send icon.

Switch to Analytics to focus on KPI analysis:

The screenshot shows the AskDiana interface with the 'Country Revenue Overview' visualization. The interface includes a top navigation bar with the ACME logo and a 'Provide total revenue by each country?' prompt. The main content area displays the 'Country Revenue Overview' with an action bar (Copy, Share, PNG, PDF, Details) and a 'Key Findings' section. A legend at the bottom explains the numbered callouts: 1 (Mode, Analytics), 2 (Prompt bookmarks), 3 (Action bar), and 4 (Key Findings).

Legend

- 1 Mode, Analytics
- 2 Prompt bookmarks
- 3 Action bar, Copy, Share, PNG, PDF, Details
- 4 Key Findings

- Mode, Analytics: Composer shows Analytics selected.
- Prompt bookmarks: Quick prompts above the composer.
- Action bar: Copy, Share, download as PNG/PDF, open Details.
- Key Findings: Ranked takeaways detected by AskDiana.

5. Chat History





























Access and manage your conversations from the left sidebar.



- New Chat: Start a fresh conversation.
- Conversation item: Click to open. Use More to rename, share, or delete.
- Collapse or expand: Toggle the sidebar to adjust space.
- Active chat is highlighted in the list.

6. Knowledge Repository

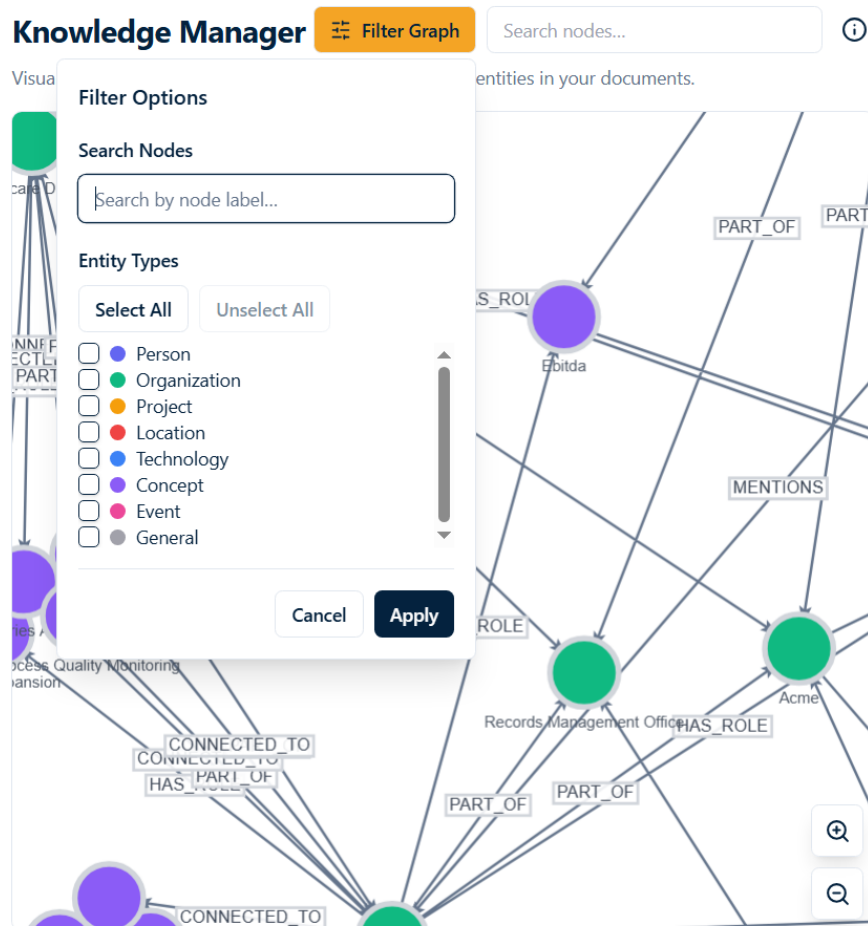
Upload and organize documents used by Knowledge mode.

Knowledge Repo 30/10000000 ⓘ	
 24. ACME Corporation - Strategic Plan 2024-2027.pdf	
 ACME Corporation - Retail Division Merchandising and Operations Manual.pdf	
 ACME Corporation - Leadership Development Framework.pdf	
 ACME Corporation - New Employee Onboarding Guide.pdf	
 ACME Corporation - Employee Training Catalog and Development Programs.pdf	
 ACME Corporation - Competitive Analysis and Market Position.pdf	
 ACME Corporation - 2023 Annual Report.pdf	
 ACME Healthcare Division - Standard Operating Procedures.pdf	
 ACME Corporation - Product and Service Delivery Standards.pdf	
 ACME Corporation - Customer Service Excellence Guidelines.pdf	
 20. ACME Corporation - Records Management Policy.pdf	
 19. ACME Corporation - IT Governance Framework.pdf	
 18. ACME Corporation - Data Privacy Policy.pdf	
 17. ACME Corporation - Contract Management Policy.pdf	

- Open Documents: Use the Documents button in the top bar.
- Upload: Add PDFs, CSVs, and text files with progress shown.
- Limits: If you reach your plan limit the upload dialog explains your options.
- Manage: Remove documents you no longer need.
- Shared to you: Documents shared by other users do not count towards your limit.

7. Knowledge Graph

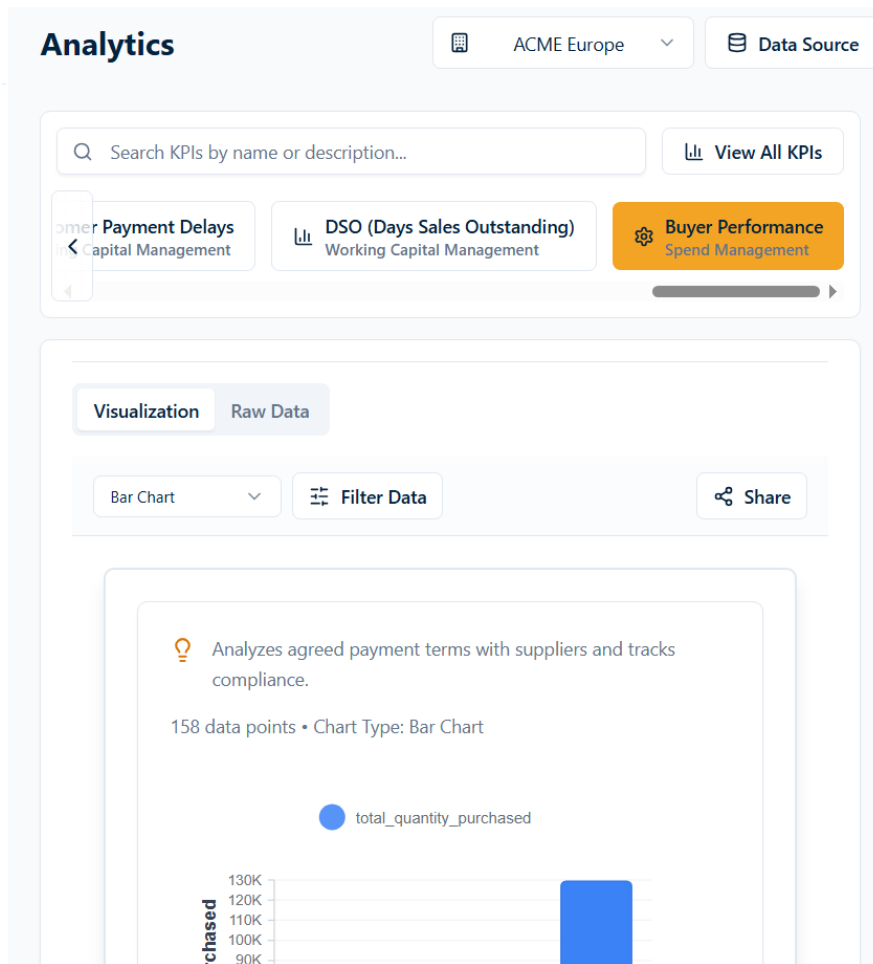
Explore relationships in your data using the interactive graph.



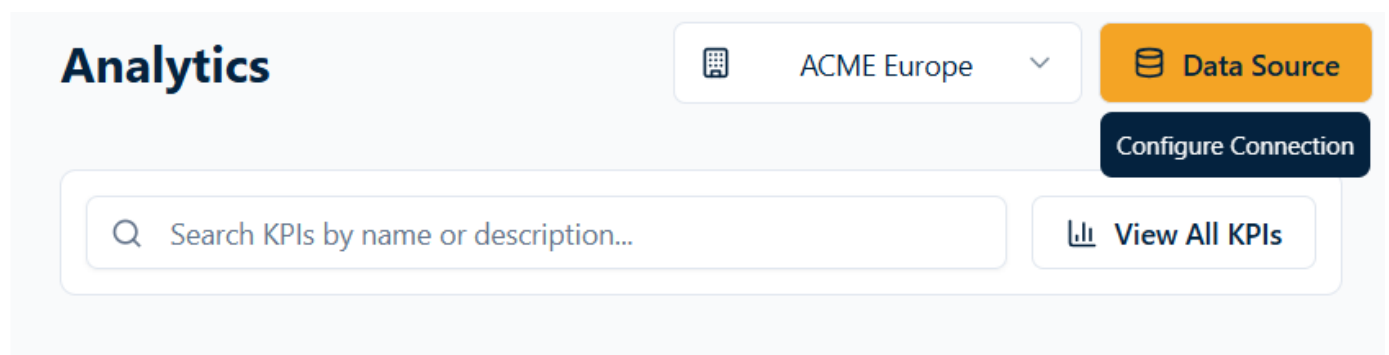
- Interact: Pan and zoom. Expand nodes to discover related items.
- Node details: Open a node to see a summary and related documents.
- Start a chat: From a node you can start a new chat with that context.
- Downloads: Download related documents from the details dialog when available.

8. Analytics Panel

Find and open KPI analyses from the right panel.



Enable KPI analytics by connecting your ERP data source.



- Data Source: Click Data Source, then paste the DNA URL and DNA Token provided by your administrator.
- Company selector: Choose the active company for KPI data in the Analytics panel.
- Storage: Credentials are stored locally in the browser.

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- Search: Find KPIs by name or description.
 - View all: Open the full KPI list and browse by category.
 - Open a KPI: Click a KPI card to view its details and charts.

Inside a KPI:

- Chart type: Pick Line, Bar, Area, or other available chart types.
- Filters: Choose measure, dimension, and time to reframe the chart.
- Share: Create a share link for the current KPI view.
- Key Insights: Generate a concise insight summary.

9. Support

If you encounter issues, contact your administrator or support.