TEN TECHNOLOGY NETWORK CONSULTANCY CYS SERVICE

IntelliQ

Enterprise Product Manual

AI-powered analytics discovery platform

VERSION	2.0
PRODUCT	IntelliQ by Tencys
CLASSIFICATION	Internal — Confidential
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Prepared for: End Users · Analysts · Administrators

IntelliQ — Enterprise Product Manual

Version: 1.0
Product: IntelliQ by Tencys Systems
Audience: End Users, Analysts, Administrators
Classification: Internal

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1. Introduction

IntelliQ is an AI-powered analytics discovery platform by Tencys Systems. It connects to your data sources, analyses schemas automatically, discovers the KPIs that matter to your business, and generates professional dashboards — without requiring users to write SQL queries.

1.1 Core Capabilities

Capability	Description
Schema Analysis	Automatically profiles connected data sources and discovers table structure
KPI Discovery	Surfaces relevant business KPIs from schema analysis
Dashboard Generation	One-click dashboard creation from selected KPIs
Conversational Analytics	Ask questions in plain English, get SQL-powered answers
Forecasting	Project KPIs forward using predictive SQL
Analytics Explorer	Ad-hoc SQL execution for advanced users
Role-Based Access	4-tier access control with full tenant isolation

1.2 Supported Data Sources

- **CSV / Excel** — direct file upload
- **PostgreSQL** — connection string or host/port
- **MySQL** — connection string or host/port
- **BigQuery** — service account JSON

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2. Getting Started

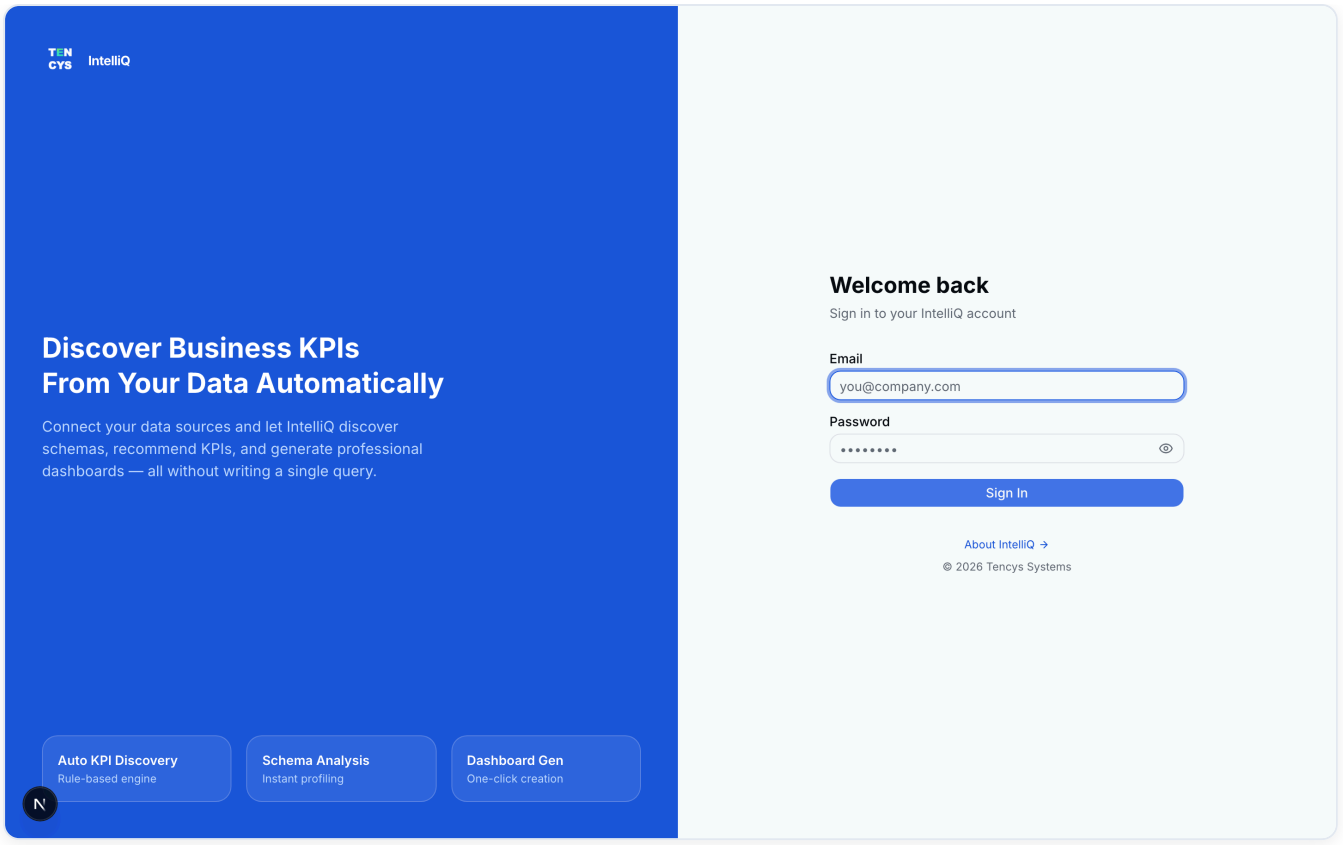
2.1 System Requirements

Item	Requirement
Browser	Chrome 110+, Firefox 115+, Safari 16+, Edge 110+
Network	HTTPS access to `intelliq.tencys.com`
Screen	Minimum 1280 × 720

2.2 Accessing IntelliQ

Navigate to your IntelliQ instance URL. You will be presented with the Login page.

2.3 Login



Description:
Show the Login page. Highlight the email input, password input, and Sign In button. The left panel shows the IntelliQ feature summary. The right panel contains the login form.

Annotation:

1. Email address input field
2. Password input field (masked)
3. Show/Hide password toggle
4. Sign In button
5. About IntelliQ link (bottom of panel)

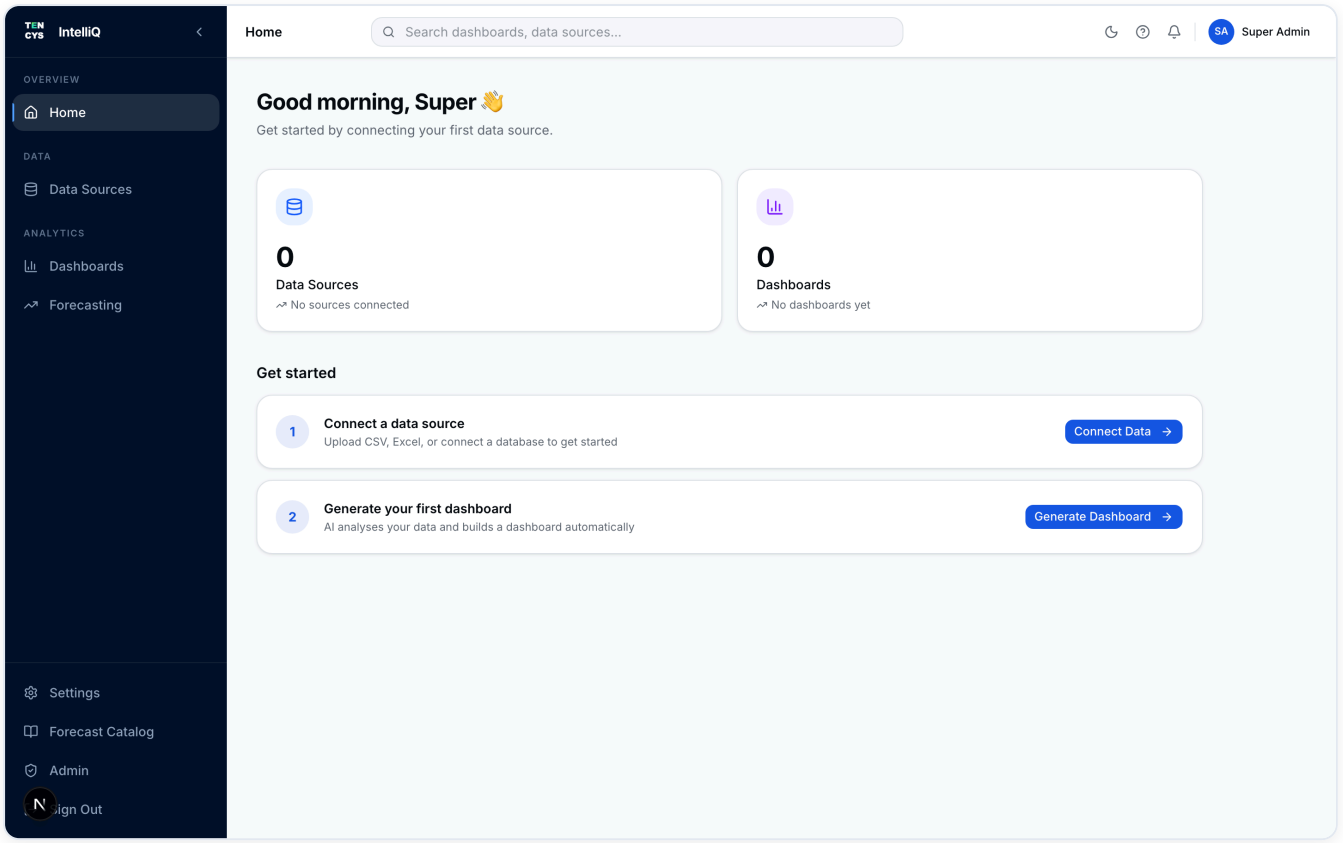
Steps to log in:

1. Enter your work email address in the **Email** field.
2. Enter your password in the **Password** field.
3. Click **Sign In**.
4. On success, you are redirected to the Dashboard Home.

> **Note:** Passwords are never stored in plain text. Contact your administrator if you forget your credentials.

3. Dashboard Home

The Dashboard Home provides a summary of your organisation's analytics activity.



Description:
Show the main Dashboard Home page after login. The left sidebar is visible. The main panel shows summary cards and recent activity.

Annotation:

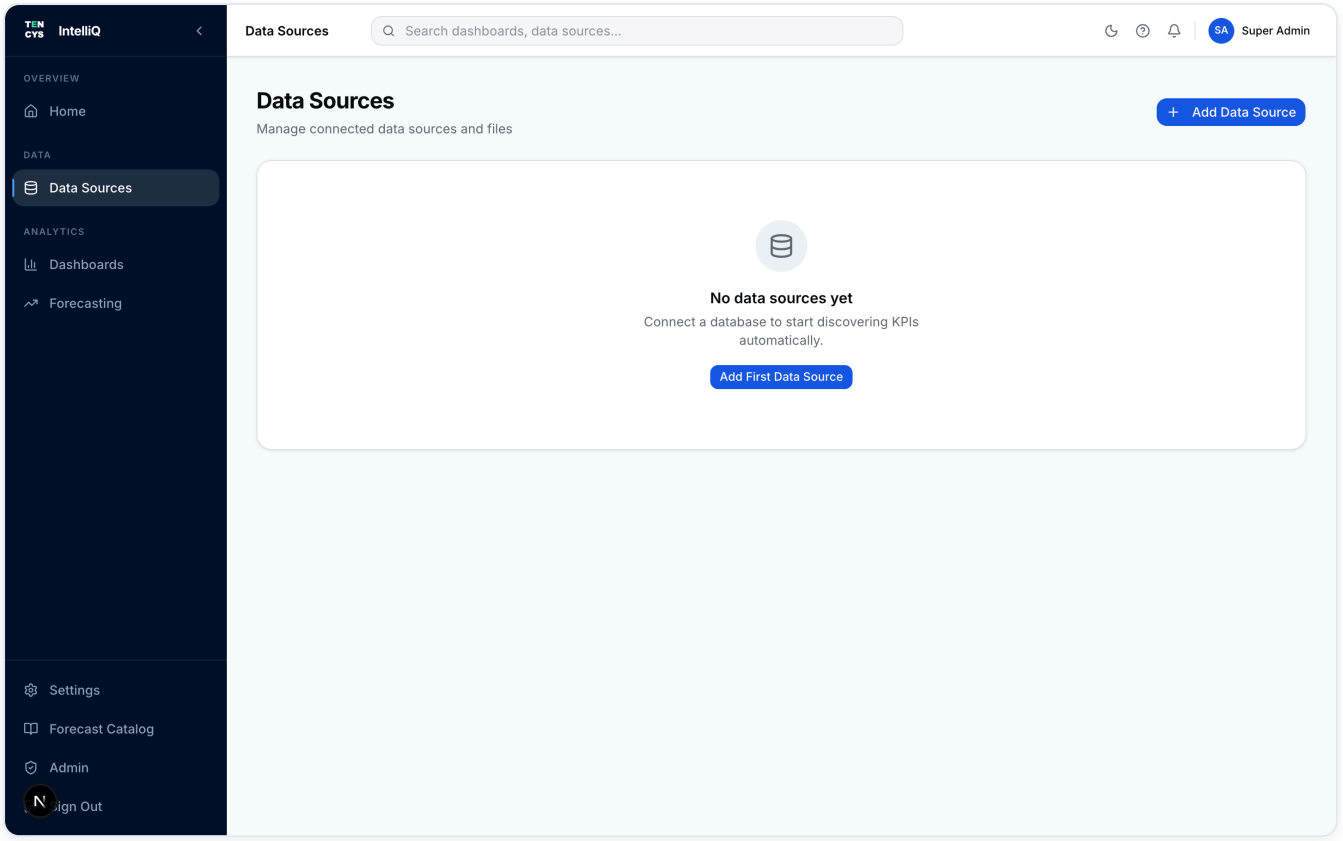
1. Sidebar navigation (Dashboard, Data Sources, Dashboards, Analytics, Settings)
2. Organisation/tenant indicator at top of sidebar
3. Recent dashboards widget
4. Quick action — New Dashboard
5. Data source status summary
6. User avatar / profile menu (top right)

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4. Data Sources

Data Sources are the foundation of IntelliQ. Connect your data before creating dashboards.

4.1 Data Sources List



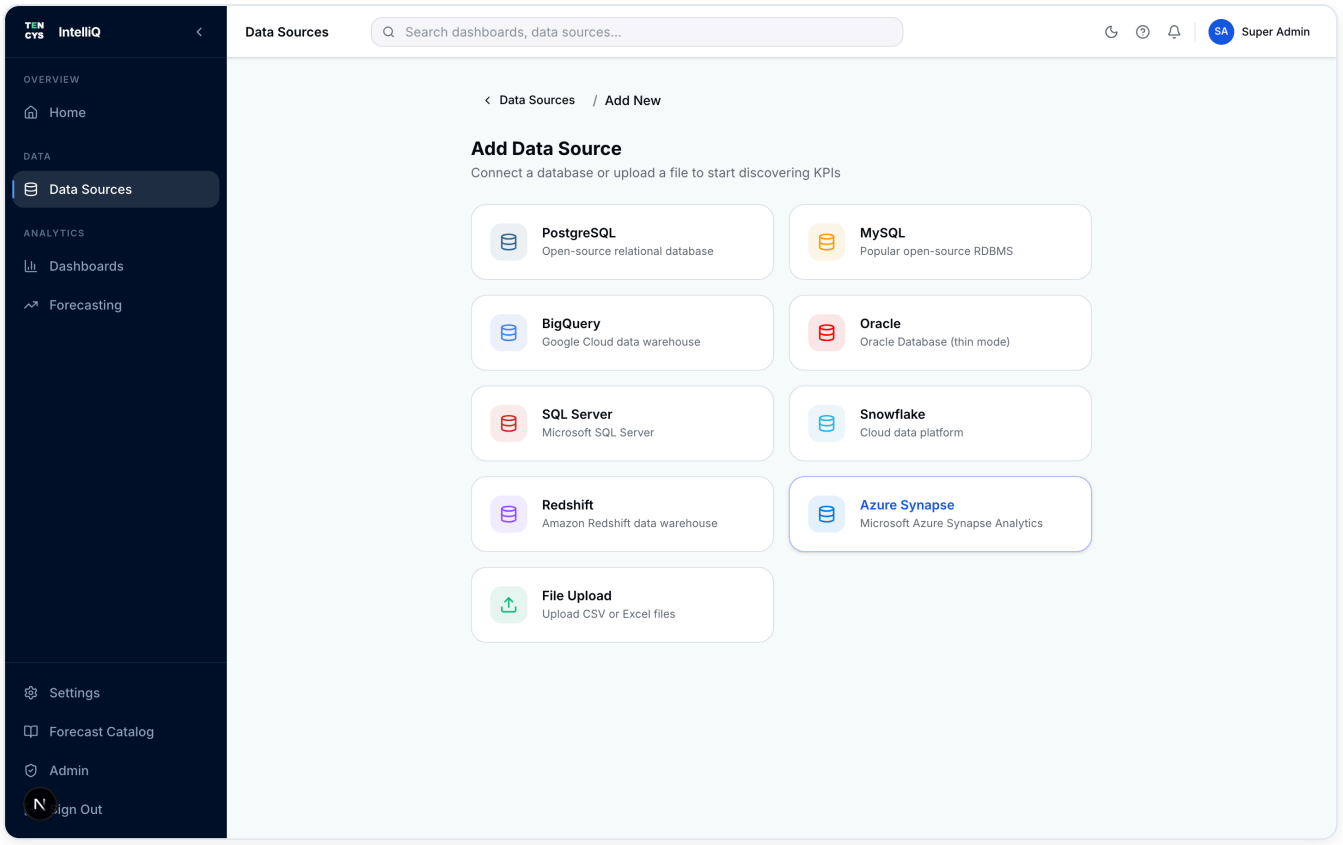
Description:

Show the `/data-sources` page with a list of connected data sources. Each row shows the source name, type badge, status, and last synced time.

Annotation:

1. "Add Data Source" button (top right)
2. Data source name and type icon
3. Status badge (Active / Error / Syncing)
4. Last synced timestamp
5. Action menu (Sync, View, Delete)

4.2 Add Data Source — Connector Selection



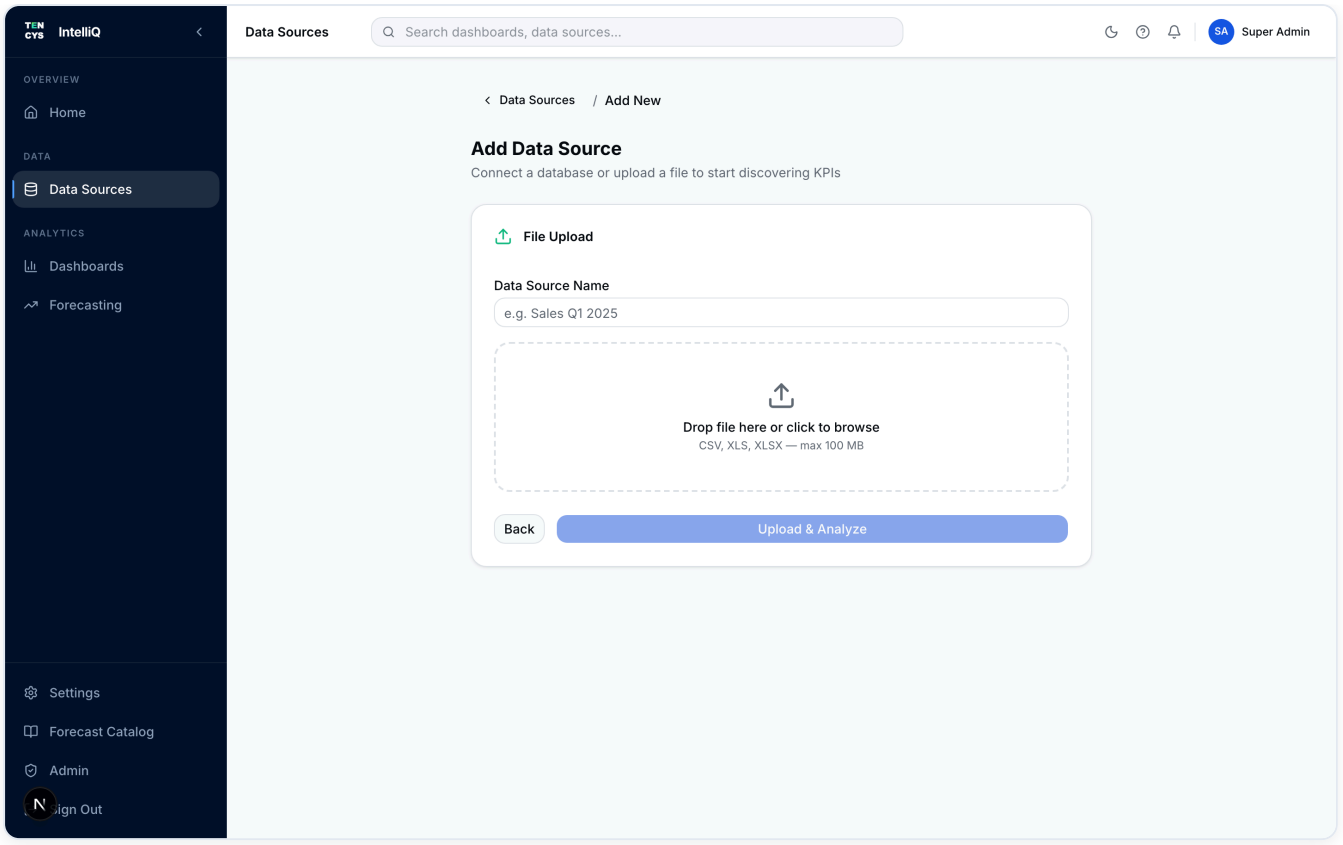
Description:

Show the `/data-sources/new` page with the four connector cards: PostgreSQL, MySQL, BigQuery, and File Upload.

Annotation:

1. PostgreSQL connector card
2. MySQL connector card
3. BigQuery connector card
4. File Upload connector card (CSV / Excel)
5. Back to Data Sources link

4.3 Add Data Source — File Upload

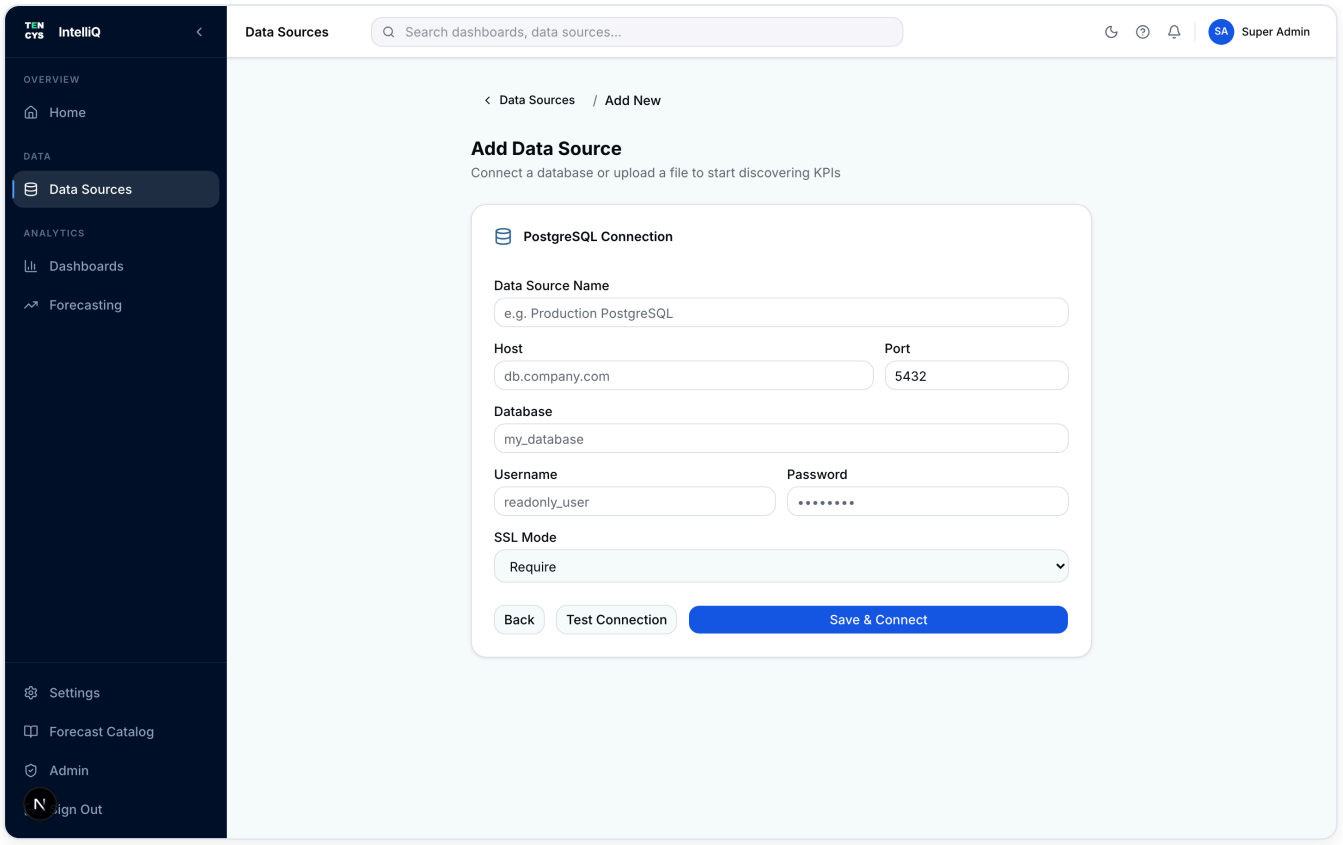


Description:
Show the File Upload form after selecting the File Upload connector. The drag-and-drop zone is highlighted along with the Name field and Connect button.

Annotation:

1. Data source name input
2. Drag-and-drop upload zone
3. Supported formats note (CSV, XLS, XLSX — max 100 MB)
4. Browse files fallback button
5. Connect button

4.4 Add Data Source — Database Connection

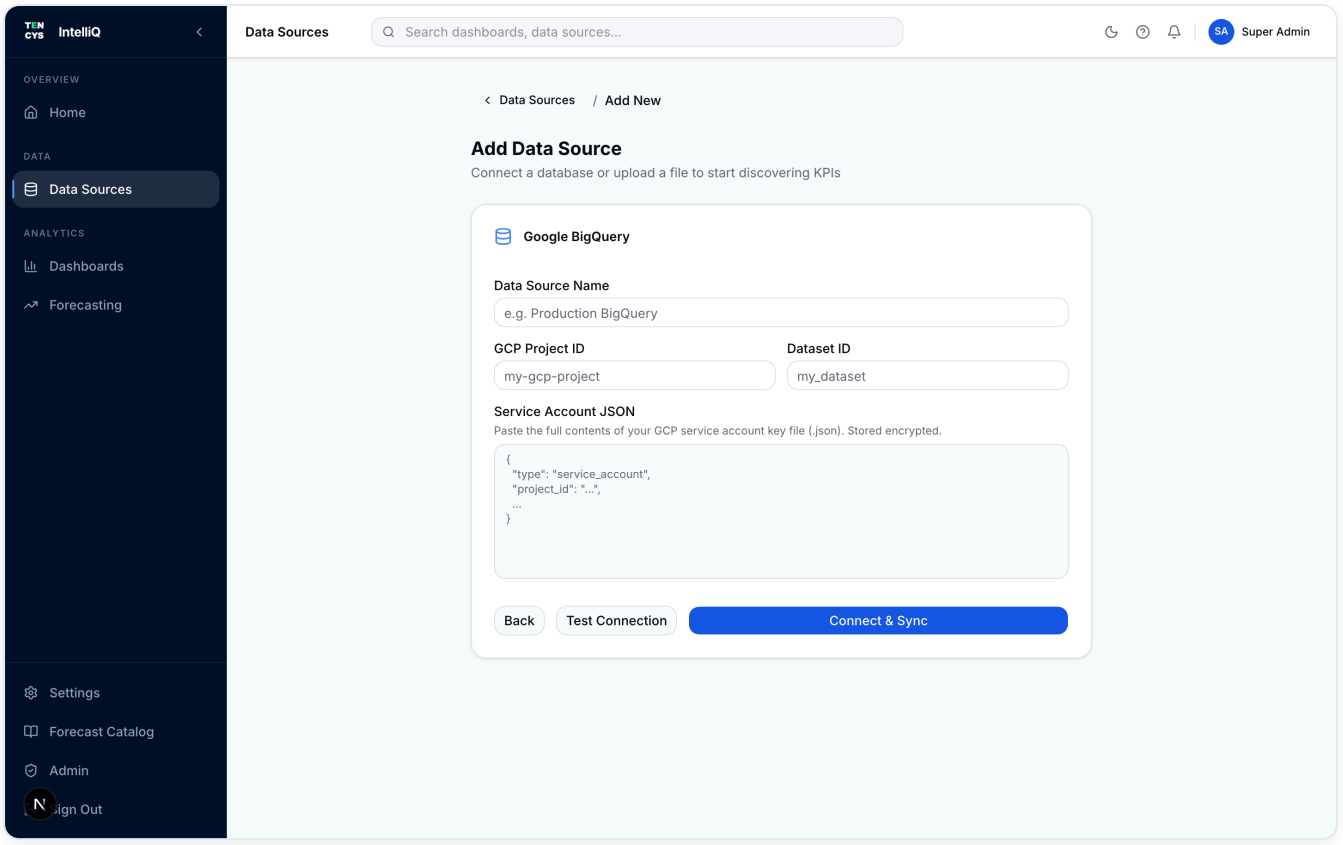


Description:
Show the PostgreSQL connection form with host, port, database, username, password, and schema fields.

Annotation:

1. Connector type tabs (PostgreSQL / MySQL / BigQuery)
2. Data source name field
3. Host, Port fields
4. Database name and Schema fields
5. Username and Password fields
6. Test Connection button
7. Connect button

4.5 Add Data Source — BigQuery

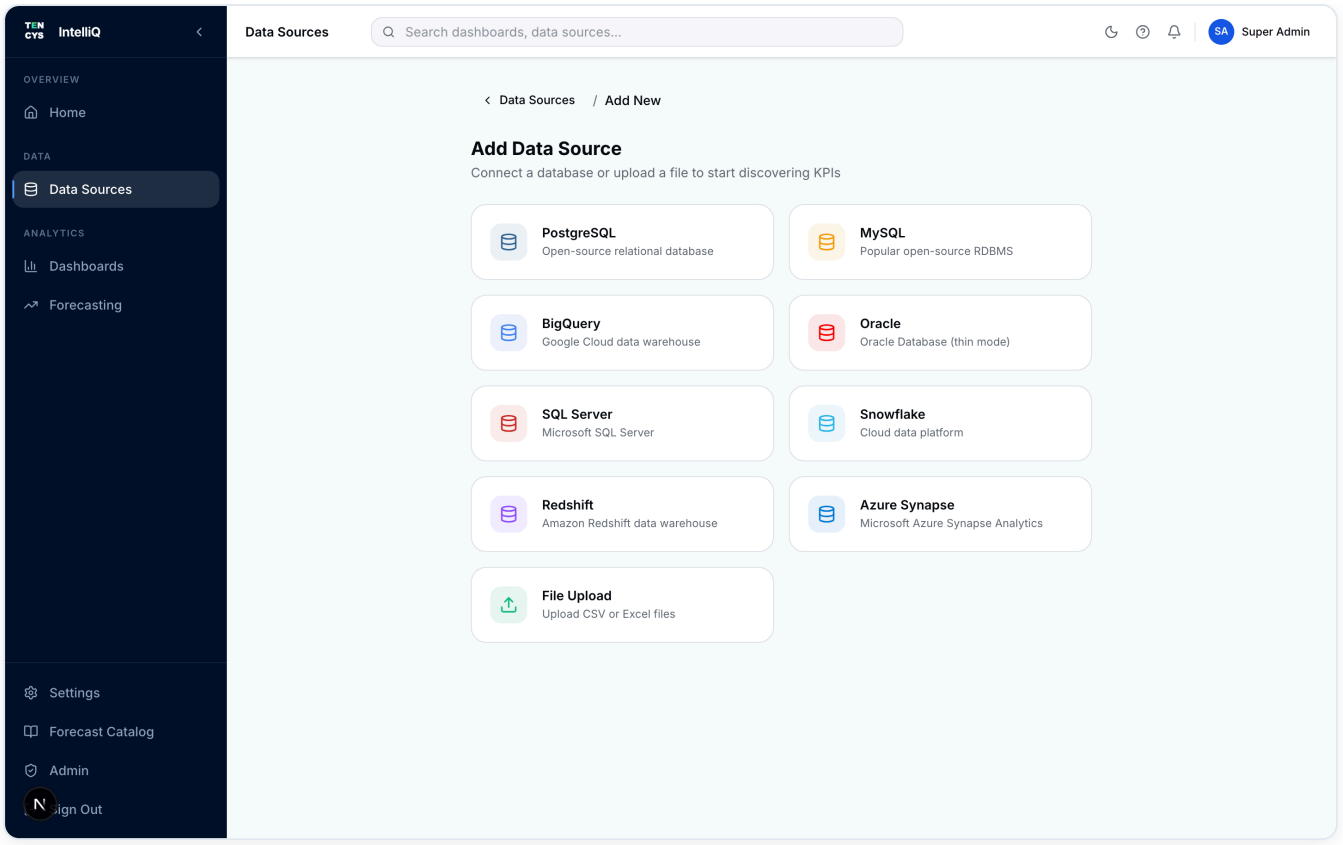


Description:
Show the BigQuery connection form with Project ID, Dataset ID, and Service Account JSON upload area.

Annotation:

1. Project ID input
2. Dataset ID input
3. Service Account JSON upload / paste area
4. Connect button

4.6 Data Source Detail



Description:
Show a single data source detail page. Schema metadata is displayed — table names, column counts, row counts.

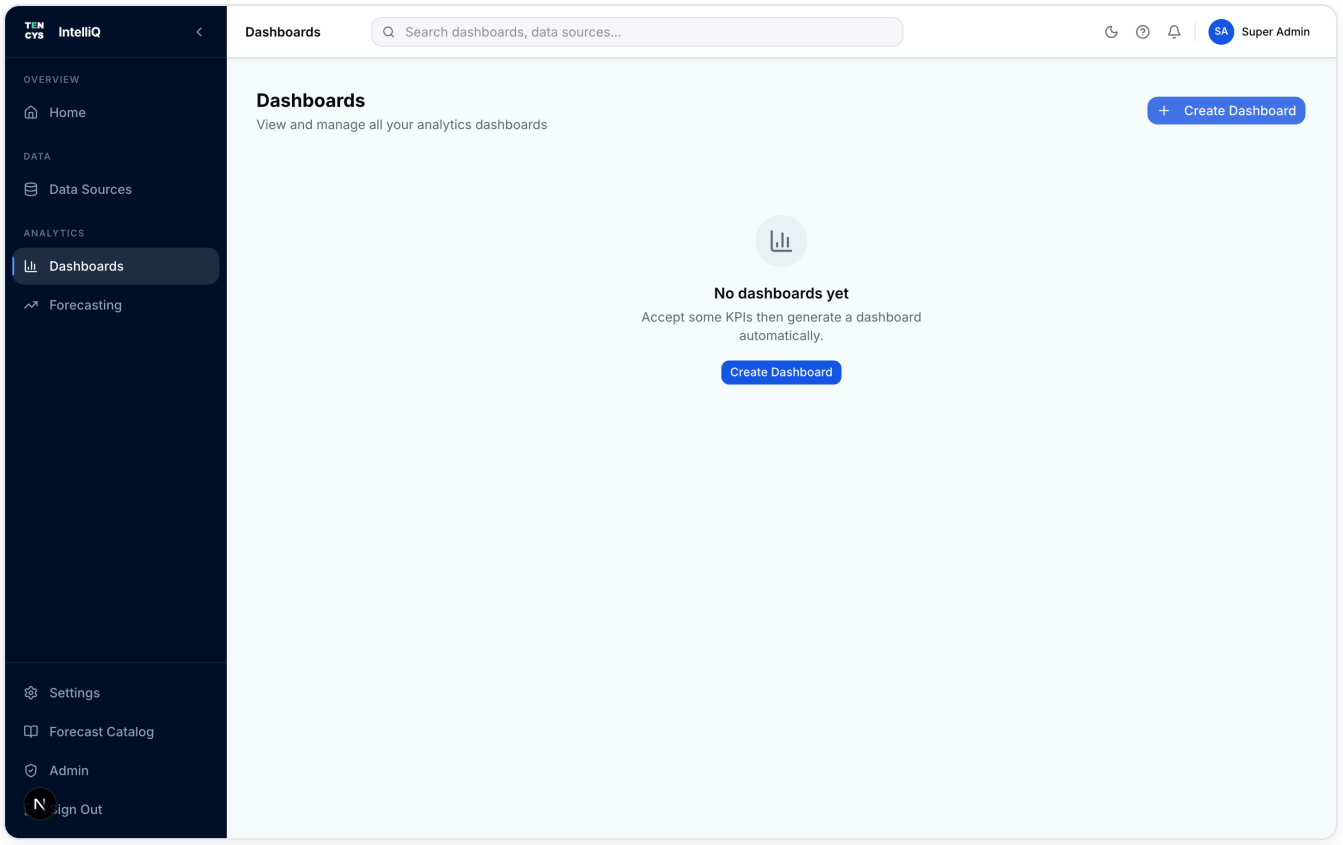
Annotation:

1. Data source name and type
2. Connection status and last sync time
3. Discovered tables list
4. Column count and row count per table
5. Sync Now button
6. Delete Data Source option

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5. Dashboards

5.1 Dashboards List



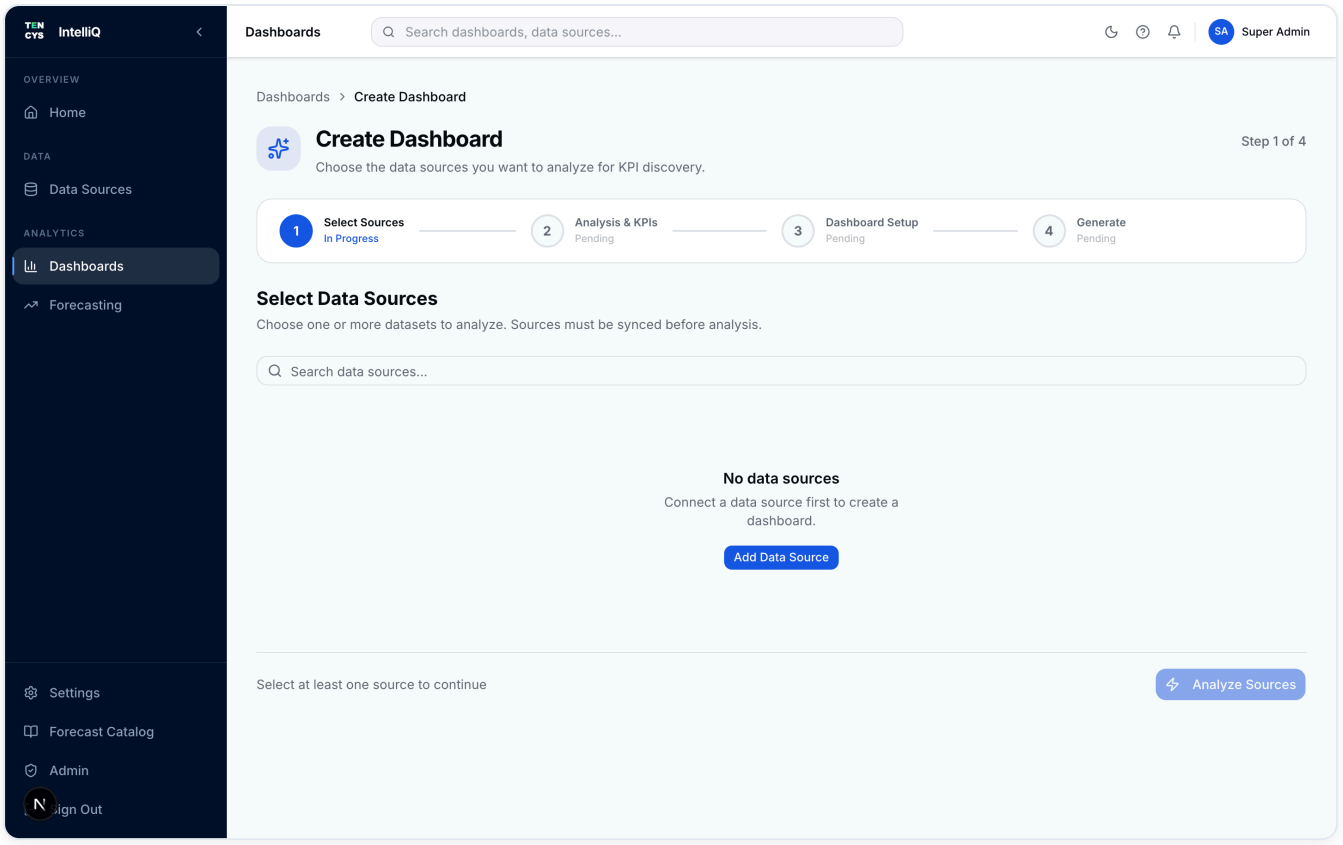
Description:

Show the `/dashboards` page. Each dashboard card shows the name, data source, KPI count, and creation date.

Annotation:

1. "New Dashboard" button (top right)
2. Dashboard name and description
3. Data source badge
4. KPI / widget count
5. Created date and owner
6. Open Dashboard action

5.2 New Dashboard — Step 1: Select Data Source



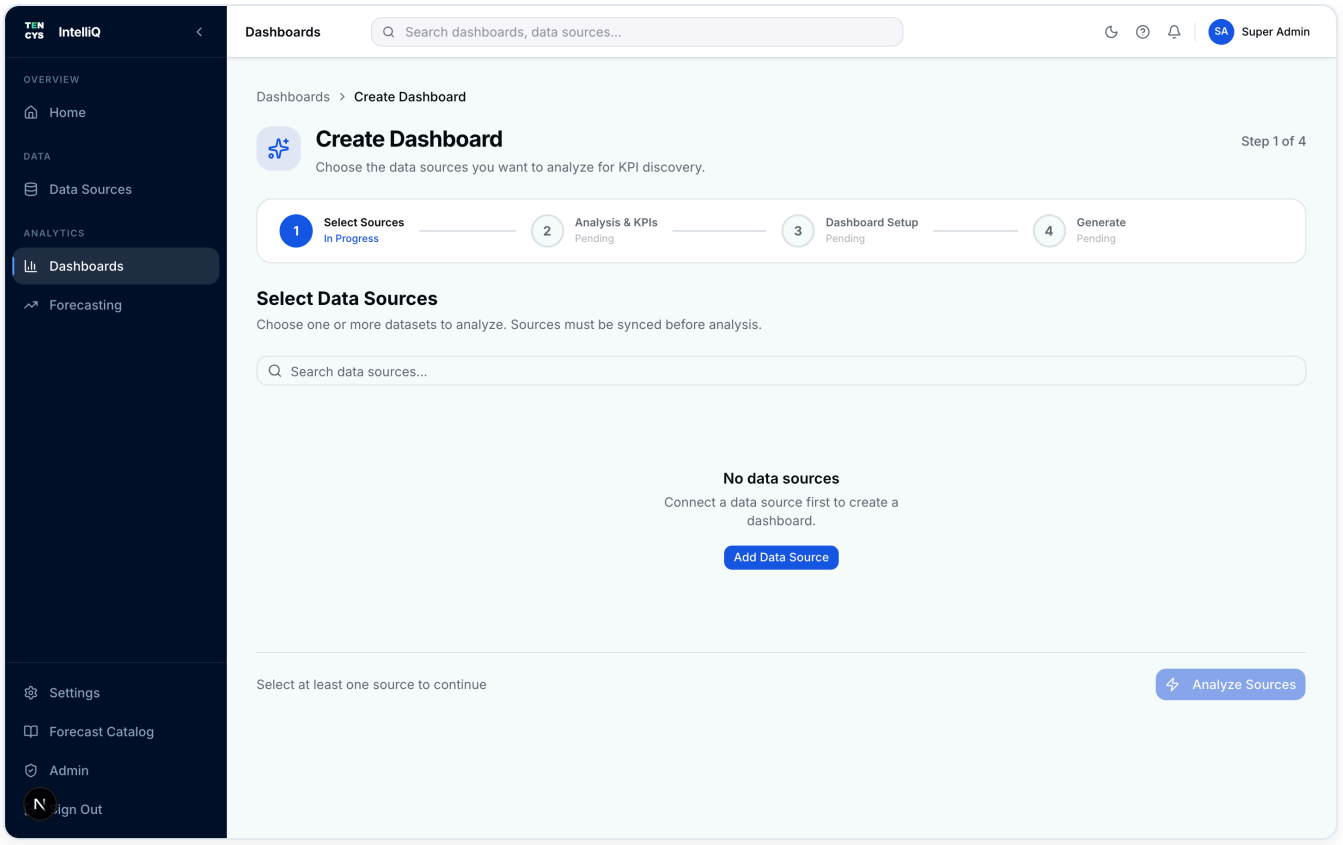
Description:

Show Step 1 of the New Dashboard wizard at `/dashboards/new`. A list of connected data sources is displayed. One is selected (highlighted).

Annotation:

1. Wizard step indicator (Step 1 of 3)
2. Data source list with type icons
3. Selected data source (highlighted row)
4. Data source status badge
5. "Analyse Schema" / Next button

5.3 New Dashboard — Step 2: AI Schema Analysis



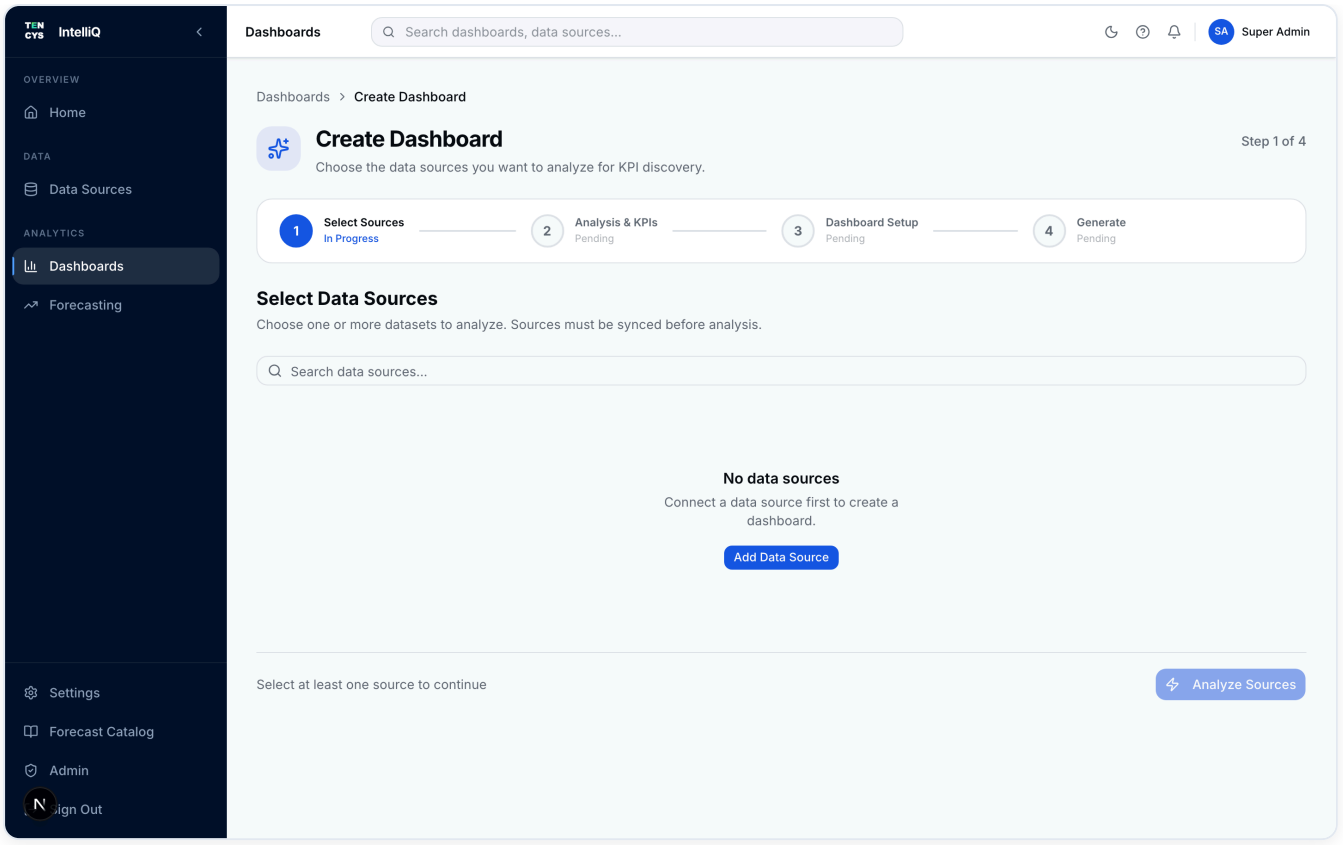
Description:

Show Step 2 — schema analysis in progress and/or completed. KPI recommendations are listed with names, descriptions, and chart type icons.

Annotation:

1. Analysis progress indicator or completion message
2. Recommended KPI list
3. KPI name and description
4. Suggested chart type icon (bar, pie, line, table)
5. KPI selection checkboxes
6. "Select All" / "Deselect All" controls
7. Proceed to Generate button

5.4 New Dashboard — Step 3: Generate Dashboard



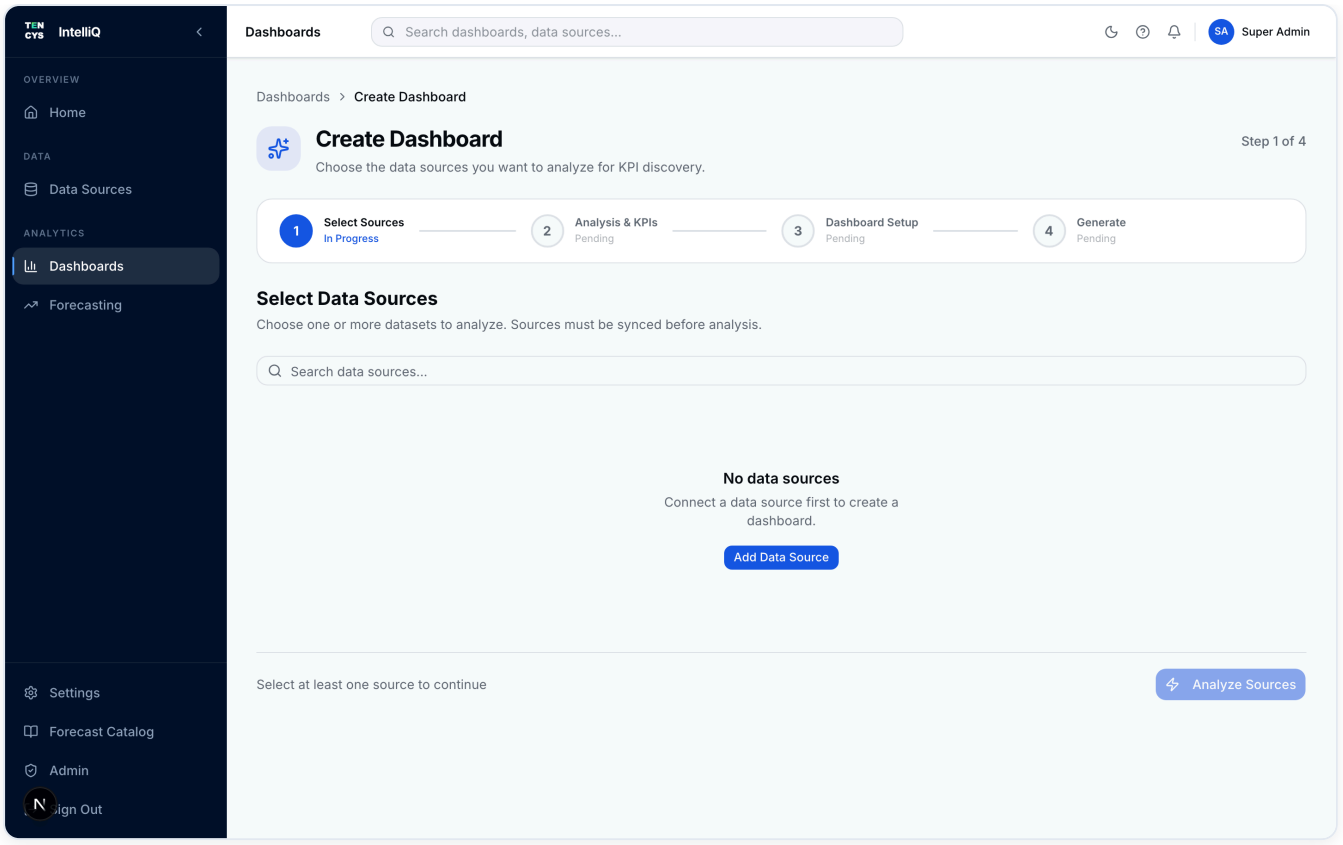
Description:

Show Step 3 — dashboard name input and the Generate button. Selected KPIs are summarised.

Annotation:

1. Dashboard name input field
2. Summary of selected KPIs (count)
3. Generate Dashboard button
4. Back to KPI selection link

5.5 Dashboard View



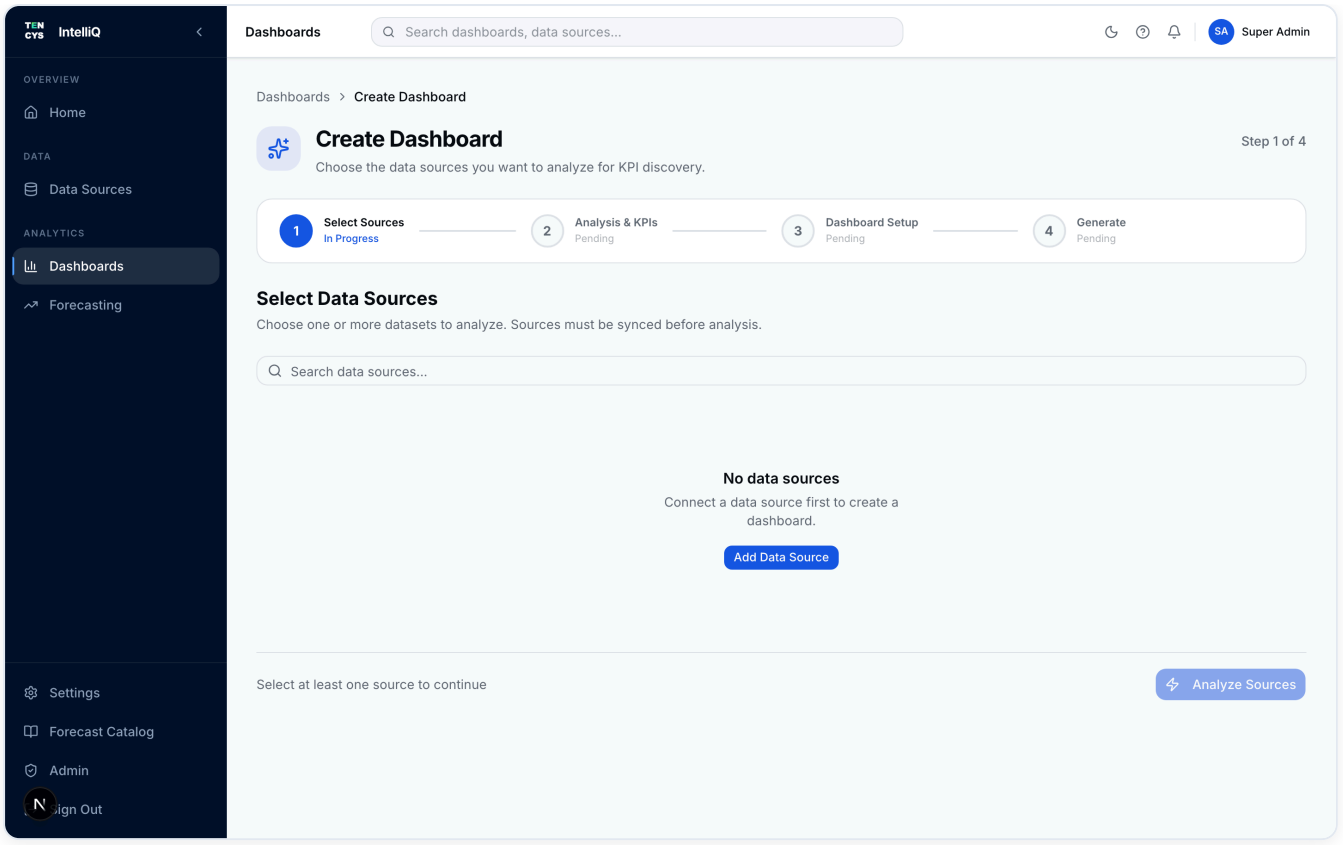
Description:

Show a fully rendered dashboard with multiple widgets — KPI cards, bar charts, pie charts, line charts, and tables. The dashboard name and data source are shown at the top.

Annotation:

1. Dashboard name and data source
2. Last refreshed timestamp
3. KPI metric cards (single value)
4. Bar chart widget
5. Pie / donut chart widget
6. Line chart widget
7. Table widget
8. Refresh button
9. Chat with Dashboard button (Conversational Analytics)

5.6 Dashboard View — Widget Detail



Description:
Show a single widget expanded or in focus, displaying the chart with axis labels and legend. The widget title and format hint (currency / percentage / number) are visible.

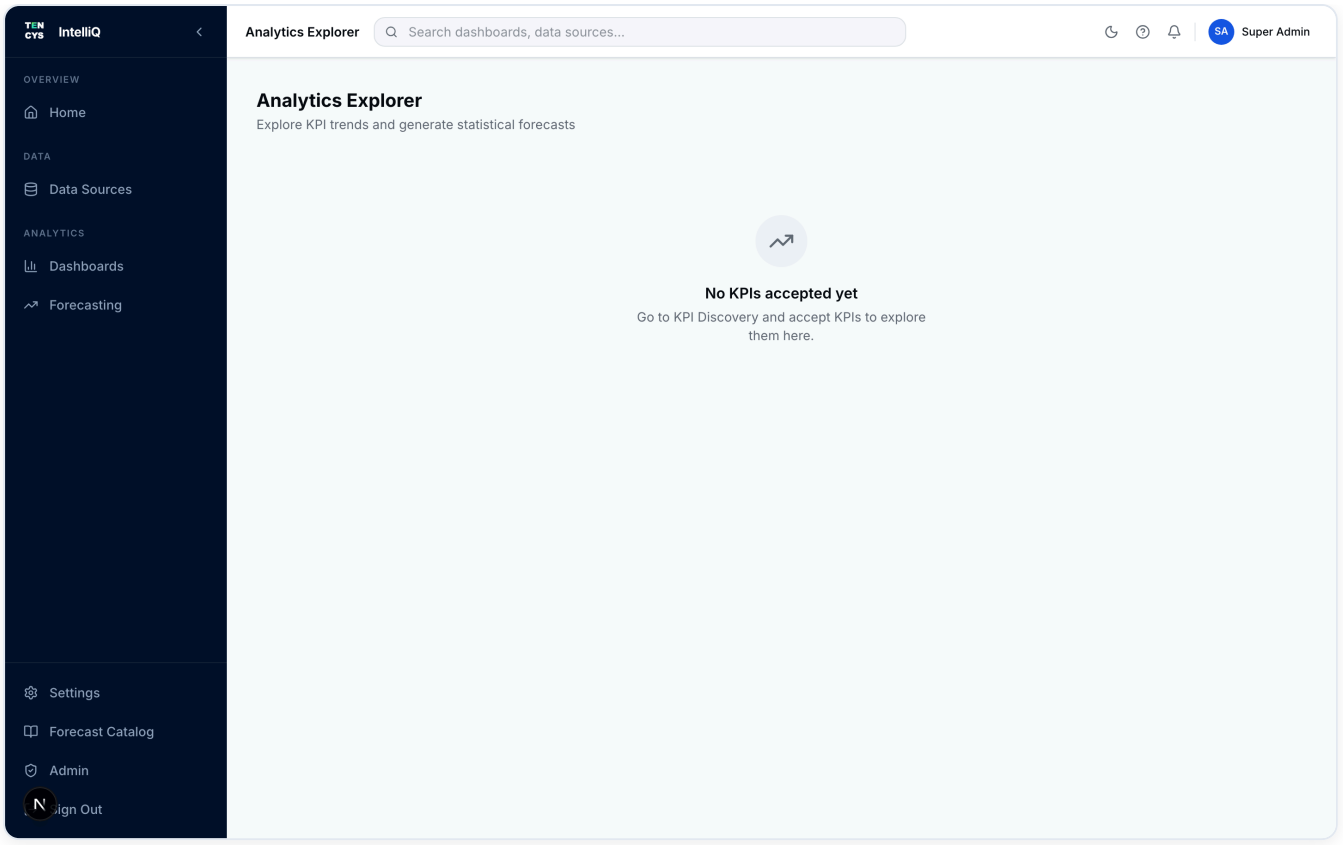
Annotation:

1. Widget title
2. Chart area with axes and data points
3. Legend
4. Format hint (e.g. currency symbol)
5. Widget action menu (Refresh, Download data)

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6. Analytics Explorer

The Analytics Explorer provides a full SQL editor for ad-hoc queries against your connected data sources.

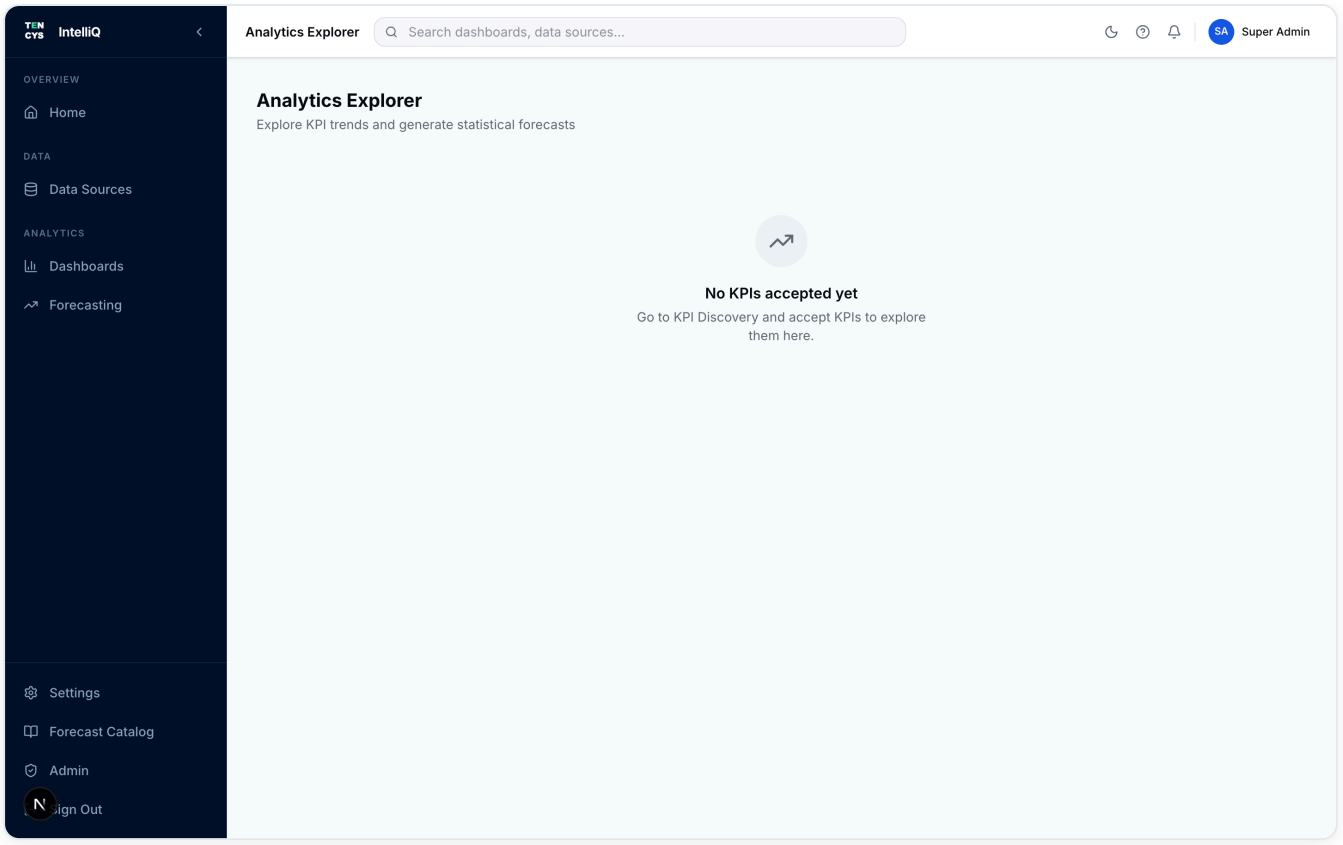


Description:

Show the `/analytics` page with the SQL editor on the left/top and results table below. A data source selector is at the top. A sample query is visible in the editor.

Annotation:

1. Data source selector dropdown
2. SQL editor panel with syntax highlighting
3. Run Query button (or keyboard shortcut label)
4. Query results table
5. Row count and execution time
6. Download results button
7. Query history panel (if visible)



Description:
Show the results table populated after running a query. Column headers, data rows, and pagination controls are visible.

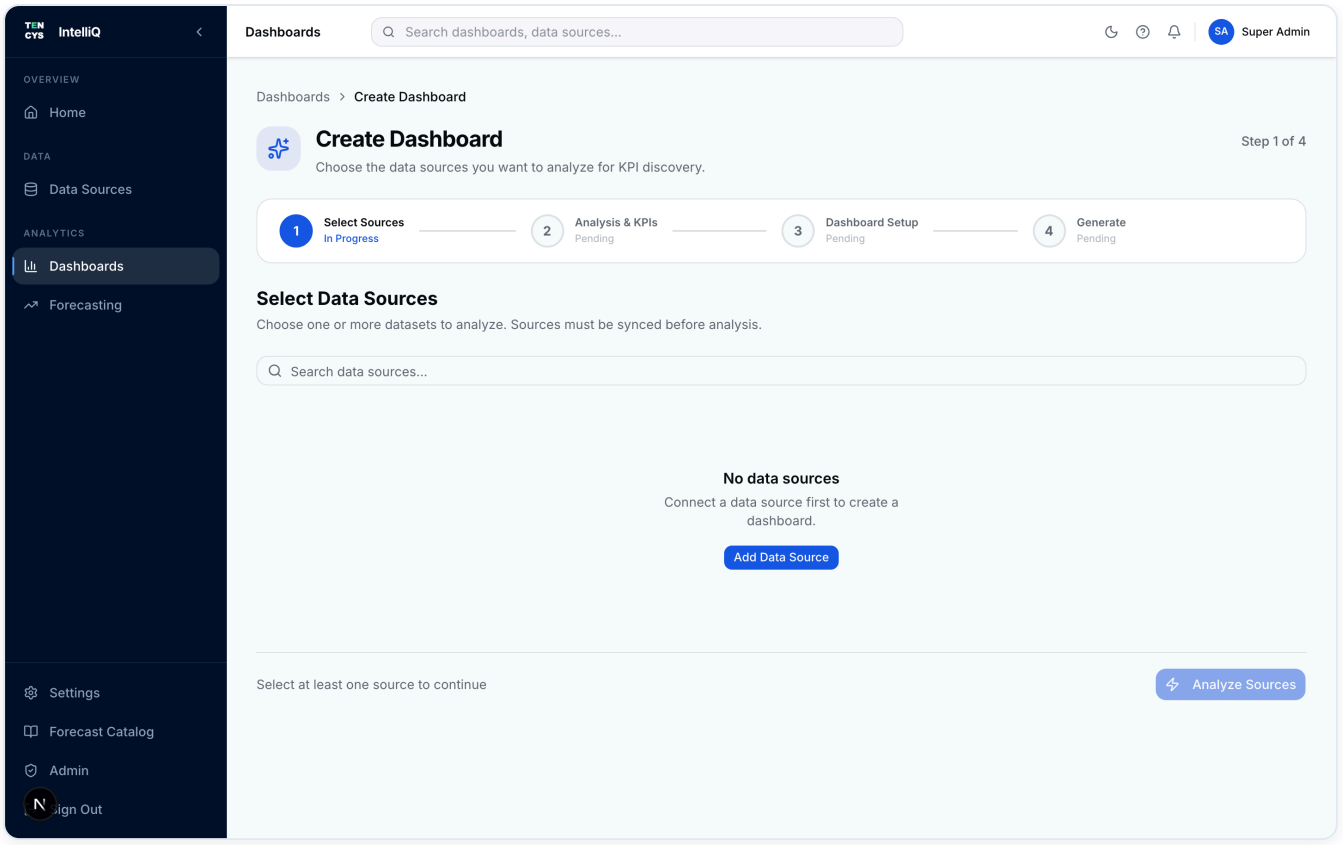
Annotation:

1. Column headers (auto-detected types)
2. Data rows
3. Pagination controls
4. Total rows returned indicator
5. Download as CSV button

---

7. Conversational Analytics

Ask questions about your data in plain English. IntelliQ translates questions to SQL, executes them, and returns a narrative answer.



Description:
Show the chat interface within a dashboard view or standalone. A user question is shown on the right, and the AI response (with SQL and narrative) is shown on the left.

Annotation:

1. Chat message input box
2. Send button
3. User question bubble
4. AI response with narrative summary
5. Generated SQL (collapsible code block)
6. Result table or chart within response
7. Data source scope indicator

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8. Forecasting

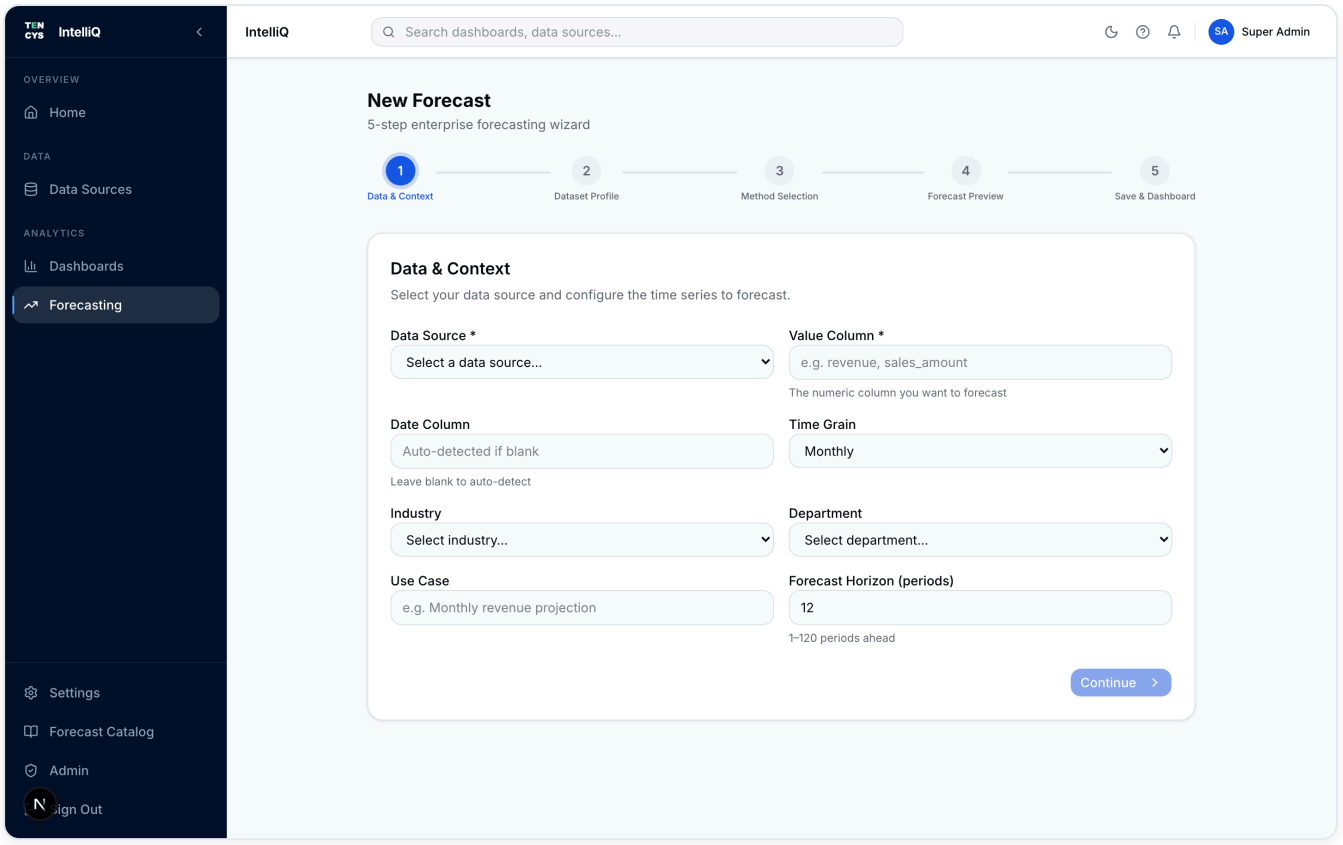
IntelliQ's Enterprise Forecasting Engine projects any numeric KPI forward in time using a library of 9 statistical algorithms. An AI-driven profiler analyses your historical data and recommends the best method. A 5-step wizard guides you from data selection through to Monte Carlo scenario simulation.

8.1 Algorithms

Algorithm	Key Strength	Best Time Grain
Auto (AI-selected)	Picks the best algorithm based on data profiling	Any
Linear Trend	Simple straight-line projection	Month / Year
Moving Average	Smooths short-term fluctuations	Day / Week
Weighted Moving Average	More weight to recent periods	Day / Week
Exponential Smoothing	Adaptive level tracking	Month / Quarter
Holt (Double Exp.)	Level + trend — good for drifting series	Month / Quarter
Holt-Winters (Triple Exp.)	Level + trend + seasonality	Month (seasonal data)
Seasonal Average	Repeats historical seasonal pattern	Month / Quarter
CAGR	Compound annual growth rate projection	Year

8.2 Step 1 — Data Profiling

Navigate to **Forecasting → New Forecast**. The wizard opens at Step 1.



Description:

Show the Forecasting wizard Step 1. Data source selector, Value Column, Date Column, and Time Grain dropdowns are visible. A Profile Data button triggers profiling. Results panel shows period count, trend direction, seasonality, and data quality score.

Annotation:

1. Data source selector dropdown
2. Value Column selector (numeric column to forecast)
3. Date Column selector (required for BigQuery)
4. Time Grain selector (Day / Week / Month / Quarter / Year)
5. Profile Data button
6. Profiling result panel (n_periods, trend, seasonality, data quality score)

BigQuery Date Column Support:

IntelliQ automatically handles various date representations stored as integers in BigQuery:

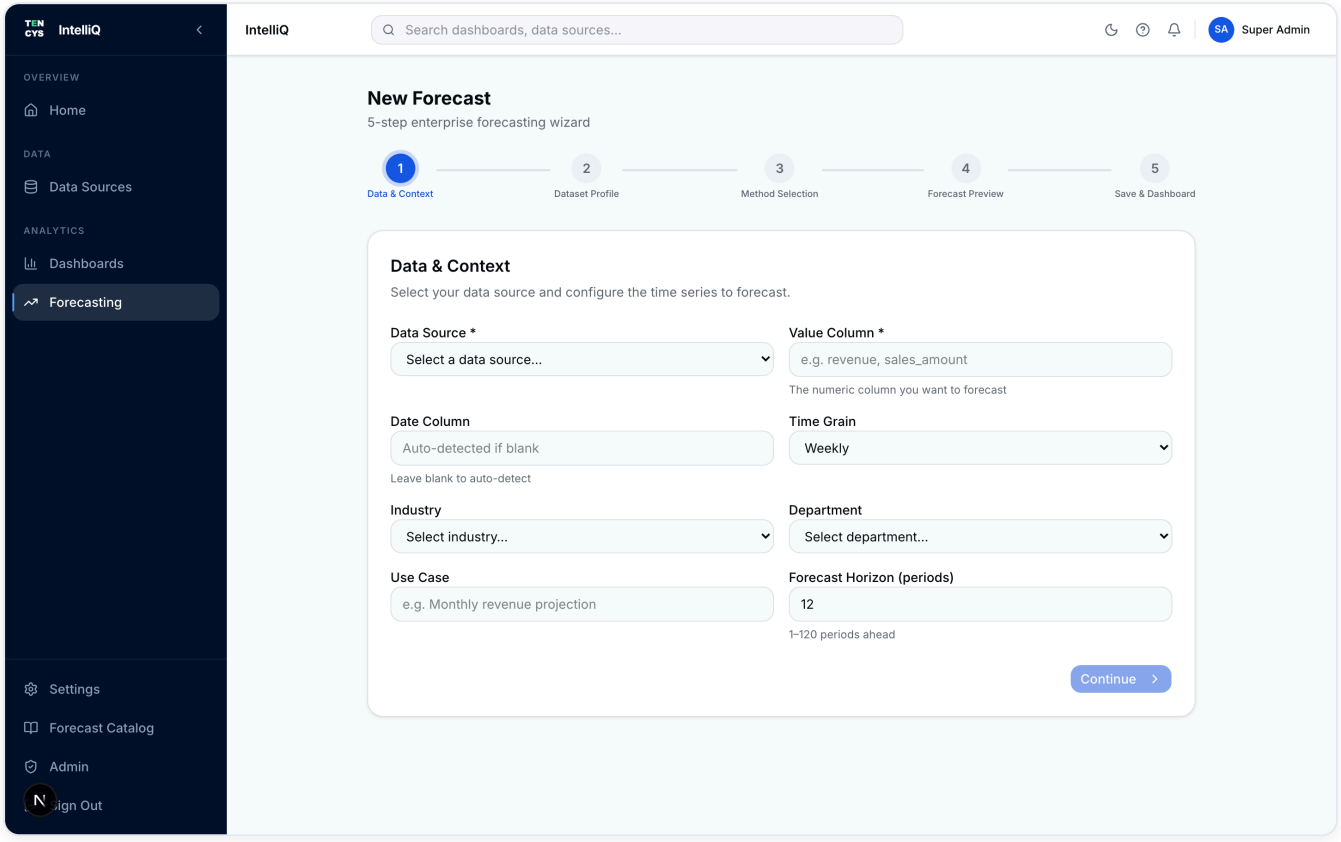
Column Values	Interpretation	Handling
DATE / TIMESTAMP	Native date type	Used directly
> 1,000,000,000,000	Unix milliseconds (INT64)	TIMESTAMP_MILLIS conversion

Column Values	Interpretation	Handling
> 1,000,000,000	Unix seconds (INT64)	TIMESTAMP_SECONDS conversion
20231231	YYYYMMDD integer	PARSE_DATE('%Y%m%d', ...)
2019 – 2099	Year integer	Annual grain — DATE(year, 1, 1)
1 – 12	Month integer	Auto-finds companion Year column → monthly grain
1 – 4	Quarter integer	Auto-finds companion Year column → quarterly grain

> **Note:** If your date column contains month (1–12) or quarter (1–4) integers, IntelliQ automatically searches for a companion Year column in the same table.

8.3 Step 2 — Method Recommendation

After profiling, IntelliQ recommends up to 3 algorithms ranked by suitability. Each recommendation shows a confidence score and explanation.



Description:

Show Step 2 with up to 3 ranked algorithm recommendation cards. Each card shows the

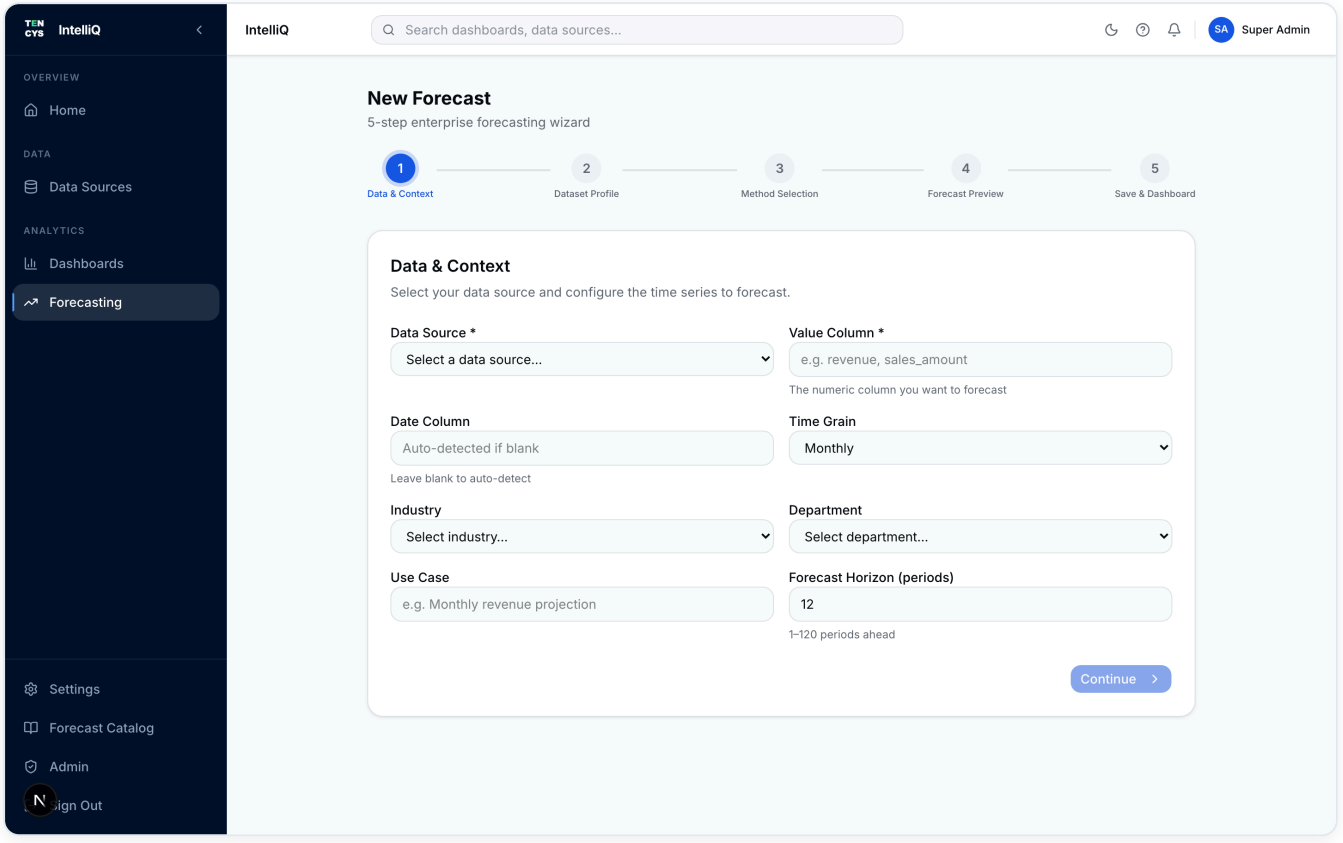
method name, confidence score bar, and reason text. A catalog match badge appears when a Forecast Catalog entry was matched.

Annotation:

1. Recommendation cards ranked 1–3
2. Algorithm name and confidence score bar
3. Reason text explaining why this algorithm was recommended
4. Catalog match badge (if a Forecast Catalog entry was matched)
5. Select button on each card
6. "See all methods" dropdown for manual override

- The profile is matched against the **Forecast Catalog** to surface industry/department-specific templates.
- Select the recommended algorithm or choose any from the full list.
- **Auto** mode lets IntelliQ select the best algorithm dynamically at generation time.

8.4 Step 3 — Configure Forecast



Description:
Show Step 3 with method, horizon, and grain configuration controls. A Generate Forecast button is at the bottom.

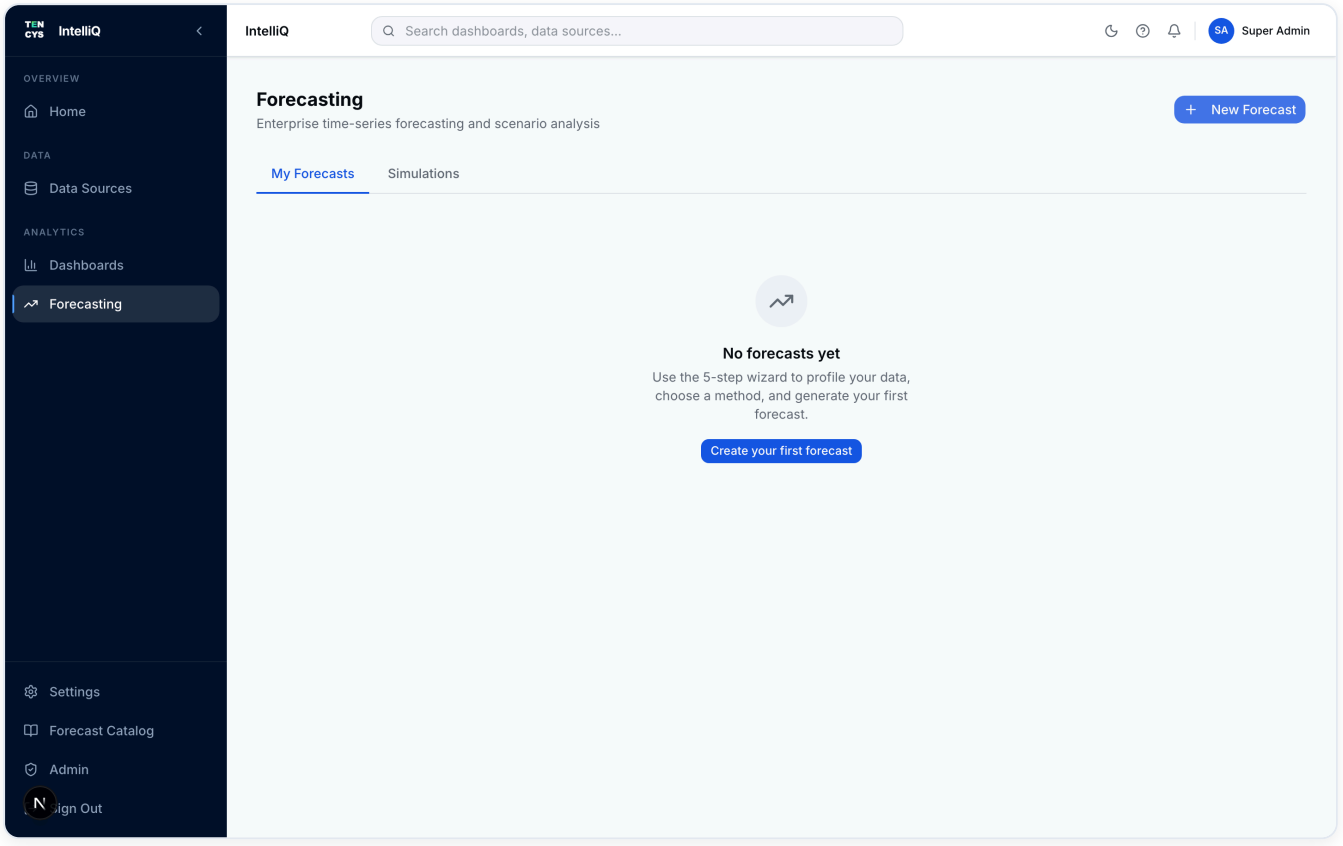
Annotation:

1. Method selector (pre-filled from Step 2 selection)
2. Horizon input — number of future periods to project (1–60)
3. Time grain confirm/adjust
4. Generate Forecast button

Field	Description
Method	Algorithm selected in Step 2 (or Auto)
Horizon	Number of future periods to project (1 – 60)
Time Grain	Confirm or adjust the grain set in Step 1

8.5 Step 4 — Generate Forecast

Click **Generate Forecast**. IntelliQ runs the selected algorithm against your historical data and projects the forecast horizon.



Description:
Show the forecast result chart with historical (solid) and projected (dashed) lines plus 80% and 95% confidence interval bands. Quality metric cards (R^2, MAPE, Horizon) are shown above.

Annotation:

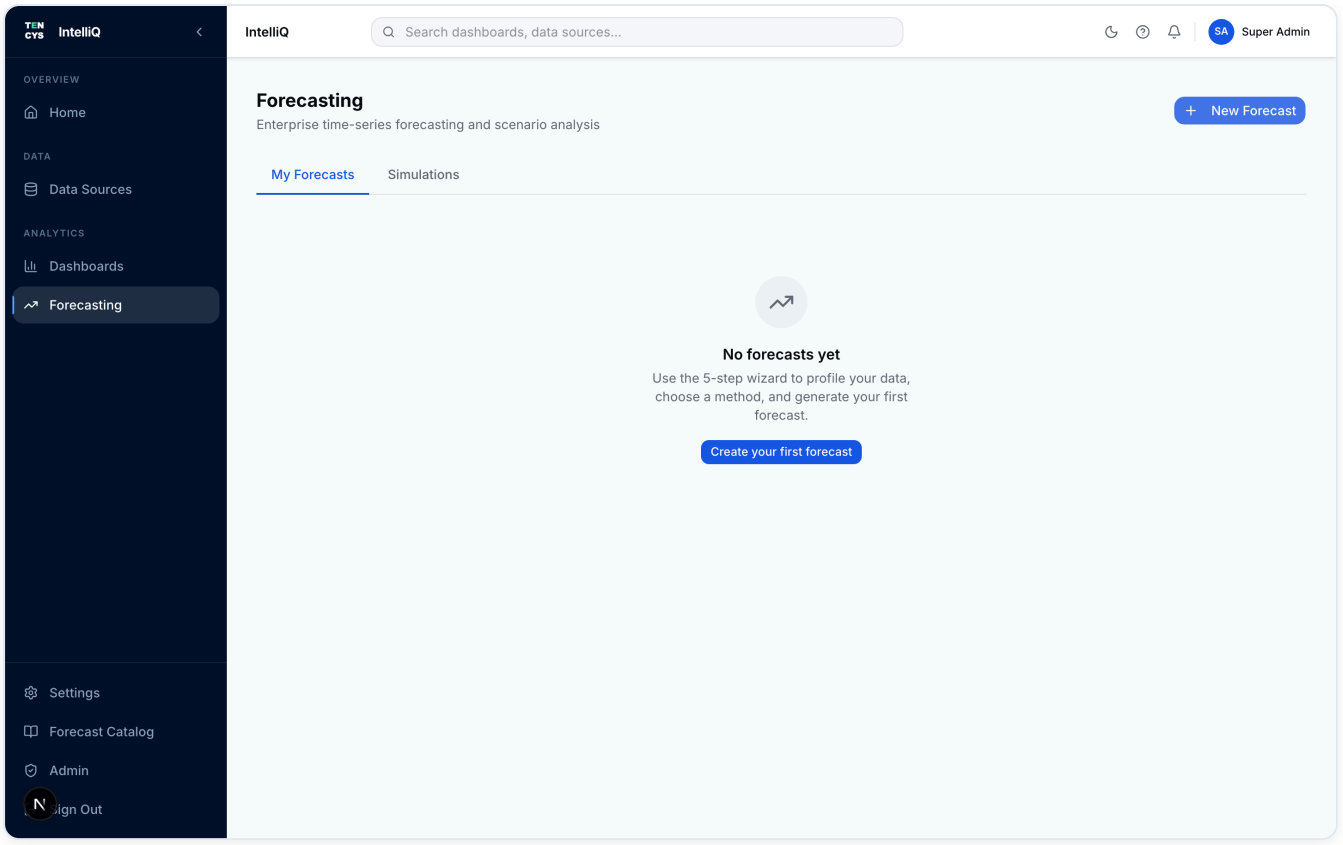
1. R^2 Score card (green ≥ 0.8, yellow ≥ 0.5, red < 0.5)
2. MAPE card (mean absolute percentage error)
3. Horizon card (periods projected)
4. Historical data line (solid blue)
5. Forecast projection line (dashed blue)
6. 95% confidence interval shaded band
7. Download CSV button
8. Proceed to Simulation button

Metric	Meaning	Good Value
R^2 Score	Variance explained by the model (0–1)	≥ 0.80
MAPE	Mean Absolute Percentage Error — average forecast error %	< 10%

> **Note:** Generated forecasts are saved to Forecast History automatically. Use Download CSV to export the full series.

8.6 Step 5 — Monte Carlo Simulation

Monte Carlo simulation stress-tests your forecast by running thousands of randomised scenarios and calculating best-case, expected, and worst-case outcomes.



Description:
Show the simulation configuration panel with Variance %, Simulations, and Confidence Interval controls. Below shows the scenario chart and summary cards after running.

Annotation:

1. Variance % slider (5–50%) — how much each path can deviate from the base forecast
2. Simulations selector (1,000 / 5,000 / 10,000 / 25,000 / 50,000)
3. Confidence Interval selector (80% / 90% / 95% / 99%)
4. Run Simulation button
5. Best Case / Expected / Worst Case line chart
6. Summary cards: Expected, Best Case, Worst Case, Std Dev

Field	Description
Variance %	How much each simulated path can deviate from base forecast (5–50%)
Simulations	Number of scenario paths: 1,000 / 5,000 / 10,000 / 25,000 / 50,000
Confidence Interval	Percentile band reported: 80%, 90%, 95%, or 99%

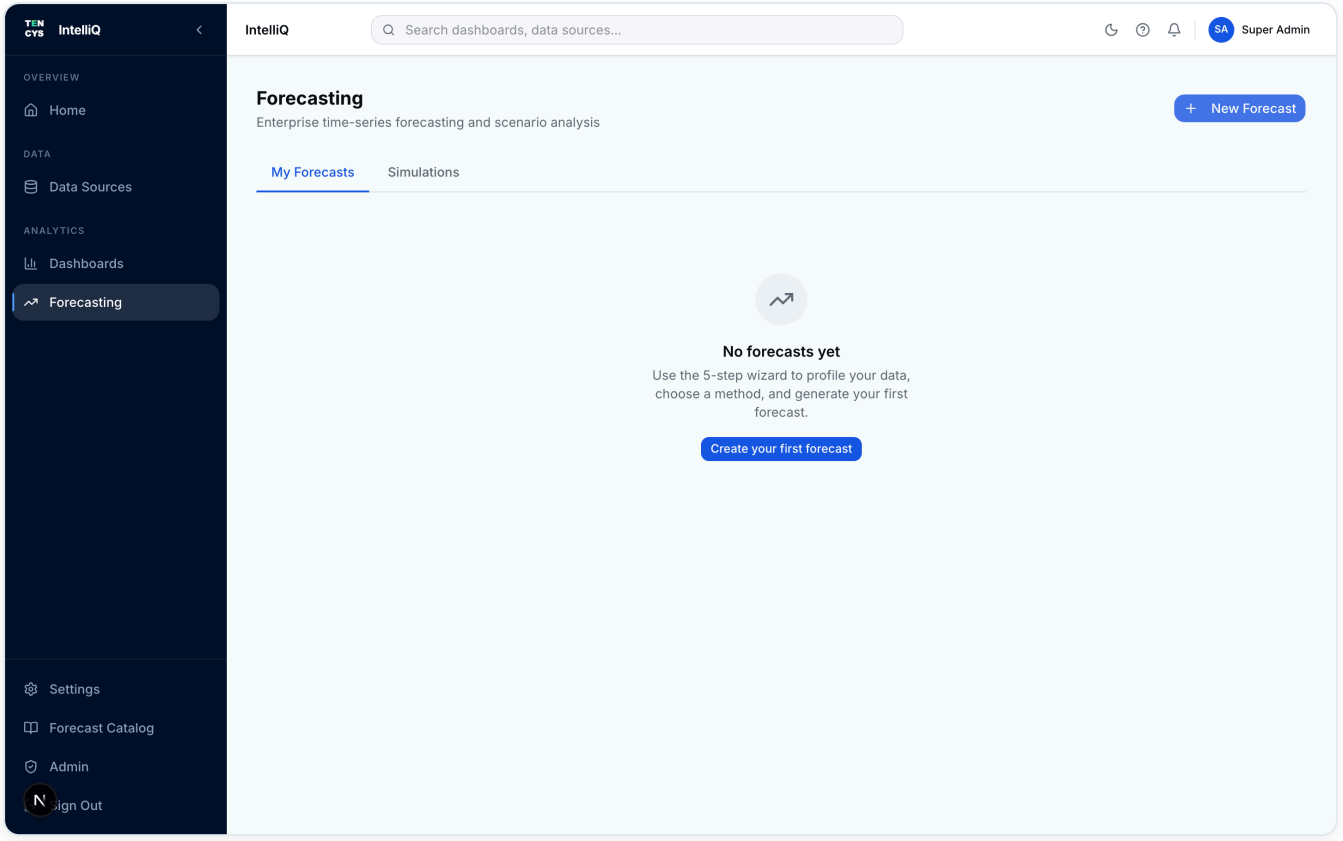
- **Expected** — median outcome across all simulation paths.
- **Best Case** — upper percentile (e.g. 97.5th at 95% CI).

- **Worst Case** — lower percentile (e.g. 2.5th at 95% CI).

> **Note:** Higher simulation counts produce more stable results but take longer. 5,000 is a good default.

8.7 Forecast History

All generated forecasts are listed at **Forecasting → My Forecasts**.



Description:
Show the Forecasting page with the My Forecasts tab active. A table lists all historical forecasts with model, grain, horizon, R^2, MAPE, and generated date.

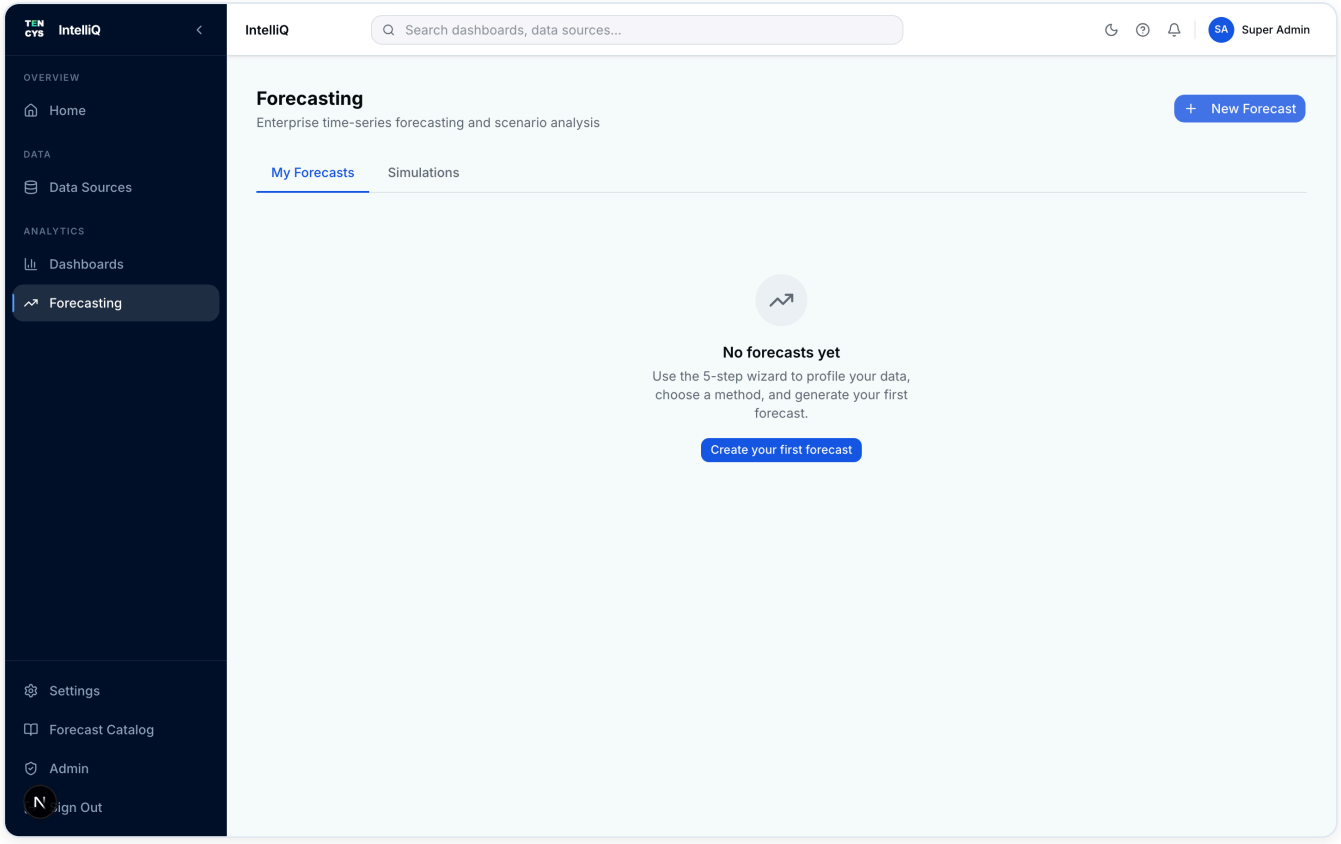
Annotation:

1. My Forecasts / Simulations tab switcher
2. New Forecast button (top right)
3. KPI / Column — value column that was forecasted
4. Model badge — algorithm used
5. Grain — time aggregation
6. Horizon — periods projected
7. R^2 score (colour-coded: green / yellow / red)
8. MAPE — average error %

9. Generated date
10. View button — opens forecast detail

8.8 Forecast Detail View

Click **View** on any forecast in the history list to open the full detail page.



Description:
Show the full forecast detail page. Metric cards (Model, R^2, MAPE, Horizon) are at the top. The main chart shows historical + forecast with CI bands. A scrollable data table and Monte Carlo panel are below.

Annotation:

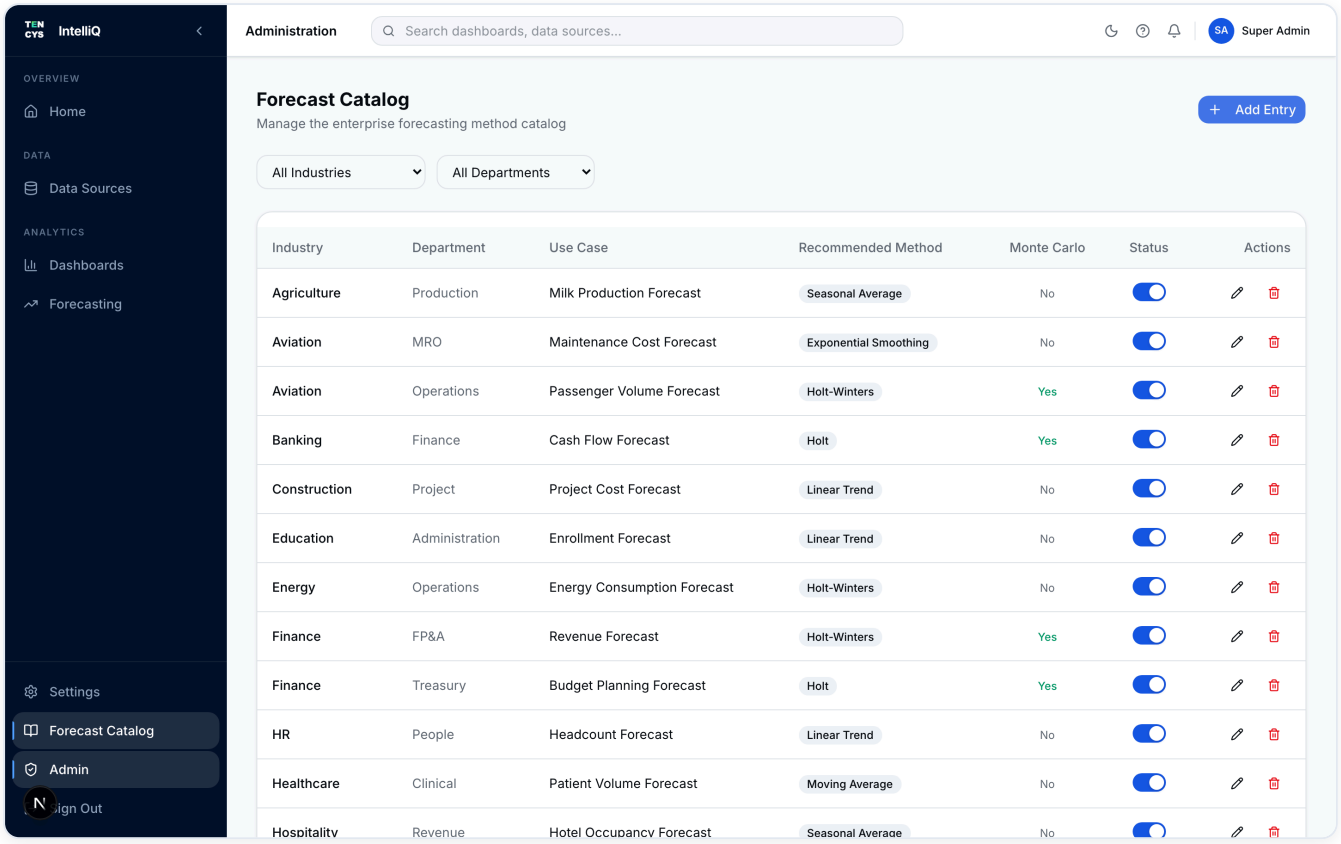
1. Back to All Forecasts button
2. Forecast title (KPI name or model name)
3. Generated timestamp
4. Download CSV button
5. Metric cards: Model, R^2 Score, MAPE, Horizon
6. Forecast chart — historical (solid) + projected (dashed) + 95% CI band
7. Forecast Data table — period, predicted, lower/upper 80%, lower/upper 95%
8. Monte Carlo Simulation panel — configure and run inline

9. Forecast Catalog

The Forecast Catalog is a curated library of forecast templates organised by industry and department. During forecasting (Step 2), IntelliQ matches your data profile against catalog entries to provide context-aware algorithm recommendations.

9.1 Browse

Navigate to **Forecast Catalog** in the sidebar (tenant_admin or super_admin role required). Use the Industry and Department filters to explore templates.



Description:
Show the /admin/forecast-catalog page. Cards or rows list catalog entries with industry, department, use case, recommended method, and Monte Carlo indicator.

Annotation:

1. Industry filter dropdown
2. Department filter dropdown
3. Catalog entry — industry, department, use case
4. Recommended Method badge
5. Min historical periods indicator
6. Monte Carlo support indicator

7. Add Entry button (admin only)
8. Edit / Delete actions on tenant-owned entries

Field	Description
Industry	e.g. Retail, Healthcare, Finance, Aviation
Department	e.g. Sales, Operations, Finance, Marketing
Use Case	Short description of the forecast scenario
Recommended Method	Algorithm best suited for this template
Alternative Methods	Other viable algorithms
Min Periods	Minimum historical data points required
Supported Frequencies	Compatible time grains
Monte Carlo	Whether simulation is recommended

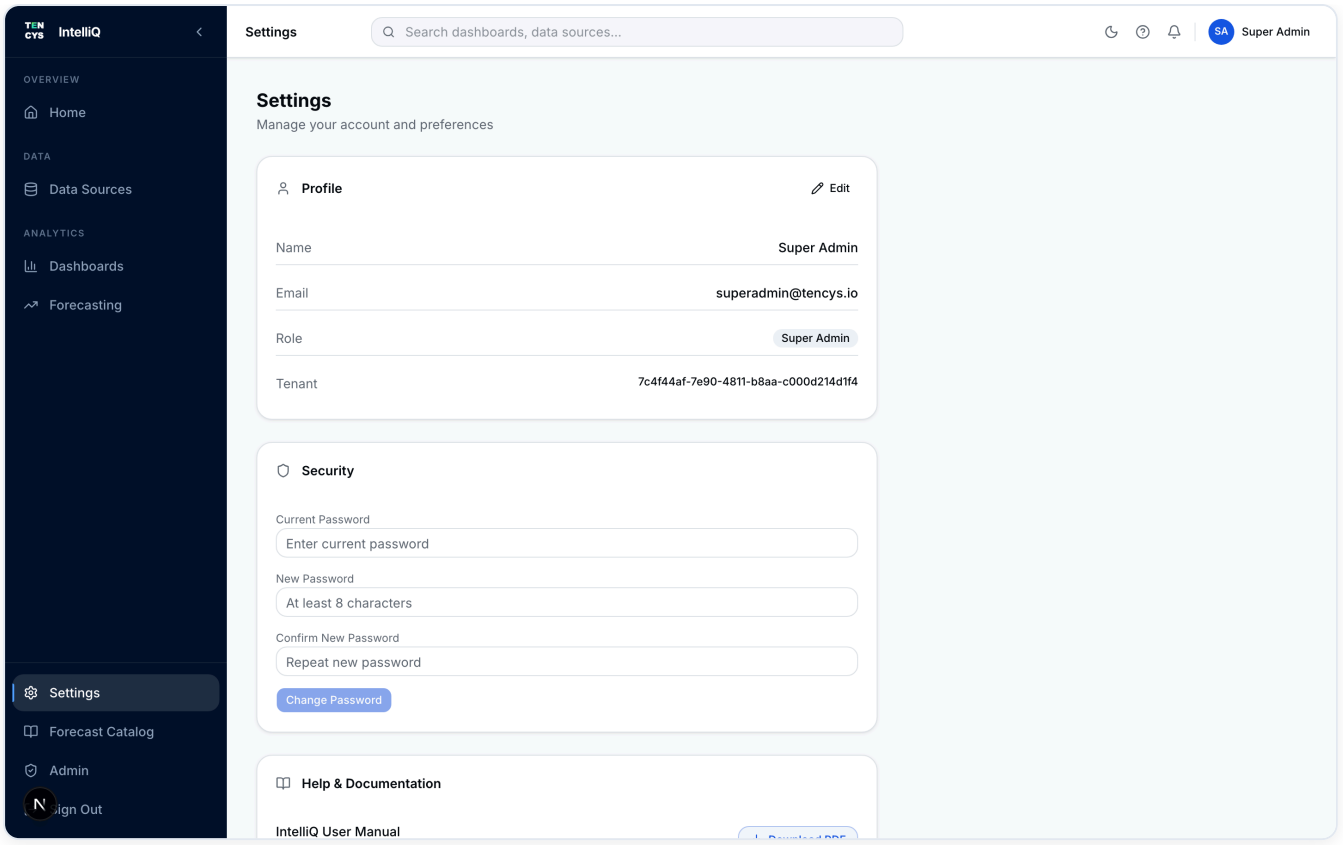
9.2 Admin Management

Tenant admins can add custom catalog entries for their organisation's specific forecast scenarios.

- Click **Add Entry** to create a new catalog template.
- Platform entries (shipped with IntelliQ) are read-only and cannot be deleted.
- Tenant-specific entries are scoped to your organisation only.
- Entries surface in Step 2 recommendation panel when the profile matches.

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10. Settings



Description:
Show the `/settings` page. Sections for Profile, Password change, and Notification preferences are visible.

Annotation:

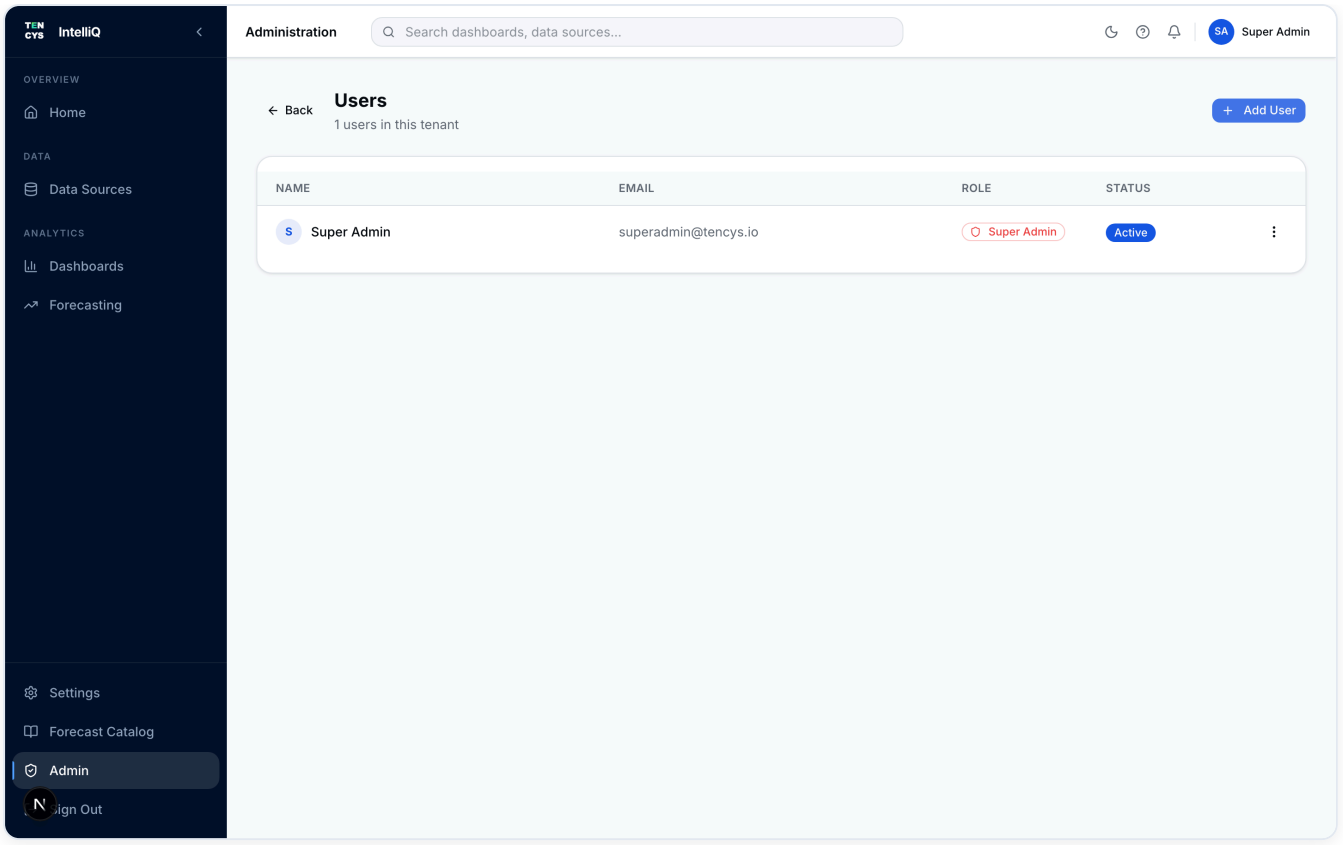
1. Profile section — name and email (read-only if managed by tenant admin)
2. Change password form
3. Current password, new password, confirm password fields
4. Save Changes button
5. Notification preferences (if applicable)

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11. Administration

Administration pages are accessible to users with the `tenant_admin` or `super_admin` role.

11.1 User Management



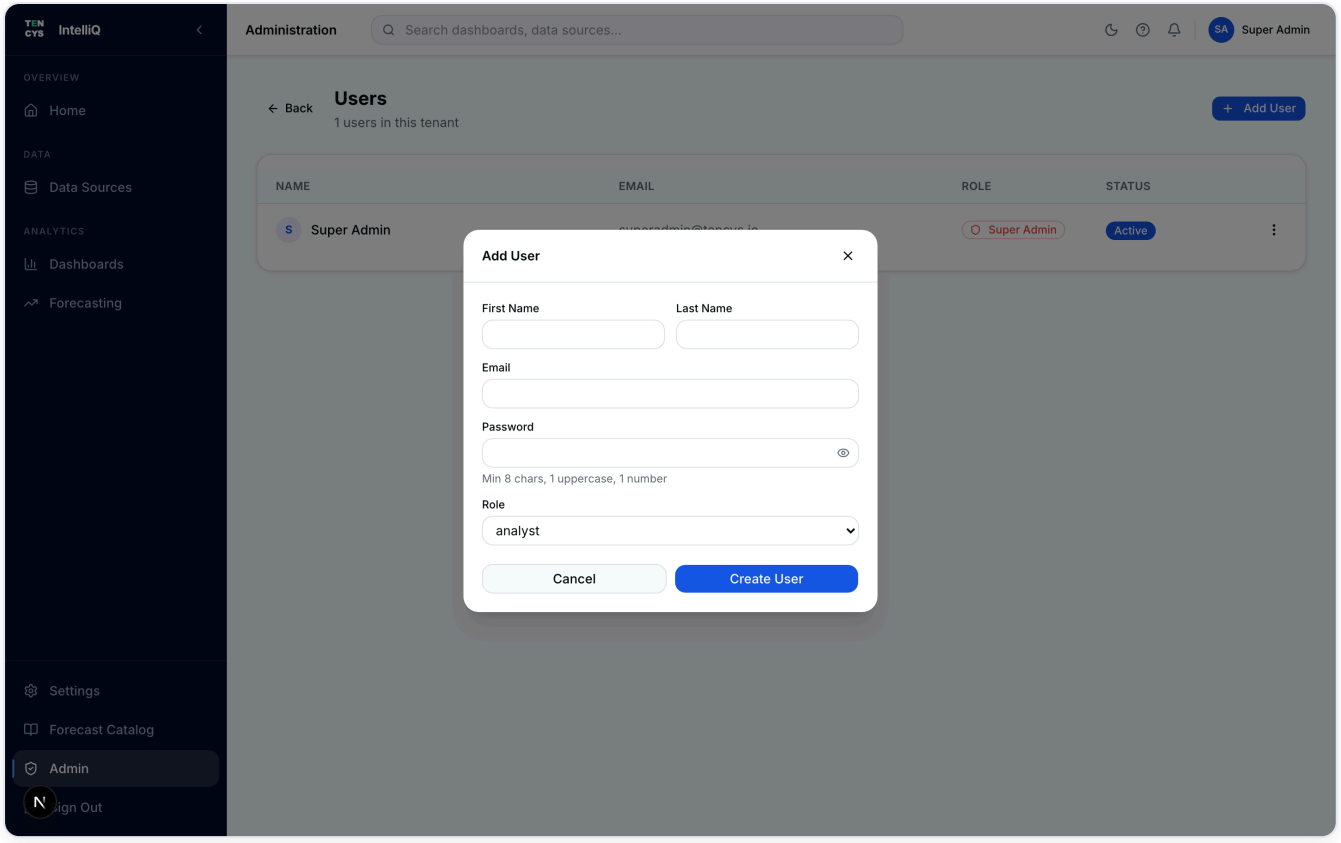
Description:

Show the `/admin/users` page. A table lists all users in the tenant with their name, email, role, and status.

Annotation:

1. "Invite User" button
2. User name and email
3. Role badge (tenant_admin / analyst / viewer)
4. Account status (Active / Invited / Suspended)
5. Edit role action
6. Deactivate / Remove user action
7. Search and filter controls

11.2 Invite User



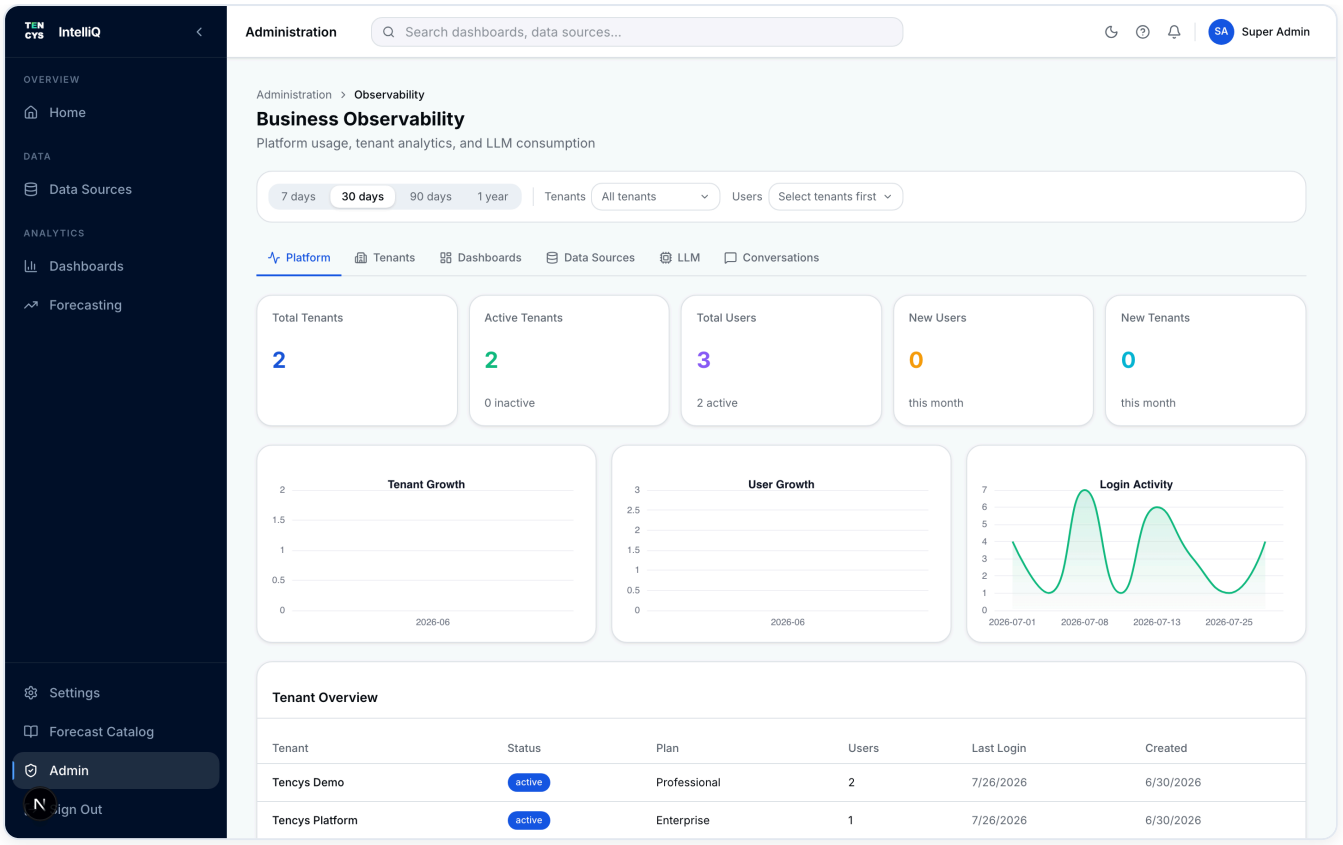
Description:

Show the Invite User modal or form. Email, role selector, and Send Invitation button are visible.

Annotation:

1. Email address input
2. Role selector dropdown
3. Send Invitation button
4. Cancel / Close action

11.3 Observability



Description:

Show the `/admin/observability` page. LLM usage metrics, API call logs, and system health indicators are displayed.

Annotation:

1. Total LLM tokens used (current period)
2. API call count and error rate
3. Per-tenant usage breakdown (super_admin only)
4. Date range filter
5. Export usage report button

---

12. Role-Based Access Control

IntelliQ uses a 4-tier role hierarchy within each tenant.

Role	Access Level
`super_admin`	Full platform access across all tenants
`tenant_admin`	Full access within their tenant including user management

Role	Access Level
`analyst`	Read/write access to data sources, dashboards, analytics
`viewer`	Read-only access to dashboards

12.1 Permission Matrix

Feature	viewer	analyst	tenant_admin	super_admin
View dashboards	✓	✓	✓	✓
Create / edit dashboards	—	✓	✓	✓
Connect data sources	—	✓	✓	✓
Run SQL queries	—	✓	✓	✓
Manage users	—	—	✓	✓
View observability	—	—	✓	✓
Cross-tenant access	—	—	—	✓

---

13. Troubleshooting

13.1 Login Issues

Problem	Resolution
Invalid credentials	Verify email and password. Contact your tenant admin to reset.
Account locked	Contact your tenant admin.
Page not loading	Clear browser cache. Try an incognito window.

13.2 Data Source Issues

Problem	Resolution
Connection failed	Verify credentials. Check network/firewall allows IntelliQ's IP.

Problem	Resolution
Sync error	Click **Sync Now** to retry. Check the data source detail page for error message.
File upload rejected	Ensure file is CSV, XLS, or XLSX and under 100 MB.

13.3 Dashboard Issues

Problem	Resolution
Widget shows no data	The underlying data source may have no rows. Verify data.
Dashboard failed to generate	Return to wizard, re-select KPIs and try again.
Chart renders incorrectly	Refresh the dashboard. If persistent, regenerate the dashboard.

13.4 Support

For technical support, contact your Tencys Systems administrator or raise a ticket via your internal helpdesk.

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