

dlQ - Intranet IQ | Demo Guide

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Overview

dlQ (Intranet IQ) is an AI-powered internal knowledge network designed for enterprise organizations. It combines traditional intranet features with modern AI capabilities to help employees find information, collaborate, and automate workflows.

Key Capabilities

- AI-Powered Search:** Semantic search across 28,000+ documents
- Intelligent Assistant:** Claude-powered chatbot with RAG and function calling
- Knowledge Management:** 212 articles across 20 department categories
- Workflow Automation:** 31 pre-built workflow templates
- Employee Experience:** Notifications, reactions, polls, recognition
- Productivity Tools:** Task management, daily briefings

User Roles

Role	Access Level
Super Admin	Full system access, user management, analytics
Admin	Department-level management, content approval
Editor	Create/edit content, manage workflows
Viewer	Read-only access to content and search

1. Dashboard

URL: /diq/dashboard

The central hub displaying personalized information at a glance.

Features

- Recent news posts
- Upcoming events
- Activity feed
- Quick stats (articles, employees, workflows)
- Trending topics
- Quick actions

Demo Scenarios

Scenario 1.1: First-Time User Experience

"I just joined the company. What should I see on my first day?"

Demo Steps:

1. Navigate to Dashboard
2. Point out the welcome message with user's name
3. Show recent company news
4. Highlight upcoming events (onboarding sessions)
5. Demonstrate quick actions for common tasks

Scenario 1.2: Daily Check-In

"I want to quickly see what's happening today."

Demo Steps:

1. Review today's events in the sidebar
2. Check recent announcements
3. View activity feed for team updates
4. Click trending topics to explore popular searches

Scenario 1.3: Executive Overview

"As a manager, I need a quick pulse on company activity."

Demo Steps:

1. Show stats cards (total articles, active users)
2. Demonstrate drill-down on metrics
3. Review department-specific news
4. Check workflow execution status

2. AI Assistant (Chat)

URL: /diq/chat

Intelligent conversational AI powered by Claude with access to company knowledge.

Features

- Natural language queries
- Streaming responses (real-time typing)
- Vector-based RAG (Retrieval Augmented Generation)
- Function calling (search, employee lookup, workflow triggers)
- Conversation history
- File upload and processing (PDF, text, markdown)

Demo Scenarios

Scenario 2.1: Knowledge Query

"What is our company's vacation policy?"

Demo Steps:

1. Open Chat page
2. Type: "What is our vacation policy?"
3. Watch streaming response
4. Note the source citations from KB articles
5. Ask follow-up: "How do I request time off?"

Scenario 2.2: Employee Lookup

"Who is the head of Engineering?"

Demo Steps:

1. Ask: "Who leads the Engineering department?"
2. AI uses function calling to search employee directory
3. Returns employee card with contact info
4. Follow-up: "What's their email?"

Scenario 2.3: Process Guidance

"How do I submit an expense report?"

Demo Steps:

1. Ask: "How do I submit expenses?"
2. AI retrieves relevant KB article
3. Provides step-by-step instructions
4. Offers to trigger the expense workflow

Scenario 2.4: Document Analysis

"Can you summarize this PDF?"

Demo Steps:

1. Click upload button
2. Select a PDF document
3. Ask: "Summarize the key points"
4. AI processes and provides summary

Scenario 2.5: Multi-Turn Conversation

"I need help planning an event."

Demo Steps:

- 1. Start: "I want to plan a team building event"
- 2. AI asks clarifying questions
- 3. Continue conversation with details
- 4. AI provides recommendations and next steps
- 5. Show conversation history maintained

Sample Questions to Ask

Category	Sample Questions
HR/Policy	"What's the remote work policy?"
	"How many sick days do I have?"
	"What are the company holidays?"
IT/Technical	"How do I reset my password?"
	"What software is approved for use?"
	"How do I connect to VPN?"
Company Info	"What are our core values?"
	"Who founded the company?"
	"What's our mission statement?"
Processes	"How do I onboard a new hire?"
	"What's the procurement process?"
	"How do I request equipment?"

3. Enterprise Search

URL: /diq/search

Powerful search across all company knowledge sources.

Features

- Keyword search (Elasticsearch)
- Semantic search (vector embeddings)
- Federated search (external connectors)
- AI-generated summaries
- Faceted filtering (department, date, type)
- Search suggestions and autocomplete

Demo Scenarios

Scenario 3.1: Basic Keyword Search

"Find all documents about 'security compliance'"

Demo Steps:

1. Type "security compliance" in search bar
2. Show instant results
3. Highlight relevance scoring
4. Filter by department (IT, Legal)

Scenario 3.2: Semantic Search

"Find information about taking time off when sick"

Demo Steps:

1. Search: "taking time off when sick"
2. Note: returns "Sick Leave Policy" even though exact words don't match
3. Explain semantic understanding
4. Show AI summary of results

Scenario 3.3: Federated Search

"Search across SharePoint and Confluence"

Demo Steps:

1. Toggle "Include external sources"
2. Search for a topic
3. Show results from multiple connectors
4. Click through to external source

Scenario 3.4: Advanced Filtering

"Find HR policies updated in the last month"

Demo Steps:

1. Search "policy"
2. Apply filter: Department = HR
3. Apply filter: Updated = Last 30 days
4. Sort by date
5. Export results

Scenario 3.5: Zero-Results Recovery

"What if I search for something that doesn't exist?"

Demo Steps:

1. Search for obscure term
2. Show "No results found" message
3. Demonstrate suggestions for similar terms
4. Show "Ask AI Assistant" option

4. People Directory

URL: /diq/people

Complete employee directory with org chart visualization.

Features

- Grid, list, and tree views
- Search by name, department, title
- Org chart visualization
- Employee profiles with contact info
- Department filtering
- 60 employees across 15 departments

Demo Scenarios

Scenario 4.1: Find a Colleague

"I need to find someone in Marketing."

Demo Steps:

1. Navigate to People page
2. Filter by Department: Marketing
3. Browse employee cards
4. Click on a profile for details

Scenario 4.2: Org Chart Navigation

"Show me the reporting structure for Engineering."

Demo Steps:

1. Switch to Tree View
2. Expand Engineering department
3. Show manager → direct reports hierarchy
4. Click on nodes to view profiles

Scenario 4.3: Contact Lookup

"I need to email the Finance Director."

Demo Steps:

1. Search: "Finance Director"
2. View profile
3. Click email to open mail client
4. Show phone number and location

Scenario 4.4: New Employee Discovery

"Who joined the company recently?"

Demo Steps:

1. Sort by "Hire Date" (newest first)
2. View recent hires
3. Filter by department if needed
4. Show welcome/introduction feature

5. Knowledge Base (Content)

URL: /diq/content

Centralized repository of company knowledge organized by department.

Features

- 212 articles across 20 categories
- Tree navigation by category
- Full-text search within KB
- Version history
- Article status (draft, published, archived)
- Rich text editor

Demo Scenarios

Scenario 5.1: Browse by Category

"I want to explore IT documentation."

Demo Steps:

1. Navigate to Content page
2. Expand IT category in tree
3. Show subcategories (Security, Hardware, Software)
4. Click on an article to view

Scenario 5.2: Create New Article

"I need to document a new process."

Demo Steps:

1. Click "New Article" button
2. Select category
3. Enter title and content
4. Use rich text editor features
5. Save as draft
6. Publish when ready

Scenario 5.3: Search Within KB

"Find all articles about 'onboarding'"

Demo Steps:

1. Use KB search bar
2. Search: "onboarding"
3. Filter by category if needed
4. View search results
5. Open relevant article

Scenario 5.4: Article Management

"I need to update an outdated policy."

Demo Steps:

1. Find the article

- 2. Click Edit
- 3. Make changes
- 4. View version history
- 5. Publish updated version

Knowledge Base Categories

Department	Article Count	Sample Topics
HR	45	Policies, Benefits, Onboarding
IT	38	Security, Software, Support
Finance	25	Expenses, Procurement, Budgets
Operations	22	Facilities, Travel, Vendors
Legal	18	Compliance, Contracts, Privacy
Marketing	20	Brand, Events, Social Media
Sales	15	CRM, Proposals, Territories
Engineering	29	Code Standards, Architecture, DevOps

6. Workflow Automation (Agents)

URL: /diq/agents

Visual workflow builder for automating business processes.

Features

- 31 pre-built workflow templates
- Drag-and-drop workflow builder
- Node types: Trigger, Search, Action, Condition, Transform, Output
- LLM-powered actions (Claude integration)
- Webhook and scheduled triggers
- Execution history and monitoring

Demo Scenarios

Scenario 6.1: Browse Templates

"What automations are available?"

Demo Steps:

- 1. Navigate to Agents page
- 2. Browse template gallery
- 3. Show categories (HR, IT, Finance, etc.)
- 4. Preview a template

Scenario 6.2: Create from Template

"I want to set up employee onboarding automation."

Demo Steps:

- 1. Find "Employee Onboarding" template
- 2. Click "Use Template"
- 3. Review workflow steps:
 - o Create accounts
 - o Order equipment
 - o Schedule training
 - o Send welcome email
- 4. Customize parameters
- 5. Activate workflow

Scenario 6.3: Build Custom Workflow

"I need a custom approval process."

Demo Steps:

- 1. Click "New Workflow"
- 2. Add Trigger node (Form submission)
- 3. Add Condition node (Amount > \$1000?)
- 4. Add Action nodes (Send for approval / Auto-approve)
- 5. Add Output node (Notify requester)
- 6. Connect nodes
- 7. Test workflow

Scenario 6.4: Monitor Executions

"Did my workflow run successfully?"

Demo Steps:

- 1. Go to workflow detail page
- 2. View execution history
- 3. Check status (Success/Failed)
- 4. View step-by-step logs
- 5. Debug failed executions

Workflow Templates

Category	Template Name	Description
HR	Employee Onboarding	6-step new hire setup
	Offboarding	Account deactivation, equipment return
	Time-Off Request	Approval routing
IT	Access Request	Permission provisioning
	Incident Response	Alert triage and escalation
	Password Reset	Self-service with verification
Finance	Expense Approval	Multi-level approval routing
	Invoice Processing	Vendor payment workflow

	Budget Request	Department allocation
Operations	Visitor Management	Guest registration and badges
	Facility Request	Maintenance ticketing
	Travel Booking	Approval and booking

7. News Feed

URL: /diq/news

Company-wide announcements and updates.

Features

- News posts with rich content
- Emoji reactions
- Comments with threading
- Recognition/shout-outs
- Pinned announcements
- Category filtering

Demo Scenarios

Scenario 7.1: Read Latest News

"What's new at the company?"

Demo Steps:

1. Navigate to News page
2. Scroll through recent posts
3. Note pinned announcements at top
4. Click on a post for full view

Scenario 7.2: React and Comment

"I want to acknowledge this announcement."

Demo Steps:

1. Click reaction button on a post
2. Select emoji reaction
3. Add a comment
4. Reply to existing comment (threading)

Scenario 7.3: Post Recognition

"I want to give a shout-out to my colleague."

Demo Steps:

1. Click "New Post"
2. Select type: "Recognition"
3. @mention the colleague
4. Write recognition message

5. Add tags (teamwork, innovation, etc.)
6. Post

Scenario 7.4: Create Announcement

"I need to announce a new policy." (Admin)

Demo Steps:

1. Click "New Post"
 2. Select type: "Announcement"
 3. Write content with formatting
 4. Add attachments if needed
 5. Choose to pin post
 6. Publish
-

8. Events Calendar

URL: /diq/events

Company events, meetings, and important dates.

Features

- Calendar view (month, week, day)
- Event categories (All-Hands, Training, Social)
- RSVP functionality
- Event reminders
- Recurring events
- 49 events in database

Demo Scenarios

Scenario 8.1: View Upcoming Events

"What events are happening this month?"

Demo Steps:

1. Navigate to Events page
2. View calendar in month view
3. Click on events to see details
4. Filter by category

Scenario 8.2: RSVP to Event

"I want to attend the company picnic."

Demo Steps:

1. Find the event
2. Click for details
3. Click "RSVP" button
4. Select attendance status (Yes/No/Maybe)
5. Add to personal calendar

Scenario 8.3: Create Event

"I need to schedule a team meeting." (Editor+)

Demo Steps:

1. Click "New Event"
 2. Enter title, description
 3. Set date/time
 4. Choose category
 5. Set recurrence if needed
 6. Invite attendees
 7. Publish
-

9. Channels

URL: /diq/channels

Team communication spaces for collaboration.

Features

- Public and private channels
- Real-time messaging
- Message reactions
- File sharing
- Member management
- Channel search

Demo Scenarios

Scenario 9.1: Join a Channel

"I want to join the Engineering channel."

Demo Steps:

1. Navigate to Channels page
2. Browse available channels
3. Click "Join" on Engineering channel
4. View channel history

Scenario 9.2: Send Message

"I need to ask a question in the channel."

Demo Steps:

1. Open a channel
2. Type message in input box
3. Add emoji or mention @someone
4. Send message
5. React to others' messages

Scenario 9.3: Create Private Channel

"I need a private space for my project team."

Demo Steps:

1. Click "New Channel"
 2. Enter channel name
 3. Set to Private
 4. Add team members
 5. Create channel
-

10. Notifications

URL: `/diq/notifications`

Centralized notification center for all activity.

Features

- All notification types in one place
- Mark as read/unread
- Notification preferences
- Filter by type
- Bulk actions

Demo Scenarios

Scenario 10.1: Check Notifications

"What notifications do I have?"

Demo Steps:

1. Click notification bell in header
2. See dropdown preview
3. Click "View All" for full page
4. Review notifications

Scenario 10.2: Manage Preferences

"I'm getting too many notifications."

Demo Steps:

1. Go to Notifications page
 2. Click "Preferences"
 3. Toggle notification types
 4. Set email vs in-app preferences
 5. Save preferences
-

11. My Day (Productivity)

URL: `/diq/my-day`

Personal productivity hub for daily planning.

Features

- Daily task list
- AI-generated daily briefing

- Quick capture for new tasks
- Task priorities and due dates
- Kanban board view
- Today's meetings

Demo Scenarios

Scenario 11.1: Morning Planning

"Help me plan my day."

Demo Steps:

1. Navigate to My Day
2. Review AI daily briefing
3. Check today's tasks
4. View today's meetings
5. Prioritize tasks

Scenario 11.2: Quick Task Capture

"I just remembered something I need to do."

Demo Steps:

1. Click "Quick Capture" button
2. Enter task title
3. Set priority (optional)
4. Set due date (optional)
5. Add task

Scenario 11.3: Task Management

"I need to organize my tasks."

Demo Steps:

1. Switch to Kanban view
2. Drag tasks between columns
3. Update task status
4. Mark tasks complete

12. Settings

URL: `/diq/settings`

User preferences and account settings.

Features

- Profile settings
- Appearance (theme)
- Notification preferences
- Language settings
- Security settings
- Connected accounts

- 9 settings panels

Demo Scenarios

Scenario 12.1: Update Profile

"I need to update my contact information."

Demo Steps:

1. Go to Settings
2. Click "Profile" tab
3. Update phone number
4. Update profile picture
5. Save changes

Scenario 12.2: Change Theme

"I prefer dark mode."

Demo Steps:

1. Go to Settings
2. Click "Appearance" tab
3. Select Dark theme
4. See instant preview
5. Save preference

13. Admin Features

Admin Dashboard

URL: /diq/admin/dashboard

Features

- User statistics (total, active, new, churn)
- Content metrics
- Search analytics (top queries, zero results)
- AI usage and costs
- System health monitoring

Demo Scenario: Executive Review

"Show me the platform usage metrics."

Demo Steps:

1. Navigate to Admin Dashboard
2. Review user growth chart
3. Check content creation metrics
4. Analyze search patterns
5. Monitor AI token usage

Analytics

URL: /diq/admin/analytics

Features

- Detailed charts and graphs
 - Drill-down capabilities
 - Export to CSV
 - Custom date ranges
-

Permissions (RBAC)

URL: `/diq/admin/permissions`

Features

- Role management
- User role assignment
- Permission matrix
- Audit log

Demo Scenario: Assign Role

"I need to make someone an Editor."

Demo Steps:

1. Go to Permissions page
 2. Find user
 3. Click "Edit Role"
 4. Select "Editor"
 5. Save changes
-

Elasticsearch Admin

URL: `/diq/admin/elasticsearch`

Features

- Cluster health (3 nodes)
 - Index statistics (28,690 docs)
 - Reindex operations
 - Query testing
-

Sample Demo Script

5-Minute Quick Demo

1. **Dashboard (30 sec)**
 - "This is your personalized homepage with news, events, and quick stats."
2. **Search (1 min)**
 - Search: "vacation policy"
 - "Our AI understands context and finds relevant results instantly."
3. **AI Chat (1.5 min)**
 - Ask: "How do I submit an expense report?"

- "The AI assistant can answer questions using company knowledge."

4. People (30 sec)

- Search for a name
- "Find anyone in the company with full contact details."

5. Workflows (1 min)

- Show template gallery
- "Automate any business process with our visual workflow builder."

6. Wrap-up (30 sec)

- "dIQ brings together everything employees need in one intelligent platform."
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15-Minute Full Demo

1. Introduction (1 min)

- Company overview
- Problem being solved

2. Dashboard Tour (2 min)

- News feed
- Events
- Stats and quick actions

3. Enterprise Search (2 min)

- Keyword search
- Semantic search example
- AI summary feature

4. AI Assistant Deep Dive (3 min)

- Policy question
- Employee lookup
- Multi-turn conversation

5. Knowledge Base (2 min)

- Browse categories
- Article creation
- Version history

6. Workflow Automation (3 min)

- Template gallery
- Create from template
- Build custom workflow

7. Collaboration Features (1 min)

- News reactions
- Channels preview

8. Admin Overview (1 min)

- Analytics dashboard
 - User management
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Frequently Asked Questions

General

Q: How do I get started? A: Log in and you'll land on the Dashboard. Explore the sidebar menu to access all features.

Q: Is my data secure? A: Yes, we use role-based access control, encryption, and audit logging.

Q: Can I access this on mobile? A: Yes, the interface is fully responsive.

Search

Q: Why can't I find a document? A: Try using different keywords or ask the AI Assistant. Check if you have permission to view the content.

Q: How does semantic search work? A: We use AI embeddings to understand meaning, not just keywords. "time off when sick" finds "Sick Leave Policy."

AI Assistant

Q: What can I ask the AI? A: Anything about company policies, processes, people, or general questions. It has access to all KB articles.

Q: Are my conversations private? A: Yes, only you can see your chat history.

Workflows

Q: Can I create my own workflows? A: Editors and above can create workflows. Viewers can only trigger existing ones.

Q: How do I know if a workflow ran? A: Check the execution history on the workflow detail page.

Support

For technical issues or feature requests:

- **Internal:** Ask in #diq-support channel
 - **Documentation:** Browse the Knowledge Base under "dIQ Help"
 - **AI Assistant:** Ask "How do I..." questions directly
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Part of Digital Workplace AI Product Suite <https://intranet-iq.vercel.app/diq/dashboard>