

DATIQAI · AI EXECUTIVE INTELLIGENCE

DATIQAI

User Manual

For Presidents, Provosts, QA Directors, Deans and Department Chairs
operating the DATIQAI platform for accreditation readiness, executive
intelligence and continuous improvement.

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datiqai.com

Institutional Edition

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Last updated: 2026-06-19 · For Presidents, Provosts, QA Directors, Deans, Department Chairs

What's new (2026-06)

Five major capabilities have shipped over the last two release cycles. If you have used DATIQAI before this manual was published, this is your catch-up.

- Accreditation Copilot — a dedicated conversational surface inside `/portal/accreditation` with six grounded citation kinds, framework auto-scope from natural language, and five advanced intents (peer benchmark summary, find strongest peer in metric, risk summary, top risk standards, risk trend).
- ADRI Engine — for OAAAQA institutional workspaces, every standard narrative is now classified across the four-axis Approach / Deployment / Results / Improvement framework, with a per-standard heatmap and an ADRI-aware drafter.
- Risk Intelligence — a probabilistic engine that scores the probability of a clean review outcome, surfaces the top 5 risk standards, and tracks a 90-day risk trend. Daily snapshots run automatically. (Suite add-on.)
- Self-Study expansion — per-framework templates including OAAAQA ISAA, NCAAA self-study, ABET 8-criterion, AACSB 9-standard, QAA Annex C/D, plus toggles to inject ADRI subsections, gap-analysis findings, risk summary, and peer benchmarks.
- Peer Benchmarking — opt-in, anonymous, six metrics × three dimensions, 5-institution cohort floor. The fair-exchange consent surface lives at Settings → Organisation → Peer benchmarking. (Suite add-on.)

1. Welcome

DATIQAI is an AI Executive Intelligence Operating System for universities. It turns the messy, scattered data your institution already generates — KPIs, evidence files, accreditation criteria, board metrics — into accreditation readiness, executive insights, and board-ready reports. The product is built around one premise: the people who run universities should spend their time interpreting and acting on institutional signals, not assembling them.

DATIQAI is not a generic BI tool with an AI label slapped on. Every surface — the readiness composite, the gap analysis, the self-study drafter, the peer benchmarks — is designed around the actual review cycles of GCC, North American, and European accreditation bodies, and grounded in your own

institutional evidence. It is not a replacement for your QA office or your faculty — it is the operating layer beneath them. It does not invent claims; every Copilot answer carries citations back to your data. It will not file your self-study for you; it will turn what would have been six months of typing into a structured draft you can edit, sign off, and submit.

2. Getting Started

2.1 Signing up

Visit datiqai.com and use the Sign up link. We ask for three things: your work email, your institution's full legal name, and the country the institution is registered in. The country drives the cohort selection for peer benchmarking and which framework templates are highlighted first in the registry.

How to sign up 1. Open datiqai.com. 2. Click [Sign up](#) in the top right. 3. Enter work email, set a password (12+ chars), confirm institution name + country. 4. Check your inbox — first-time sign-in fires a welcome email with the workspace owner role assigned to your account.

2.2 Workspace creation

On first sign-in, DATIQAI provisions a Demo Workspace seeded with realistic sample data so you can explore the surface without uploading anything. As soon as you upload your first evidence file or create a real KPI, the workspace flips to a real institutional workspace under your organisation.

A single organisation can host multiple workspaces — useful for multi-campus universities (one workspace per campus) or institutions running parallel accreditation cycles. The workspace selector in the top-left header switches between them.

2.3 Choosing a plan

DATIQA runs three institutional tiers plus one add-on:

Plan	Who it's for	Frameworks unlocked	Core features
College	Single-campus colleges, professional bodies	OAAAQA · NCAAA · BQA · CAA UAE · Qatar MOEHE · PUC Kuwait · OAAAQA Program · NCAAA Program (8 GCC frameworks)	Command Center · Copilot · Gap Analysis · Evidence Repository · Self-Study (basic templates) · Board pack export
University	Multi-college universities	All 8 GCC frameworks	Everything in College plus multi-college rollups · Trend snapshots (90-day) · Maturity engine
Multi-Campus	Federated universities, ministries, system offices	All 8 GCC frameworks	Everything in University plus cross-workspace ministry dashboards · system-wide aggregates
+ Accreditation Intelligence Suite (add-on)	Institutions chasing international recognition	Adds ABET · AACSB · EQUIS · QAA International (4 internationals → 12 total)	Adds ADRI Engine · Risk Intelligence · Peer Benchmarking · advanced Copilot intents (5 advanced intents) · expanded self-study templates (ABET 8-criterion, AACSB 9-standard, QAA Annex C/D)

To request a plan upgrade go to Settings → Plan & Billing → Request institutional quote. There is no self-serve credit-card purchase — institutional sales touches every contract directly.

2.4 Inviting your team

Open Settings → Team to invite collaborators. Four roles are available:

Role	What it can do
Owner	Full control of the workspace including billing, deletion, and adding/removing other Owners. One Owner per workspace minimum.
Admin	Everything except billing and deletion. Day-to-day operator role for QA Directors.
Analyst	Read/write on evidence, findings, actions, copilot. Read on settings. The default role for QA officers and institutional researchers.
Executive Viewer	Read-only on the Command Center, Accreditation surface, and Board Pack. The default role for Provosts and Deans who consume the output.

How to invite 1. Settings → Team → [Invite member](#). 2. Enter email + select role. 3. They receive an invite email; on accept the role is provisioned immediately.

3. The Command Center (</portal/dashboard>)

The Command Center is your at-a-glance institutional pulse. It opens by default after sign-in.

3.1 KPI tiles

Three top tiles capture institutional health:

- Continuous Improvement Maturity Score — composite 0–100 across five components (process, evidence, alignment, action velocity, momentum). Banded [Foundational](#) → [Optimising](#) .
- Risk Intelligence — the probability-of-success score from the live Risk Engine, with the top 3 risk standards from your active framework.
- AI Readiness — how much of your data is reachable by the Copilot today vs. still locked in unstructured documents.

3.2 Priority Queue

The middle column surfaces the institution's top 5 actions for the week, pulled from findings, gaps, advisor suggestions, and overdue evidence. Each card has a Promote to Action button — one click moves the item into the Executive Actions inbox with the right owner, due date, and source citation.

3.3 Navigation primer

The left sidebar groups capabilities into four bands:

- Intelligence — Command Center · Copilot · Insights
- Accreditation — Accreditation Intelligence (the flagship module)
- Strategy — Strategic Initiatives · Scenario Planning · Methodology
- Operations — Workflows · Data Sources · Reports · Team · Settings

Multi-Campus tier adds a fifth band: Ministry with cross-workspace rollups.

4. Accreditation Intelligence (flagship module · </portal/accreditation>)

This is the surface where most of your QA team will live day-to-day. It supports twelve accreditation frameworks end-to-end:

Region	Frameworks
Oman	OAAAQA Institutional · OAAAQA Program
Saudi Arabia	NCAAA Institutional · NCAAA Program
UAE	CAA UAE
Bahrain	BQA
Qatar	Qatar MOEHE
Kuwait	PUC Kuwait
International (add-on)	ABET · AACSB · EQUIS · QAA International

4.1 Picking a framework

On first visit, the page shows "Or pin a framework now" with the 12-card framework grid. Click any card → POST fires → the dashboard rescopes to that framework. To switch later use Change framework in the top right. If your plan doesn't entitle a framework, you'll see an inline AVAILABLE ON A HIGHER INSTITUTIONAL PLAN tile + a one-click upgrade request.

4.2 The Accreditation Copilot

The first tab is your dedicated accreditation chat. Unlike a generic chatbot, every answer carries grounded citations in one of six kinds:

Citation kind	What it grounds the answer in
evidence	A specific evidence file in the repository
finding	A logged gap or strength finding
standard	A framework standard or sub-criterion
kpi	A workspace KPI value over time
risk	A risk-engine output (probability, trend)
peer_benchmark	An anonymised peer-cohort aggregate (consent-gated)

Citation chips appear under every answer; click a chip to drill into the source.

Example prompts that work today: - "What's our current readiness against OAAAQA Standard 6?" - "Which findings put us at most risk for the next visit?" - "Compare our maturity score to peers in the GCC." - "Forecast the probability of a clean review outcome." - "Generate the executive summary for the institutional self-study."

How to ask the Copilot 1. Open `/portal/accreditation` → first tab is **Copilot**. 2. Click a suggested prompt OR type freely. 3. Read the answer, click the citation chip to inspect the underlying evidence. 4. Use **Promote to Action** under the answer to push a recommendation into the Executive Actions inbox.

4.3 Gap Analysis tab

Click Run gap analysis to produce a structured pass over every standard. The engine compares evidence coverage against expectations, scores each standard, and emits a ranked findings list with severity and confidence. Re-runs are cache-fingerprinted so identical inputs return instantly; Force re-run bypasses the cache.

4.4 ADRI Engine (OAAAQA workspaces only)

For OAAAQA institutional reviews, each standard narrative is classified across the four-axis ADRI framework:

- Approach — has the institution defined what it intends to do?
- Deployment — is the approach systematically applied?
- Results — what measurable outcomes have followed?
- Improvement — is there a closed-loop continuous improvement mechanism?

The ADRI Panel surfaces a per-standard heatmap of A/D/R/I scores, the strongest evidence per axis, and a narrative drafter that produces ADRI-aligned text ready to paste into the self-study.

4.5 Risk Intelligence (Suite add-on)

The Risk panel runs a probabilistic model over your active framework × current evidence × historical findings to produce:

- Probability of a clean review outcome (0–100%)
- Top 5 risk standards with explanations
- Risk heat map — every standard scored on a 5-band gradient
- Risk trend — 90-day delta with magnitude

Daily snapshots run automatically (cron-wired); you can also force a recompute via the Run snapshot button.

4.6 Findings + Continuous Improvement Engine

The Findings tab catalogues every gap and strength surfaced by the gap analysis. Each finding has:

- Severity (low / medium / high / critical)
- Confidence (the engine's confidence in the finding itself)

- Linked standards + linked evidence
- Status (open / in-progress / resolved / dismissed)

Click Promote to Action to push the finding into the institution's Executive Actions inbox with a suggested owner (heuristically picked from the linked standard's typical owner role).

4.7 Self-Study generator

Hands-down the most time-saving feature for a QA director.

For your active framework, click Generate self-study draft to produce a structured document covering:

- Executive summary
- Institutional context (mission, governance, demographics)
- Standard-by-standard narratives — with ADRI subsections where applicable
- Improvement plan
- Risk summary (Suite add-on)
- ISAA alignment (OAAAQA workspaces) or framework-specific annexes

Per-framework templates supported today:

Framework	Template
OAAAQA Institutional	ISAA Application (8 standards, ADRI per standard)
OAAAQA Program	Program-level ISAA
NCAAA Institutional	NCAAA Self-Study (10 standards)
NCAAA Program	Program Self-Study
ABET	8-criterion engineering accreditation
AACSB	9-standard business school accreditation
QAA International	Annex C/D draft
BQA / CAA UAE / Qatar MOEHE / PUC Kuwait	Standard institutional self-study

Toggles let you inject ADRI subsections, gap-analysis findings, risk summary, and peer benchmarks into the draft.

[How to draft a self-study](#) 1. /portal/accreditation?tab=self 2. Pick template (auto-selected from active framework). 3. Toggle the injection panels you want. 4. Click [Generate draft](#). 5. Edit inline. Export to DOCX or PDF when ready.

4.8 Evidence Repository

The Evidence tab is your file vault. Upload PDFs, DOCX, XLSX, CSV. The AI metadata extractor reads each file and proposes:

- Title (cleaned from filename or first heading)
- Linked standards (from a registry-matching pass over content)
- Coverage period
- Owner (heuristically picked)

You can accept / edit / reject each suggestion. Evidence is searchable by standard key and by free-text title query.

4.9 Peer Benchmarking (Suite add-on)

A fair-exchange consent model: opt in to share six anonymised metrics with the peer pool, and in exchange receive aggregated benchmarks across three cohort dimensions.

- Six metrics: composite readiness · ADRI completeness · maturity score · risk score · probability of success · findings velocity
- Three dimensions: national · regional · international
- Anonymisation floor: cohorts below 5 institutions are suppressed
- No individual peer is ever surfaced — only aggregates (median, p25, p75)

Manage consent at Settings → Organisation → Peer benchmarking (full scope picker) or inline at </portal/accreditation?tab=benchmark>.

5. AI Copilot (general portal copilot · </portal/copilot>)

The general Copilot covers the entire product surface — KPIs, Strategic Initiatives, Scenario Planning, Methodology, Data Sources, Reports. It auto-detects which framework / context you're asking about from natural language ("the OAAAQA review", "Q3 enrolment", etc.) and switches scope automatically.

Suggested prompts adapt to your institution's industry template and active framework. Try:

- "Which programmes lost the most enrolment last semester?"
- "Summarise this month's institutional advisory board notes."
- "What's the strongest single argument for our next strategic initiative?"

Every answer carries the same grounded-citation contract as the accreditation Copilot.

6. Reports & Board Pack

Open </portal/reports> to schedule and export reports.

- Board Pack — the executive deliverable. Single-click generation pulls the latest KPIs, the readiness composite, the top 5 risks, and the strongest 3 strategic recommendations into a board-ready PDF.
- Self-Study export — DOCX or PDF.
- Custom report builder — pick KPIs, dimensions, period.
- Scheduling — recur weekly / monthly / quarterly to a distribution list.

Exports honour your institution's brand assets (logo, palette) once set in Settings → Organisation → Brand assets.

7. Settings

The settings surface lives at </portal/settings> .

7.1 Organisation profile (</portal/settings/organization>)

Edit institution name, country, brand assets (logo, colour palette, letterhead). Also the home of the Peer Benchmarking consent panel.

7.2 Plan + addons

View your current tier, your active add-ons, and request an upgrade via the Request institutional quote flow.

7.3 API keys (</portal/settings/api>)

For advanced users automating data ingestion or report exports. Create, reveal, copy, revoke. Keys are scoped per workspace.

7.4 Security (</portal/settings/security>)

Manage two-factor authentication, active sessions, and password rotation cadence.

7.5 Notifications (</portal/settings/notifications>)

Configure when DATIQAI emails you — daily digest, real-time priority alerts, weekly board prep reminders.

7.6 Team (</portal/settings/team>)

Invite / remove / re-role members. (See §2.4 above.)

7.7 Workflows (</portal/settings/workflows>)

Define automation rules — e.g. "When a critical finding is logged, auto-assign to the QA Director and create a 14-day action."

8. Start Here by Persona

8.1 If you are the President

You typically need the institution's pulse in 10 minutes a week, not 4 hours. - </portal/dashboard> — your 3-tile institutional pulse. - </portal/reports> — generate this week's Board Pack one click. - </portal/accreditation?tab=copilot> — ask "What's the single biggest risk to our next review?" - </portal/strategic-initiatives> — see if the 3 board commitments from last quarter are on track. - Skip everything else. Your QA Director will surface what you need.

8.2 If you are the Provost

You sit between strategy and accreditation execution. - </portal/dashboard> — daily pulse. - </portal/accreditation> — once a week, scan the Gap Analysis tab + Risk panel. - Executive Actions inbox (top-right bell) — your queue of items promoted by the QA office. - </portal/scenario-planning> — when the board asks "what if we add a new programme?" - </portal/accreditation?tab=self> — review the self-study drafts before they go to the QA Director.

8.3 If you are the QA Director

You live in DATIQAI all day. - </portal/accreditation> — your home. Every tab matters. - Evidence Repository — keep it current. Stale evidence is the #1 root cause of weak gap analyses. - Findings → Promote to Action — the closed loop. Every finding ends in an action with an owner. - Self-study drafter — let it produce the first draft. Edit; never write from scratch. - Peer Benchmarking — once a quarter, open the panel and see where you sit on each dimension. Surface the gaps to the Provost.

8.4 If you are a Dean

You care about your college's standing inside the institutional picture. - </portal/dashboard> — your college's contribution to the institutional KPIs. - </portal/accreditation> — filter findings by the standards your college owns. - </portal/accreditation?tab=copilot> — ask "Which findings in my college need an action this month?" - </portal/reports> — pull a college-level rollup before each Dean's Council.

9. FAQ

Common workflows (recipes)

A short set of end-to-end recipes for the work most QA directors do every week.

Recipe 1 — Onboard a new institution from zero to first gap analysis (\approx 90 minutes)

1. Sign up → land in Demo Workspace.
2. Settings → Organisation: set institution name, country, brand assets.
3. Settings → Team: invite the Provost (Executive Viewer), QA officers (Analyst), system admin (Admin).
4. `/portal/accreditation` → pick your primary framework from the 12-card grid.
5. Evidence Repository → bulk-upload at least: programme catalogue, last self-study, most recent enrolment report, most recent advisory-board minutes.
6. Wait 60 seconds for the AI metadata extractor; accept/edit the proposed standard mappings.
7. Gap Analysis tab → Run gap analysis. First run is a baseline. Expect 30+ findings on a fresh workspace.
8. Promote the top 5 critical findings to Actions and assign owners.

Recipe 2 — Weekly board prep for the Provost (\approx 15 minutes)

1. `/portal/dashboard` — read the 3 KPI tiles.
2. Open the Executive Actions inbox (top-right bell) — scan items added since last review.
3. `/portal/accreditation?tab=copilot` — ask: "What's the most important change in our readiness this week?"
4. `/portal/reports` → Board Pack → Generate → PDF lands in 15 seconds.
5. Forward to the President with one paragraph of context.

Recipe 3 — Drafting the institutional self-study from scratch (\approx 4 hours of editing, was 4 months of writing)

1. Confirm Evidence Repository is current (no stale files older than 18 months for major policy areas).
2. Run a fresh gap analysis (forced re-run if it's been >30 days).
3. `/portal/accreditation?tab=self` → pick the framework template (auto-selected from active framework).
4. Toggle on: ADRI subsections (if OAAAQA), inject findings, inject risk summary.
5. Generate draft. Wait 60–90 seconds.
6. Read through standard-by-standard. Edit inline. Replace placeholder narratives where the engine flagged thin evidence with real prose.
7. Export to DOCX. Run a single round of human review with the Provost and Dean council.
8. Final pass: insert appendices and signatures. Submit.

10. FAQ

How do I upgrade from College to University tier? Settings → Plan & Billing → Request institutional quote. An institutional sales lead will reach out within one business day. There is no self-serve upgrade because pricing varies with enrolment band, multi-campus status, and add-on selection.

Which frameworks are included in my plan? - College and University tiers: the 8 GCC frameworks (OAAAQA, NCAAA, BQA, CAA UAE, Qatar MOEHE, PUC Kuwait, plus the two program-level variants). - Add the Accreditation Intelligence Suite to unlock ABET, AACSB, EQUIS, and QAA International — plus ADRI Engine, Risk Intelligence, and Peer Benchmarking.

How does the consent model work for Peer Benchmarking? You opt in explicitly. Six metrics are shared anonymously with peer cohorts. In return you see aggregated benchmarks (median, p25, p75) across national, regional, and international dimensions. Cohorts below five institutions are suppressed. You can opt out at any time. No individual peer is ever named.

Where does my data live? Your data lives in a multi-tenanted MongoDB cluster operated by DATIQAI on AWS in the region nearest your institution. Each workspace is logically isolated; cross-workspace queries are only possible at the ministry/system tier with explicit configuration. We retain audit logs for seven years and support SOC 2 Type II export on request.

How do I export a Board Pack? </portal/reports> → Board Pack card → Generate. The PDF is built in 10–15 seconds against the latest data. Schedule recurring delivery from the same page.

Can I run a gap analysis without uploading any evidence? Yes. The engine will mark every standard as evidence-gap-critical, which is itself a useful starting position. Most institutions upload at least a programme catalogue and the last self-study before running a first analysis.

What happens to my self-study draft if I switch frameworks? Drafts are scoped per-framework and per-workspace. Switching the active framework does not delete the draft — it is preserved and can be retrieved by switching back. Drafts older than 12 months are archived but never deleted.

Does DATIQAI submit my self-study to the regulator for me? No. DATIQAI produces the draft, the evidence pack, and the risk summary. The submission itself is your QA office's responsibility. We do generate the regulator-specific export format where one is published (OAAAQA ISAA, NCAAA self-study, ABET 8-criterion structure).

Can I integrate DATIQAI with my SIS or LMS? Yes — via the API (see Settings → API keys) or via the built-in Data Sources connectors. Snowflake, BigQuery, and PostgreSQL connectors ship out of the box; SIS-specific connectors (Banner, PeopleSoft, Workday) are on the roadmap and available on request.

How do I get help during a live review? Open a priority ticket via the in-app Help menu (top-right). For a live-review escalation, your institutional success contact is also reachable directly — the contact card is in Settings → Plan & Billing.

11. Glossary

- **ADRI** — Approach / Deployment / Results / Improvement. The four-axis quality classification used in OAAAQA institutional reviews. DATIQAI classifies every standard narrative across these four axes when ADRI is enabled.
- **AACSB** — The Association to Advance Collegiate Schools of Business; the international business-school accreditor. Nine-standard framework.
- **ABET** — Accreditation Board for Engineering and Technology; the international engineering accreditor. Eight-criterion programme framework.
- **Accreditation Intelligence Suite** — DATIQAI's add-on that unlocks the four international frameworks (ABET, AACSB, EQUIS, QAA International) plus advanced features (ADRI Engine, Risk Intelligence, Peer Benchmarking).
- **BQA** — Bahrain Education and Training Quality Authority. Bahrain's national accreditor.
- **CAA UAE** — Commission for Academic Accreditation, UAE Ministry of Education. UAE's national accreditor.
- **Cohort floor** — DATIQAI's anonymisation rule for Peer Benchmarking: cohorts smaller than 5 institutions are suppressed and never surfaced.
- **Composite readiness** — A single 0–100 score that summarises how prepared the institution is for its next accreditation review against the active framework. Computed from evidence coverage, standard-by-standard scores, and gap density.
- **Continuous Improvement Maturity Score** — The institutional maturity composite (0–100 across five components: process, evidence, alignment, action velocity, momentum). Banded **Foundational** → **Optimising**.
- **EQUIS** — European Quality Improvement System; the European business-school accreditor operated by EFMD.
- **Evidence Repository** — DATIQAI's file vault for institutional artefacts (policies, syllabi, minutes, reports) mapped to framework standards.
- **Gap Analysis** — A structured pass across every standard in the active framework that scores evidence coverage and emits a ranked findings list.
- **ISAA** — Institutional Standards Assessment Application. The OAAAQA submission template for institutional accreditation.
- **NCAAA** — National Center for Academic Accreditation and Evaluation, Saudi Arabia. The Kingdom's national accreditor.
- **OAAAQA** — Oman Authority for Academic Accreditation and Quality Assurance of Education. Oman's national accreditor.
- **Peer Benchmarking** — DATIQAI's consent-gated peer cohort feature; six metrics × three dimensions (national/regional/international) with a 5-institution anonymisation floor.
- **PUC Kuwait** — Private Universities Council, Kuwait. The Kuwaiti regulator for private higher education.
- **QAA International** — Quality Assurance Agency for Higher Education (UK), international service line.

- Qatar MOEHE — Qatar Ministry of Education and Higher Education accreditation framework.
 - Risk Intelligence — DATIQAI's probabilistic engine that scores the probability of a clean review outcome plus the top risk standards. Add-on feature.
 - Self-Study — The institution's written submission to the accreditor, organised by standard. DATIQAI's drafter produces a per-framework structured draft.
 - Suite — Shorthand for the Accreditation Intelligence Suite add-on (see above).
 - Workspace — A single accreditation surface inside an institution. Most institutions run one workspace; multi-campus systems run several.
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DATIQAI · <https://datiqai.com> · For institutional support, open the Help menu inside the portal or email your institutional success contact.