

AI Knowledge Hub - User Guide

Thank you for purchasing our extension. If you have any questions that are beyond the scope of this document, please feel free to contact us via support@magenest.com

By: Magenest | Support Portal:

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Introduction

AI Knowledge Hub brings AI chat, internal knowledge, document management, and AI configuration into one workspace.

Users can chat with different AI models, ask questions based on uploaded documents, work with dedicated AI Assistants, reuse shared prompts, and search across internal knowledge. Administrators can also manage AI providers, models, user access, usage limits, costs, and system activity.

Highlight Features

For Users

- Chat with different AI providers and models.
- Ask questions based on documents in the Knowledge Base.
- Narrow document searches by project tag or collection.
- Keep context across conversations with Memory.
- Upload images and documents directly in Chat or use voice input.
- Use preconfigured AI Assistants, MCP tools, and external AI agents.
- Check the source passages behind AI-generated answers.
- Organize documents into collections and manage company-specific terminology.
- Search indexed knowledge directly with Semantic Search.

For Admin

- Configure AI providers, API keys, and models.
- Set system-wide AI instructions through the System Prompt.
- Manage users, roles, and usage limits.
- Configure vector databases, MCP Servers, and A2A agents.
- Track AI usage, requests, costs, feedback, and user activity.

System Requirements

Before using AI Knowledge Hub, make sure the following requirements are met:

- Access to the AI Knowledge Hub web application.
- A company email address ending in @magenest.com for registration.
- A password with at least **6 characters**.
- An AI provider and model configured in the system for AI features.
- Valid API credentials for providers that require authentication.
- Supported upload formats: **Word, Excel, PowerPoint, PDF, Markdown, and text files**.
- Maximum upload size: **100 MB per file**.
- The appropriate user role for restricted features. Some settings are available only to administrators, while only **Tech Lead** and **Admin** users can add documents to the vector database.

Login / Registration

Open AI Knowledge Hub and select **Register** to create a new account.

Registration requires:

- A company email address
- A password of at least 6 characters
- Your display name

The first account created in the system is automatically assigned the **Admin** role. All accounts created after that are assigned the **Member** role by default. An administrator can change user roles later from **User Management**.

After you register or log in successfully, you are taken directly to the **Prompts** page, which is the default landing page.

- Login screen

AI Knowledge Hub

Sign in to your account

Login

Register

Email / Username

Email or username

Password

Min. 6 characters

Sign In

- Registration screen

AI Knowledge Hub uses a vertical navigation menu on the left.

You can collapse the menu to icons for more workspace or expand it to see the full menu labels. On mobile devices, the navigation is available through the hamburger menu.

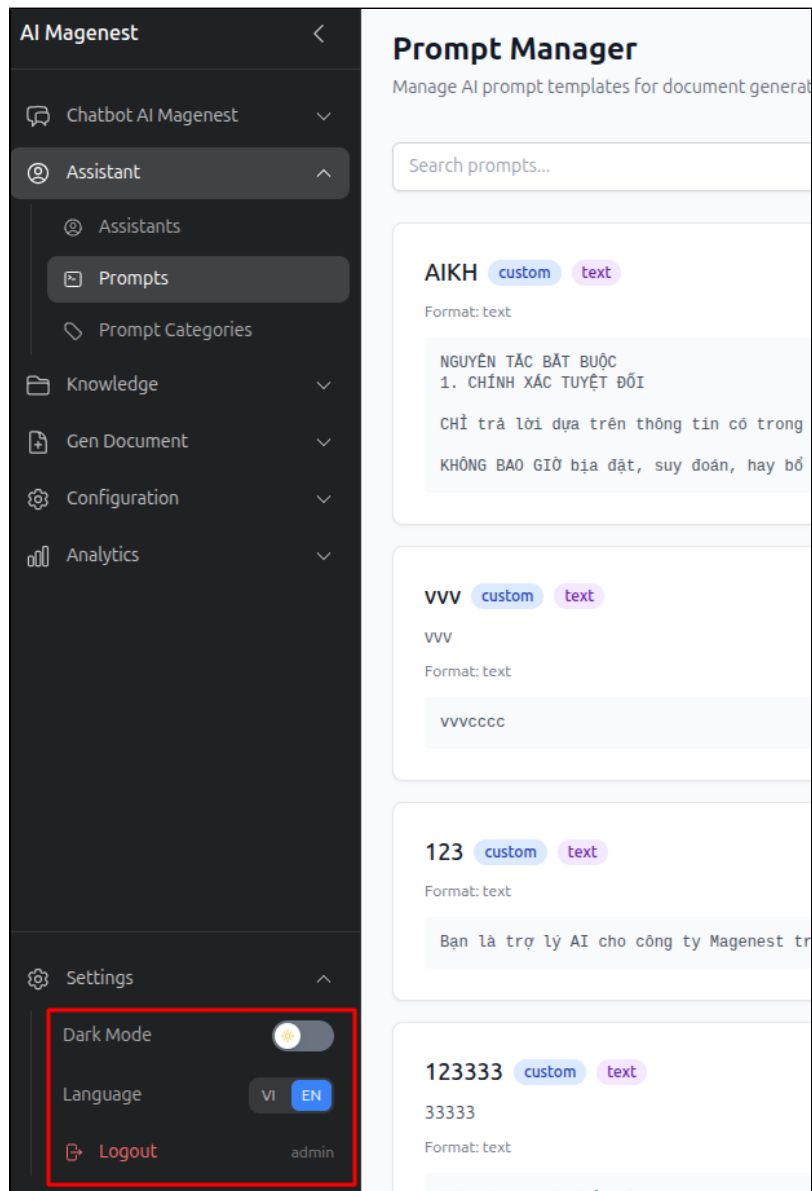
The controls at the top of the screen let you:

- Switch between **Light** and **Dark** mode.
- Switch between **Vietnamese** and **English**.
- View notifications from the bell icon, including alerts such as exceeding a usage limit.
- Open the account menu to view your username and role or log out.

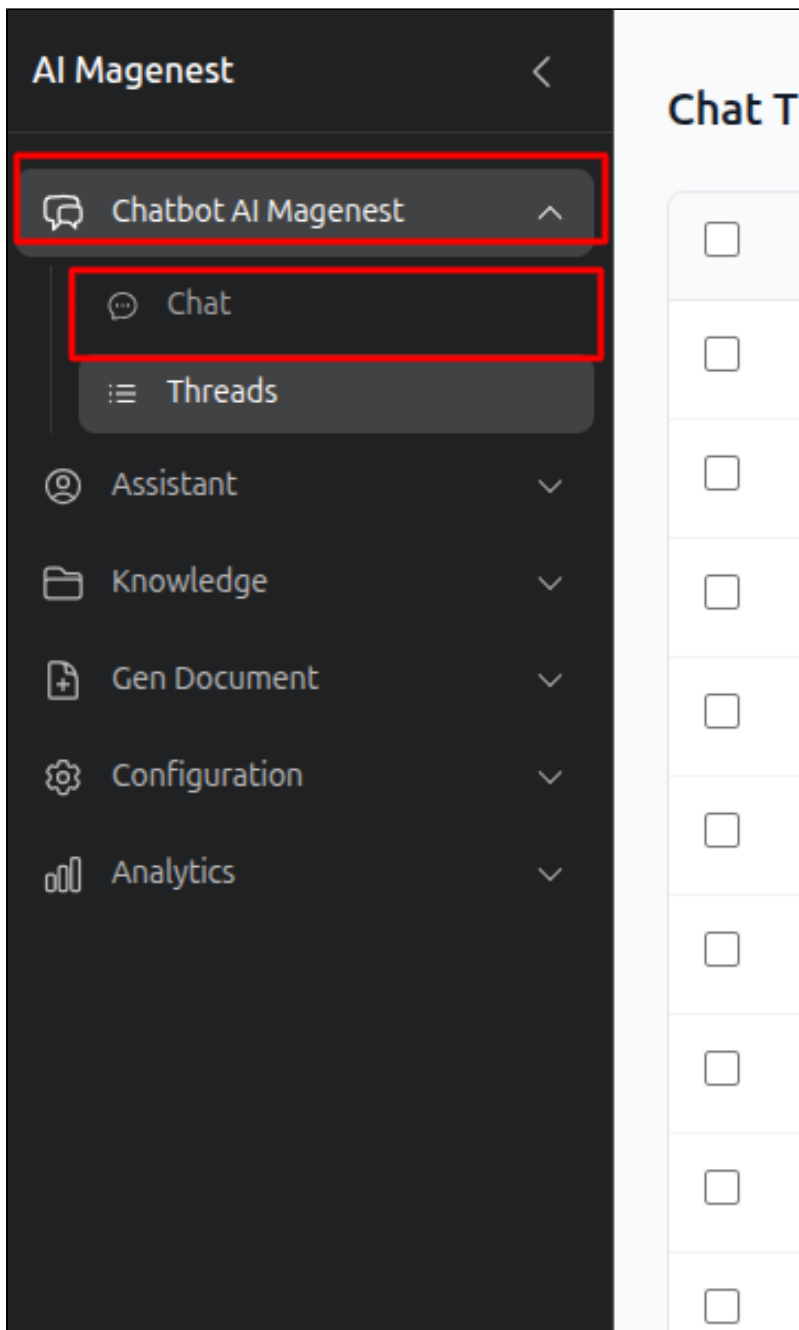
Some menu items are available only to administrators:

- **System Prompt**
- **Usage Limits**
- **User Management**
- **Activity History**

These options are hidden from regular users.



Chat



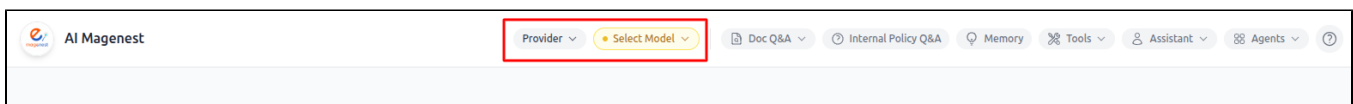
Chat is the main workspace in AI Knowledge Hub.

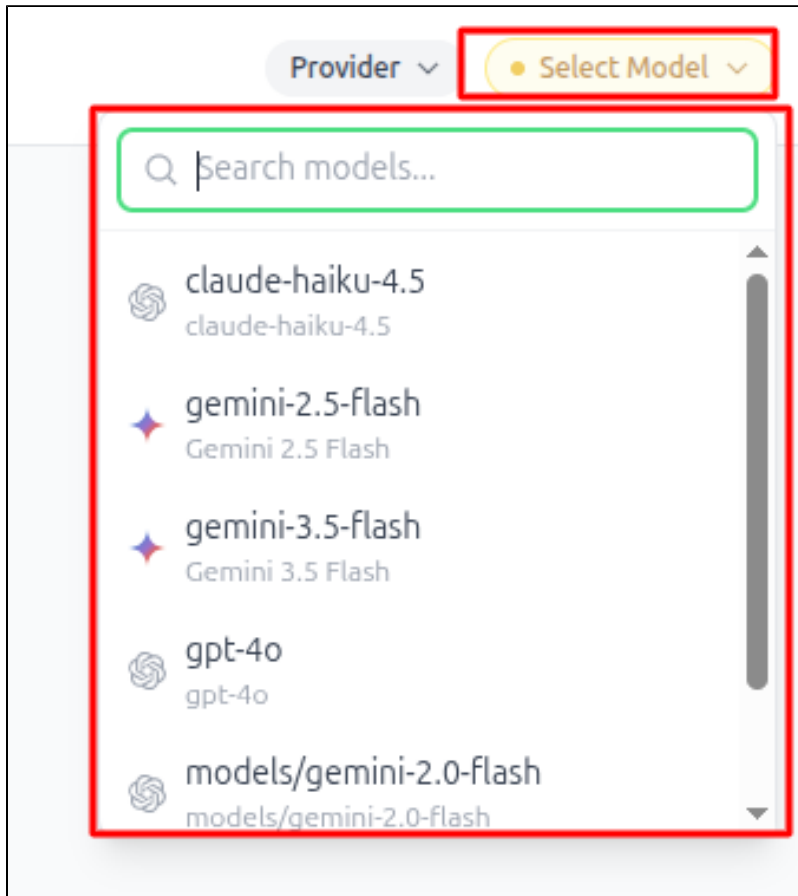
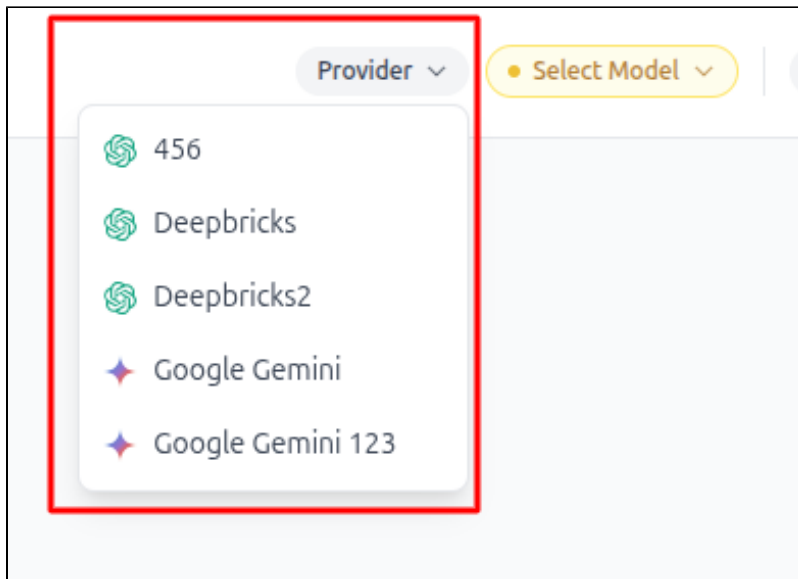
A collapsible conversation sidebar on the left lets you review previous chats, search by conversation name, and rename or delete individual conversations from the three-dot menu.

The toolbar above the chat provides several options for controlling how the AI responds.

AI Provider and Model

Choose the AI provider and model you want to use for the current conversation. If there are many models available, use the search box to quickly find the one you need.





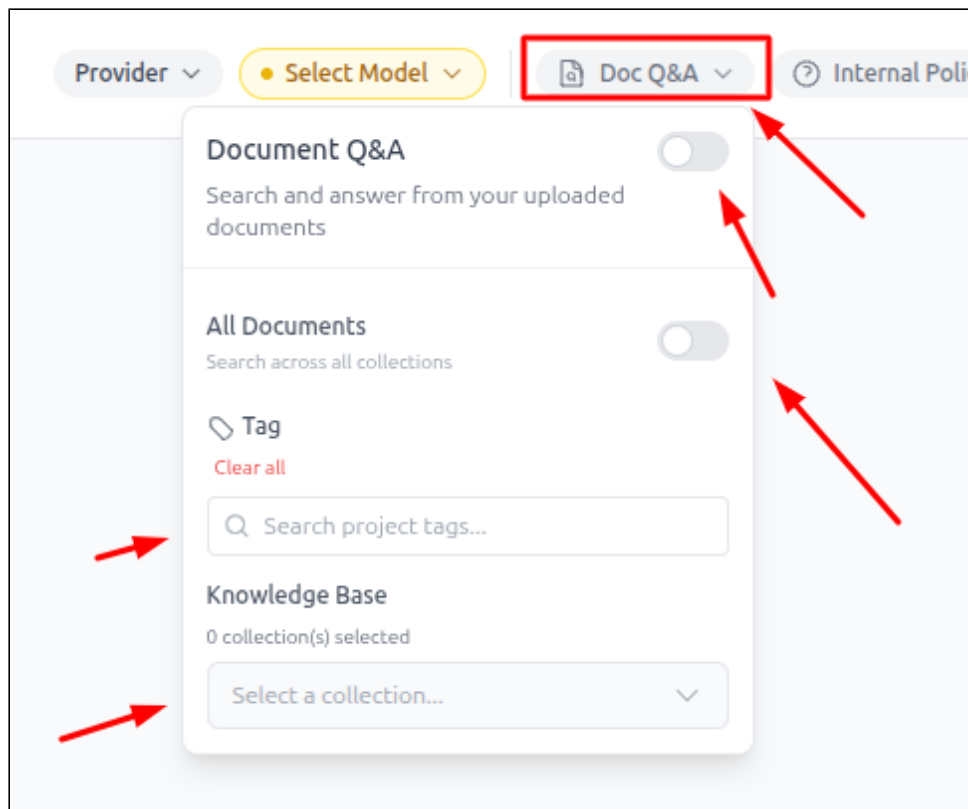
Document Q&A

Enable **Document Q&A** when you want the AI to search your uploaded documents and answer based on information in the Knowledge Base.

You can limit the search to:

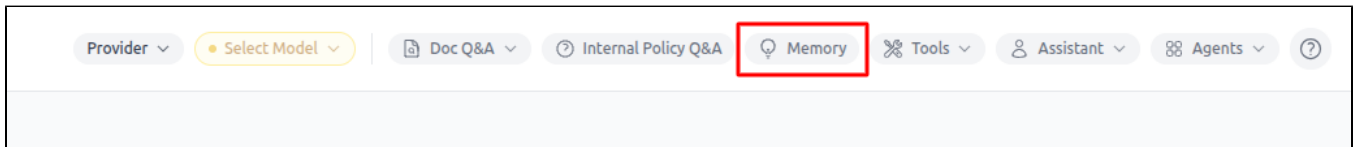
- A specific **project tag**, or
- A specific knowledge **collection**

This allows the AI to search only the relevant documents instead of the entire Knowledge Base.



Memory

Turn **Memory** on when you want the AI to retain context from your previous conversations. When Memory is off, the AI only uses the context available in the current conversation.



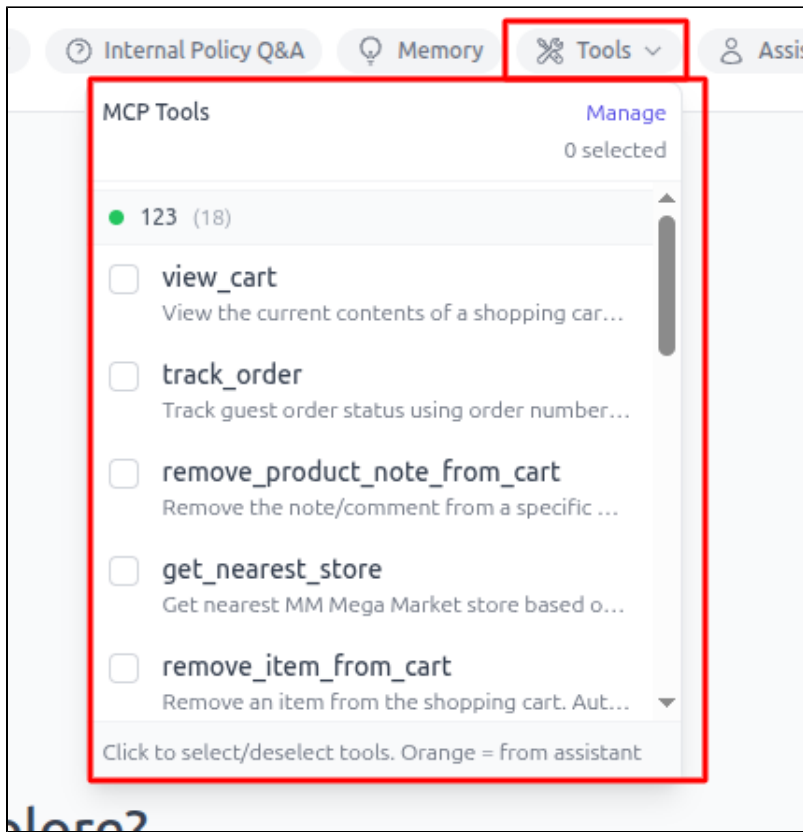
MCP Tools

Select the MCP tools the AI is allowed to use when generating a response.

Examples include:

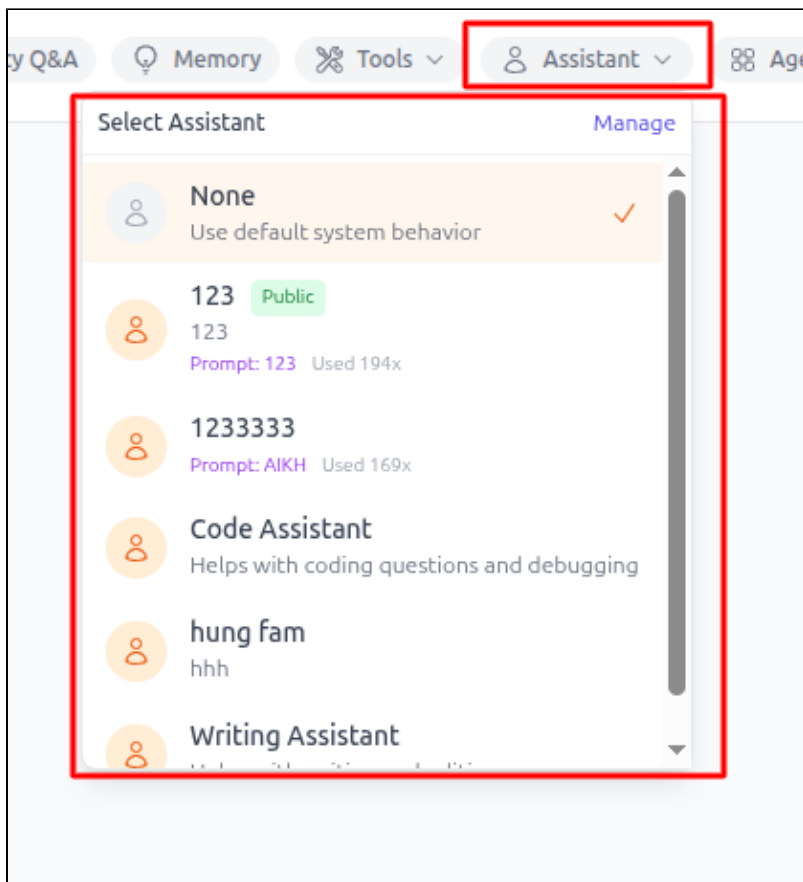
- Searching the web
- Reading external files
- Calling APIs

Users can also use their own MCP tools.



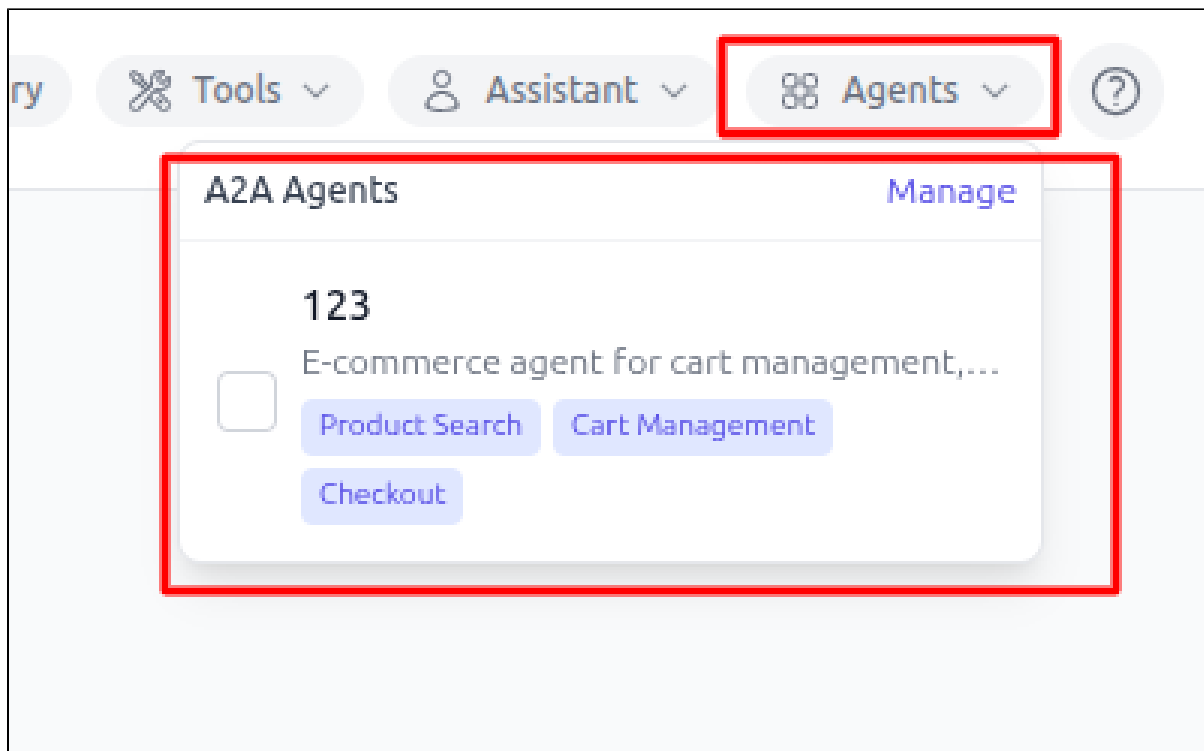
AI Assistant

Select a preconfigured AI Assistant when you want to use that Assistant's own prompt and settings instead of the default system configuration.



External AI Agents

You can also bring an external AI agent into the conversation to help with specialized requests.



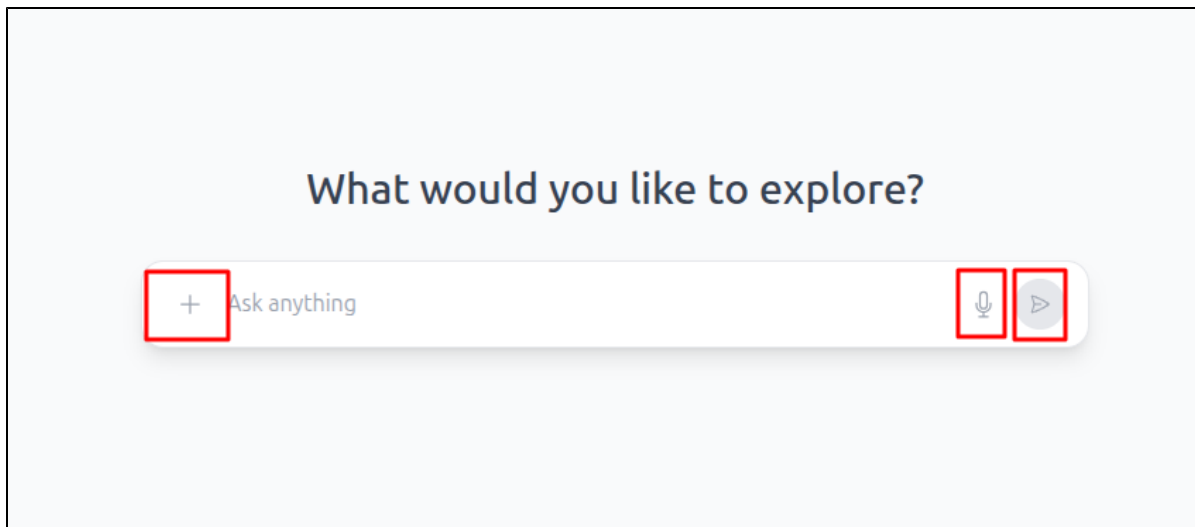
Sending Messages and Files

From the message box, you can:

- Attach an image or document for the AI to read as part of your question.
- Use the microphone to speak instead of typing.

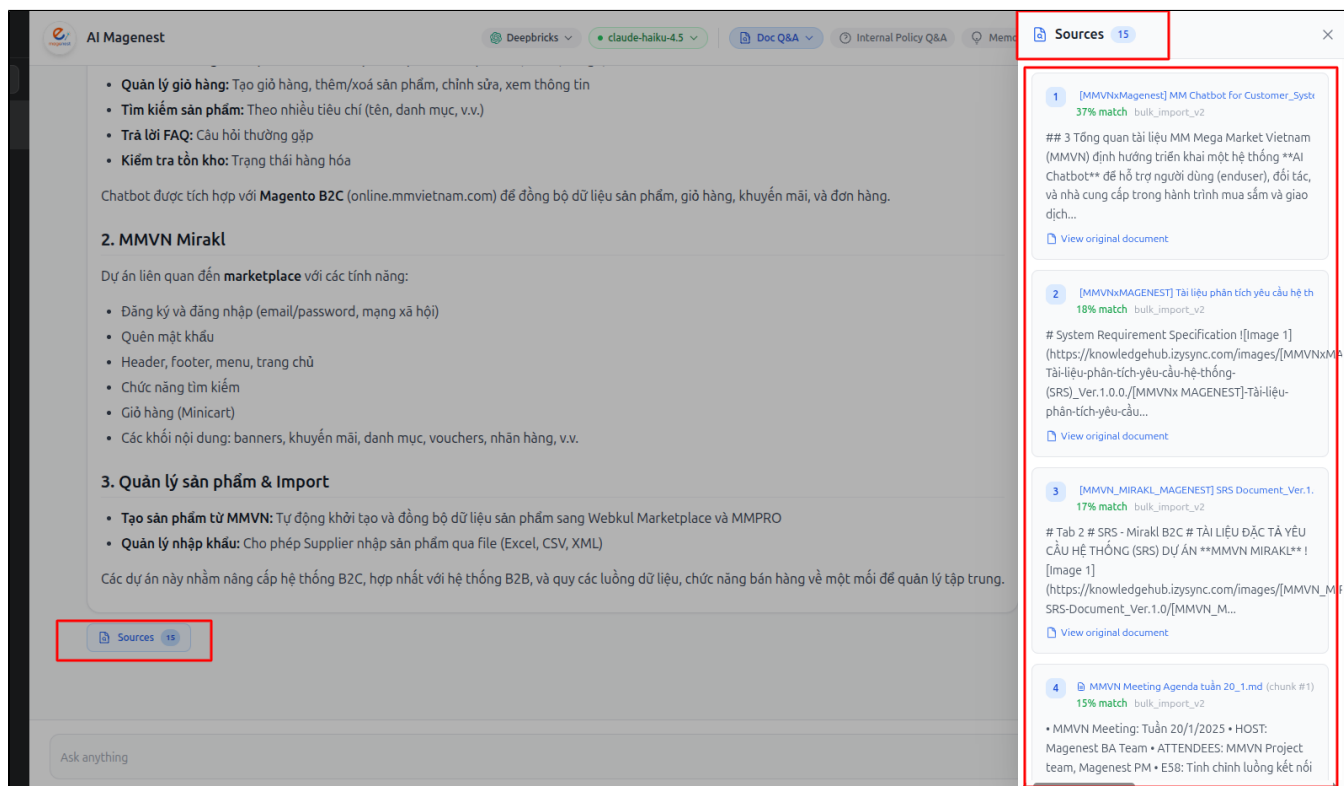
Images sent or received in Chat can be opened in full-screen view.

When a document is used as a reference, you can open and read it directly from the chat without navigating to the Documents page.



Sources

AI responses include a **Sources** section showing the document passages used to support the answer. Select a source to see which document the information came from and review the relevant passage.



The screenshot shows the AI chat interface with the 'Sources' section expanded. The 'Sources' tab is selected, displaying a list of four sources with their respective match percentages and document titles. The first source is highlighted with a red box.

- 1 [MMVNxMagenest] MM Chatbot for Customer_Syst 37% match bulk_import_v2
3 Tổng quan tài liệu MM Mega Market Vietnam (MMVN) định hướng triển khai một hệ thống **AI Chatbot** để hỗ trợ người dùng (enduser), đối tác, và nhà cung cấp trong hành trình mua sắm và giao dịch...
[View original document](#)
- 2 [MMVNxMAGENEST] Tài liệu phân tích yêu cầu hệ th 18% match bulk_import_v2
System Requirement Specification ![Image 1] (https://knowledgehub.izysync.com/images/[MMVNxMAGENEST]-phân-tích-yêu-cầu-hệ-thống-(SRS)_Ver.1.0.0/[MMVNx MAGENEST]-tài-liệu-phân-tích-yêu-cầu-...
[View original document](#)
- 3 [MMVN_MIRAKL_MAGENEST] SRS Document_Ver.1. 17% match bulk_import_v2
Tab 2 # SRS - Mirakl B2C # TÀI LIỆU ĐẶC TẢ YÊU CẦU HỆ THỐNG (SRS) DỰ ÁN **MMVN MIRAKL** ! [Image 1] (https://knowledgehub.izysync.com/images/[MMVN_MIRAKL_MAGENEST]-SRS-Docume...
[View original document](#)
- 4 [MMVN Meeting Agenda tuần 20_1.md (chunk #1) 15% match bulk_import_v2
• MMVN Meeting: Tuần 20/1/2025 • HOST: Magenest BA Team • ATTENDEES: MMVN Project team, Magenest PM • E58: Tính chính lưỡng kết nối

Response Feedback

Each AI response includes **Like** and **Dislike** buttons.

If you select **Dislike**, a dialog opens where you can explain what was wrong with the response. The feedback is saved for reporting.

Link to Record

A conversation can also be linked to a specific business record outside AI Knowledge Hub, such as an order or support ticket.

Enter the:

- Record type
- Record ID
- Record name

to create the link.

Threads

The **Threads** page shows the full conversation history in a table. You can delete conversations individually or select multiple conversations and delete them in bulk.

A confirmation dialog appears before deletion to help prevent accidental removal.

AI Magenest

Chatbot AI Magenest

Chat

Threads

Assistant

Assistants

Prompts

Prompt Categories

Knowledge

Gen Document

Configuration

Analytics

Chat Threads

All Users

Search...

1-10 / 711

☐	Title	User	Provider	Model	RAG	Tokens	Usage %	Last Updated	
☐	Greeting	admin	Deepbricks	claude-haiku-4.5	✓	894	1%	14:13:04 22/07/2026	
☐	Smoke Test Operator Measurement Update	phuphan	Deepbricks	claude-haiku-4.5	✓	2.8k	2%	10:18:00 22/07/2026	
☐	Smoke Test For Supplier Measurement	phuphan	Deepbricks	claude-haiku-4.5	✓	11.2k	9%	16:44:51 21/07/2026	
☐	Supplier Update Smoke Test	phuphan	Deepbricks	gpt-4o	✓	49.7k	39%	16:05:23 21/07/2026	
☐	Tính năng MMVN Dashboard	Hiệp odoo	Google Gemini	gemini-3.5-Flash	✓	10.1k	8%	09:39:10 21/07/2026	
☐	Thông Tin Dự Án Courts	Hiệp odoo	Google Gemini	gemini-3.5-Flash	✓	4.7k	4%	08:43:07 21/07/2026	
☐	Quy Trình Onboard	Hoàng	Google Gemini	gemini-3.5-Flash	✓	17.7k	14%	17:35:05 20/07/2026	
☐	Hội đồng tài liệu	admin	Deepbricks	claude-haiku-4.5	✓	1.1k	1%	17:09:52 23/06/2026	
☐	Chính Sách Công Ty	admin	Deepbricks	claude-haiku-4.5	✓	1.1k	1%	17:06:36 23/06/2026	
☐	Logic nút sửa nhân viên	Tuan Anh Dev BE	Google Gemini	gemini-3.5-Flash	✓	19.2k	15%	08:54:38 11/06/2026	

AI Assistants & Prompts

AI Assistants

The **AI Assistants** page lets you create assistants for different use cases.

When creating an Assistant, you can configure:

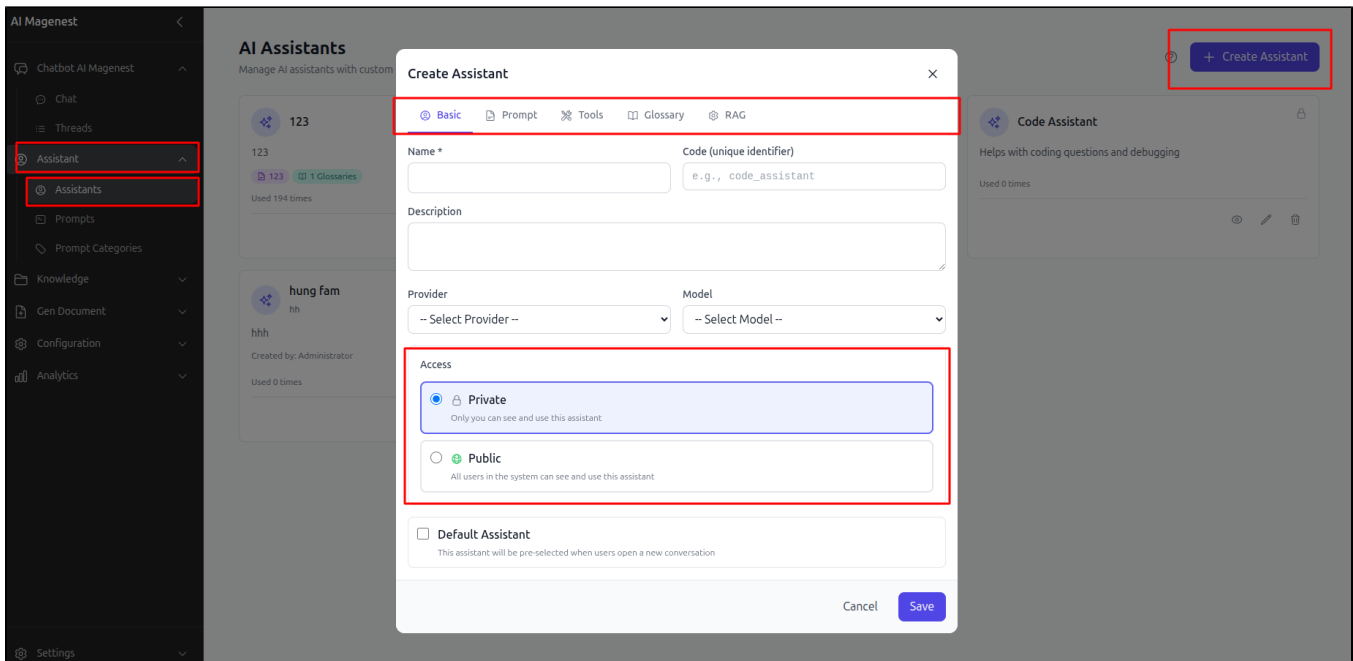
- Name
- Description
- A specific AI model
- MCP tools
- A terminology set
- RAG access to the Knowledge Base
- Public or private visibility

A **Public** Assistant is available for anyone to select in Chat. A **Private** Assistant is visible only to the person who created it.

Each Assistant appears as a card with labels showing which capabilities are enabled, such as:

- Prompt
- MCP tools
- Terminology
- RAG

From the Assistant card, you can preview its configuration, edit it, or delete it.



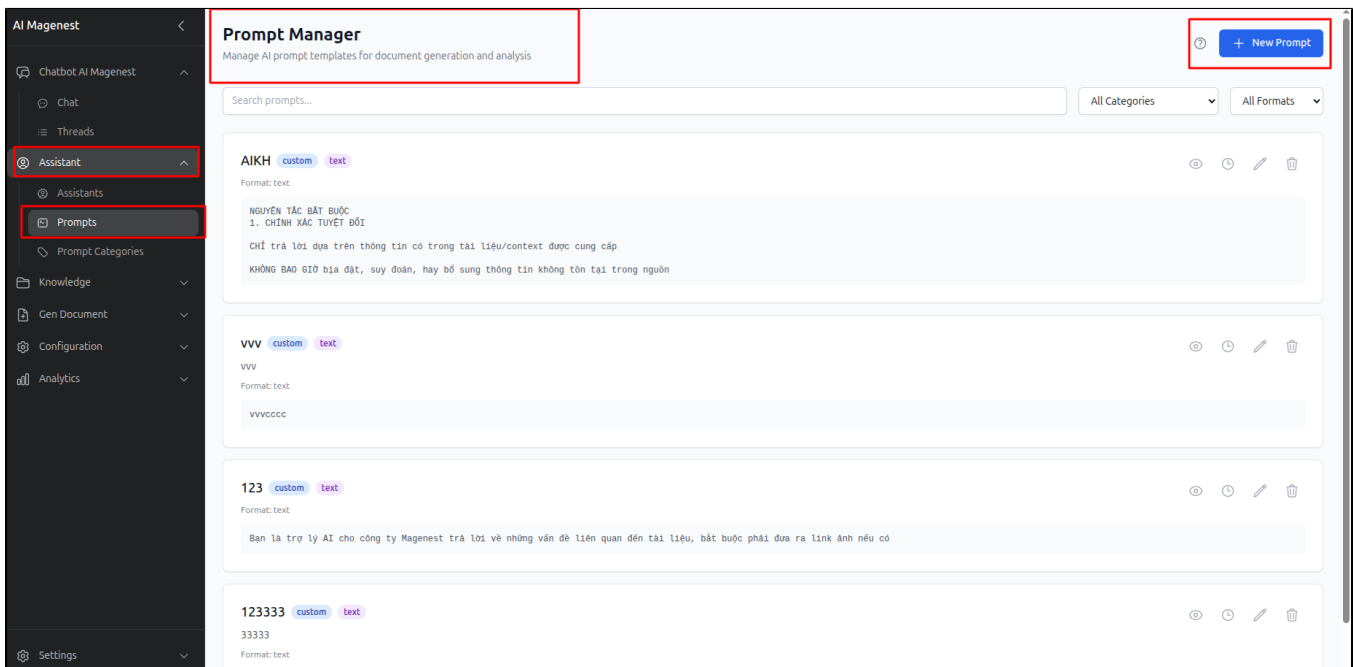
Prompts

The **Prompts** page is a shared library of reusable prompt templates.

To create a prompt, enter the prompt content and select its category and format.

You can also:

- Search for prompts by name.
- Filter prompts by category or format.
- Review previous versions of a prompt and restore an earlier version when needed.
- Edit the current version.
- Delete the prompt.

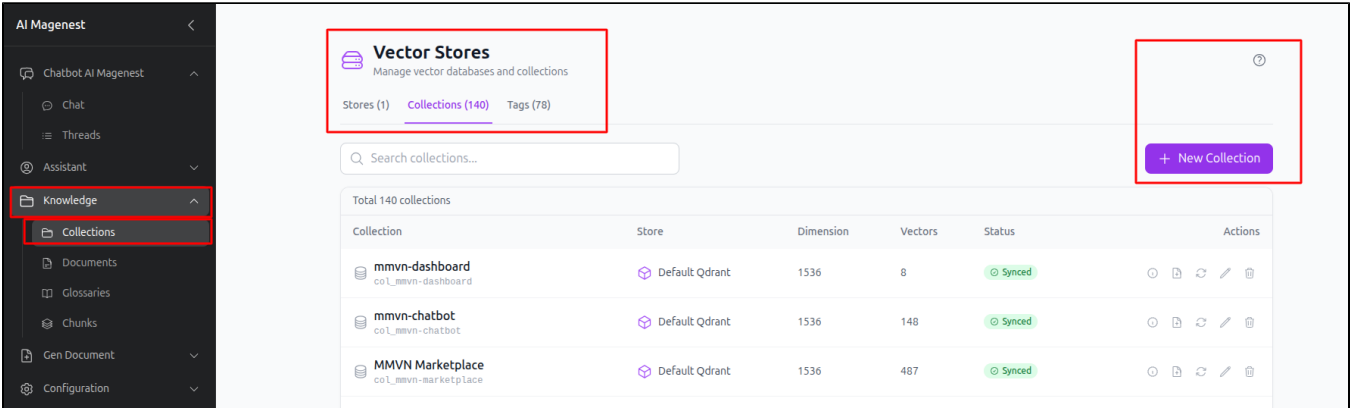


Knowledge

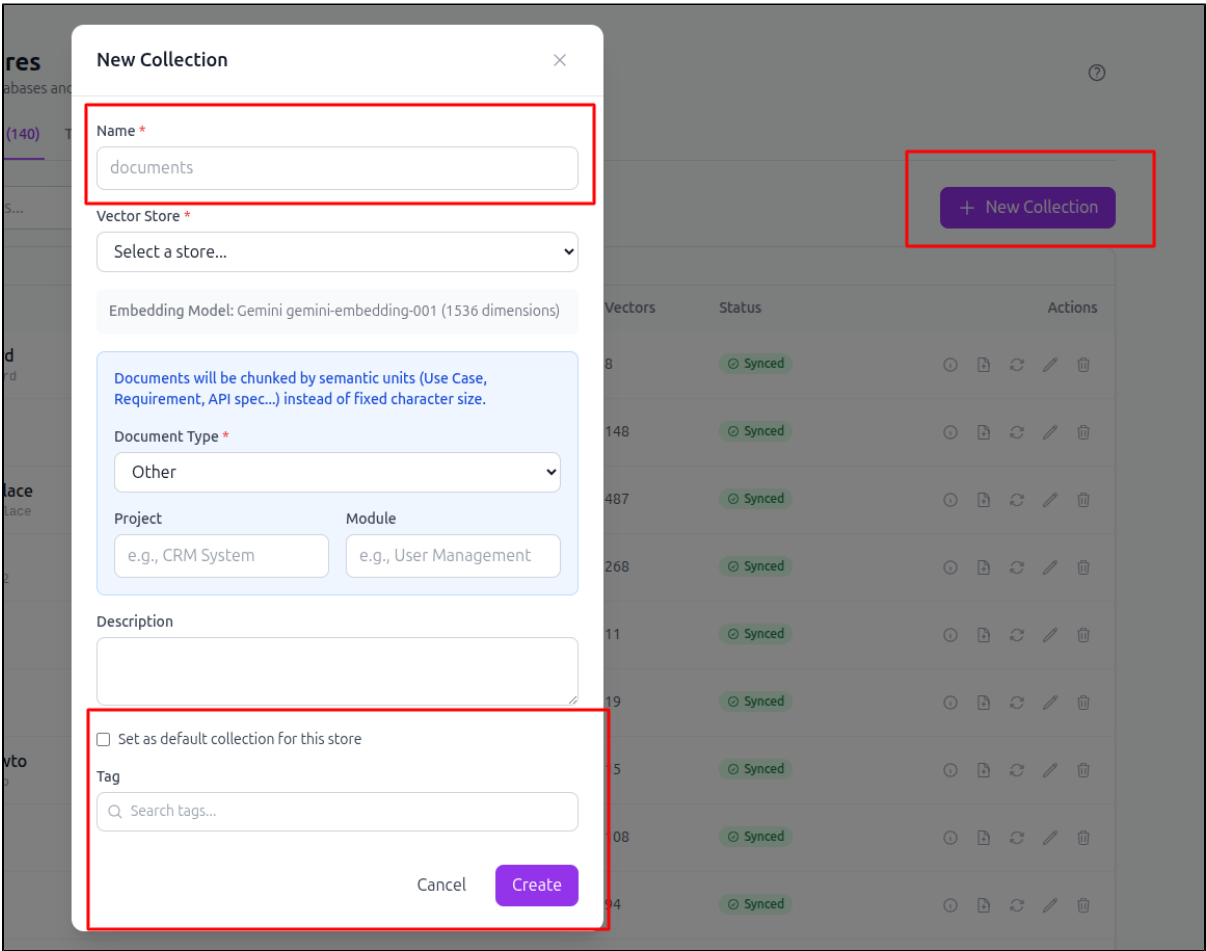
Project Knowledge

The **Project Knowledge** page uses collections to organize documents by project or topic.

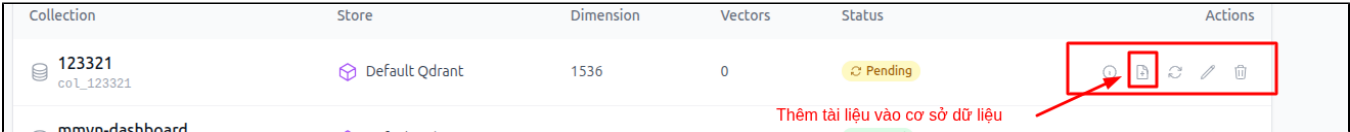
Collections can then be selected in Chat or Generate to limit searches to the documents that are relevant to a specific context.



Create a Collection: Create a new collection to group related documents together.



Add Documents to the Vector Database: Only users with the **Tech Lead** or **Admin** role can add documents to the vector database.



Vector Stores

Manage vector databases and collections

Stores (1)

Collections (141)

Tags (78)

Search collections...

+ New Collection

Total 141 collections

Collection	Status	Actions
123321 col_123321	Pending	
mmvn-dashbo col_mmvn-dashb	Synced	
mmvn-chatbo col_mmvn-chatb	Synced	
MMVN Marke col_mmvn-marke	Synced	
Oroca col_oroca-phas	Synced	
Smoke test col_smoke-test	Synced	

Add Documents to Collection

Upload new files or select existing documents

Indexed Documents

Upload New

Select Existing

Drag & drop a file here, or click to browse

Supported: PDF, DOCX, DOC, XLSX, XLS, PPTX, PPT, MD, TXT, JSON • Supports multiple files

No file selected

Cancel

Upload & Index

Add Documents to Collection

Upload new files or select existing documents

Indexed Documents

Upload New

Select Existing

1 file selected

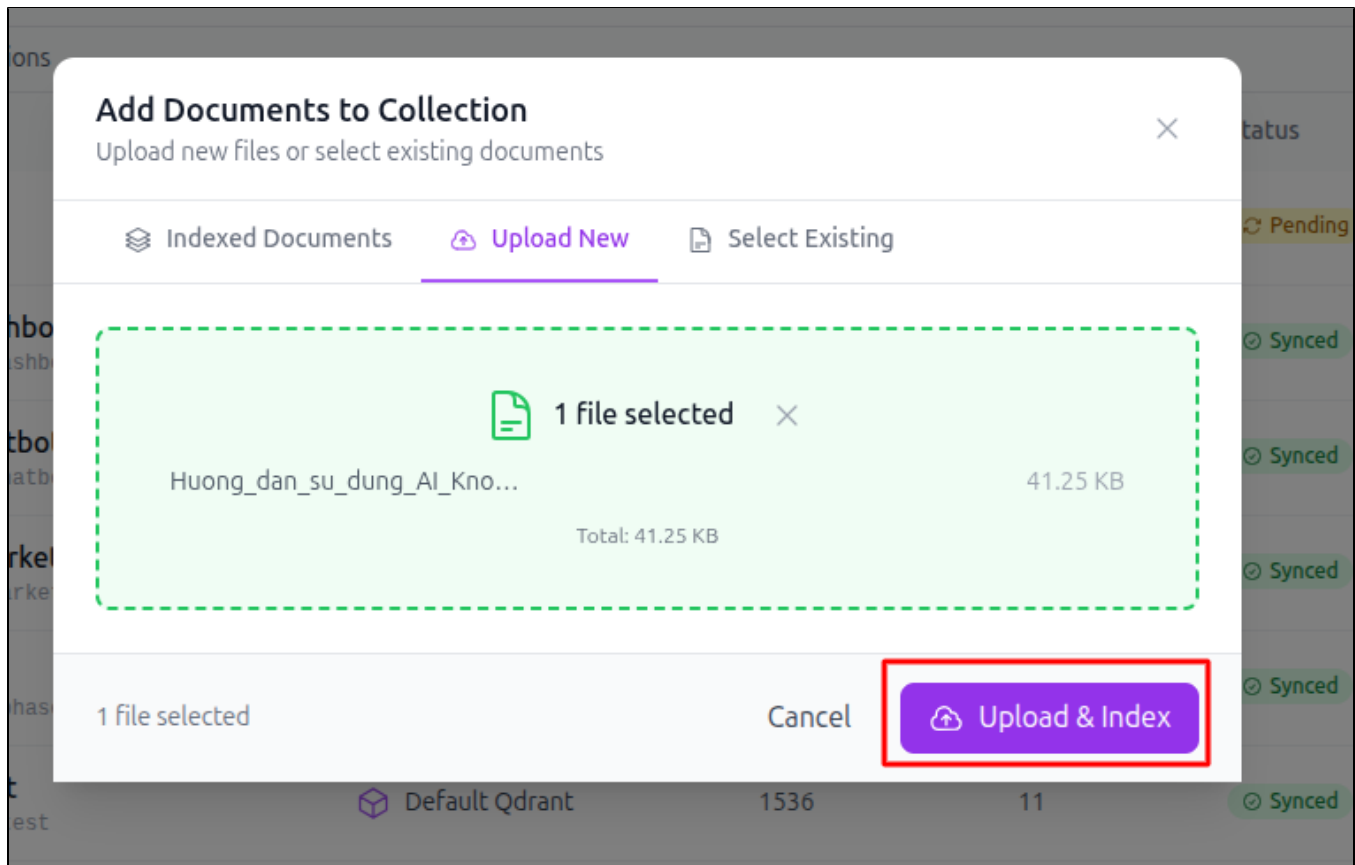
Huong_dan_su_dung_AI_Kno...41.25 KB

Total: 41.25 KB

1 file selected

Cancel

Upload & Index



Collection	Store	Dimension	Vectors	Status	Actions
 123321 col_123321	 Default Qdrant	1536	6	 Synced	    

Documents

The **Documents** page lets you upload multiple files by dragging and dropping them into the upload area or selecting files from your device.

Supported formats include: Word - Excel - PowerPoint - PDF - Markdown - Text

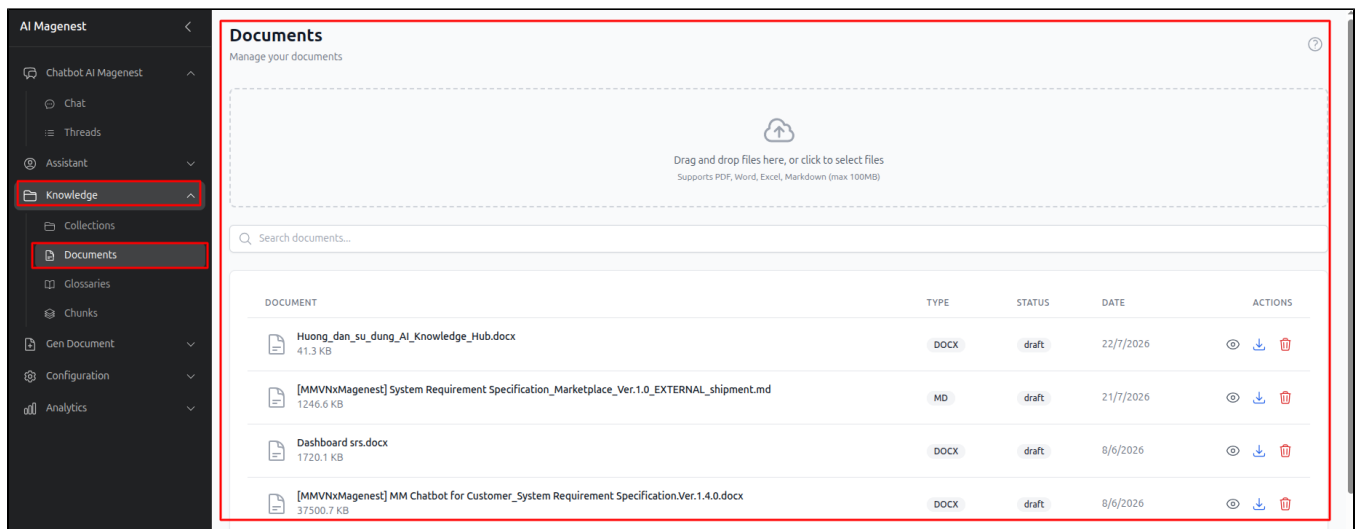
Each file can be up to **100 MB**.

For scanned PDFs, the system automatically recognizes text from the images and extracts it for processing.

You can search documents by title. The paginated document list also shows the file type and processing status: **Processing - Completed - Error**

For each document, you can:

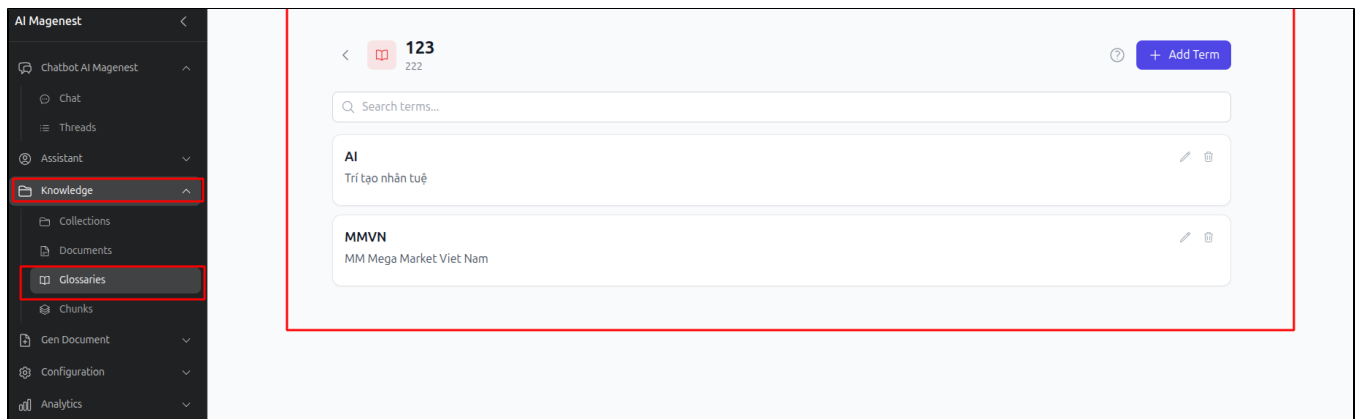
- View the full extracted text.
- Refresh the extracted content when the document is reprocessed.
- Download the original file.
- Delete the document.



Terminology

The **Terminology** page lets you define company-specific terms and their meanings.

The AI uses these definitions when answering questions or generating documents so that internal abbreviations and business terminology are interpreted and used consistently.



Document Chunks

The **Document Chunks** page shows how each document has been split into smaller text chunks for semantic search.

Summary figures at the top of the page show:

- Total chunks
- Total knowledge collections
- Total processed documents

You can search within chunk content or filter the list by knowledge collection.

Select any chunk to view its full text and see where it appears in the original document. This can help when you need to check why the AI returned a particular piece of information.

AI Magenest

Chatbot AI Magenest

Chat

Threads

Assistant

Knowledge

Collections

Documents

Glossaries

Chunks

Gen Document

Configuration

Analytics

Settings

Knowledge Chunks

Browse and search indexed document chunks

5692

Total Chunks

138

Collections

2

Documents (this page)

Q Semantic search across all chunks...

All Collections

#	DOCUMENT	CHUNK	CONTENT	COLLECTION	TYPE	INDEXED
1	Huong_dan_su_dung_AI...	#6	[Phần: # 7. Cấu hình] lý User (chỉ quản trị viên): **ô tìm theo tên hoặc ...	123321	DOCX	14:26 22/07/2026
2	Huong_dan_su_dung_AI...	#5	[Phần: # 6. Tạo Tài liệu] vào từng biến trước khi tạo. **Trang Mẫu Tài li...	123321	DOCX	14:26 22/07/2026
3	Huong_dan_su_dung_AI...	#4	[Phần: # 5. Kiến thức] nào đó. **Trang Semantic Search (riêng): **tìm ...	123321	DOCX	14:26 22/07/2026
4	Huong_dan_su_dung_AI...	#3	[Phần: # 4. Trợ lý AI & Câu lệnh (Mẫu Trợ lý)] hực nếu cần), sửa nội dun...	123321	DOCX	14:26 22/07/2026
5	Huong_dan_su_dung_AI...	#2	[Phần: # 3. Trò chuyện (Chat)] nhập tin nhắn: đính kèm ảnh hoặc tài li...	123321	DOCX	14:26 22/07/2026
6	Huong_dan_su_dung_AI...	#1	Hướng dẫn sử dụng — AI Knowledge Hub # 1. Đăng nhập / Đăng ký ...	123321	DOCX	14:26 22/07/2026
7	[MMVNxMagenest] Syste...	#464	[Phần: ### **2.8. Supplier cập nhật measurement**] QIBAEqU...	MMVN Marketplace	MD	16:02 21/07/2026
8	[MMVNxMagenest] Syste...	#471	[Phần: ### **2.8. Supplier cập nhật measurement**] qARBQCA...	MMVN Marketplace	MD	16:02 21/07/2026
9	[MMVNxMagenest] Syste...	#467	[Phần: ### **2.8. Supplier cập nhật measurement**] CZvmAQD...	MMVN Marketplace	MD	16:02 21/07/2026
10	[MMVNxMagenest] Syste...	#459	[Phần: ### **2.8. Supplier cập nhật measurement**] Kxcopq8K...	MMVN Marketplace	MD	16:02 21/07/2026

Semantic Search

Semantic Search lets you search the Knowledge Base directly without starting a Chat conversation.

Enter a question in natural language, and the system returns the most relevant documents along with:

- Relevant excerpts
- Project owner
- Document owner
- Tags
- Processing time in milliseconds

Q chatbot

All Collections

#	DOCUMENT	CHUNK	CONTENT	COLLECTION	TYPE	INDEXED
1	[MMVNxMagenest] MM C...	#73	[Phần: ### **Alternative Flow**] URL AF2 Thiếu trường bắt buộc ...	mmvn-chatbot	DOCX	15:40 08/06/2026
2	[MMVNxMagenest] MM C...	#62	[Phần: ### **Mô tả giao diện khung chat**] tiên khách nhập để hiển ...	mmvn-chatbot	DOCX	15:40 08/06/2026
3	[MMVNxMagenest] MM C...	#60	[Phần: ### **Mô tả giao diện khung chat**] ên ngôn ngữ của người d...	mmvn-chatbot	DOCX	15:40 08/06/2026
4	[MMVNxMagenest] MM C...	#59	[Phần: ### **Mô tả giao diện khung chat**] s://online.mmvietnam.co...	mmvn-chatbot	DOCX	15:40 08/06/2026
5	[MMVNxMagenest] MM C...	#56	[Phần: ### **Usecase**** - Đặt đơn hàng tự động**] truy vấn ở ngo...	mmvn-chatbot	DOCX	15:40 08/06/2026
6	[MMVNxMagenest] MM C...	#54	[Phần: ### **Usecase**** - Đặt đơn hàng tự động**] i popup cho p...	mmvn-chatbot	DOCX	15:40 08/06/2026
7	[MMVNxMagenest] MM C...	#46	[Phần: ### **Usecase**** - Thêm sản phẩm vào danh sách yêu thíc...	mmvn-chatbot	DOCX	15:40 08/06/2026
8	[MMVNxMagenest] MM C...	#45	[Phần: ### **Usecase - Thanh toán giỏ hàng**] mãi hôm nay) – [Tìm ...	mmvn-chatbot	DOCX	15:40 08/06/2026
9	[MMVNxMagenest] MM C...	#43	[Phần: ### **Usecase**** - Chính sửa số lượng của sản phẩm trong ...	mmvn-chatbot	DOCX	15:40 08/06/2026
10	[MMVNxMagenest] MM C...	#42	[Phần: ### **Usecase**** - Thêm sản phẩm vào giỏ hàng**] ơ hồ (n...	mmvn-chatbot	DOCX	15:40 08/06/2026
11	[MMVNxMagenest] MM C...	#41	[Phần: ### **Usecase**** - Xem thông tin giỏ hàng**] đơn giản (Tìm ...	mmvn-chatbot	DOCX	15:40 08/06/2026

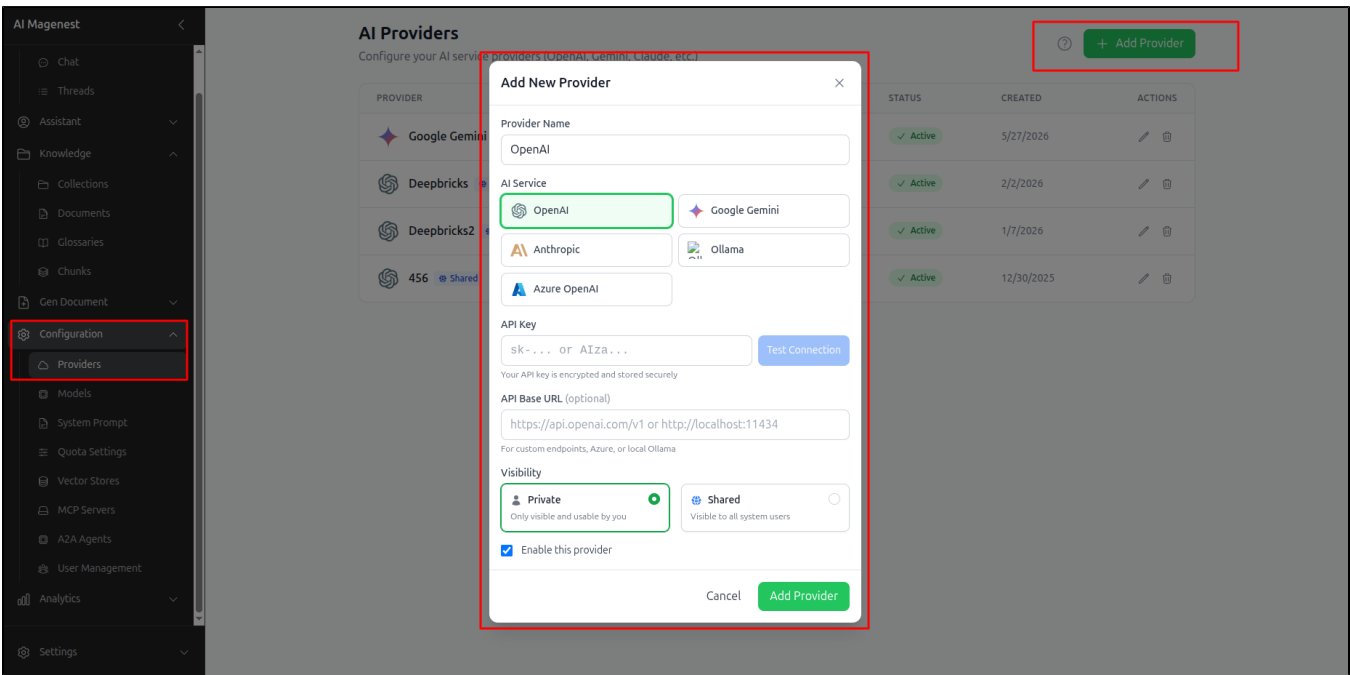
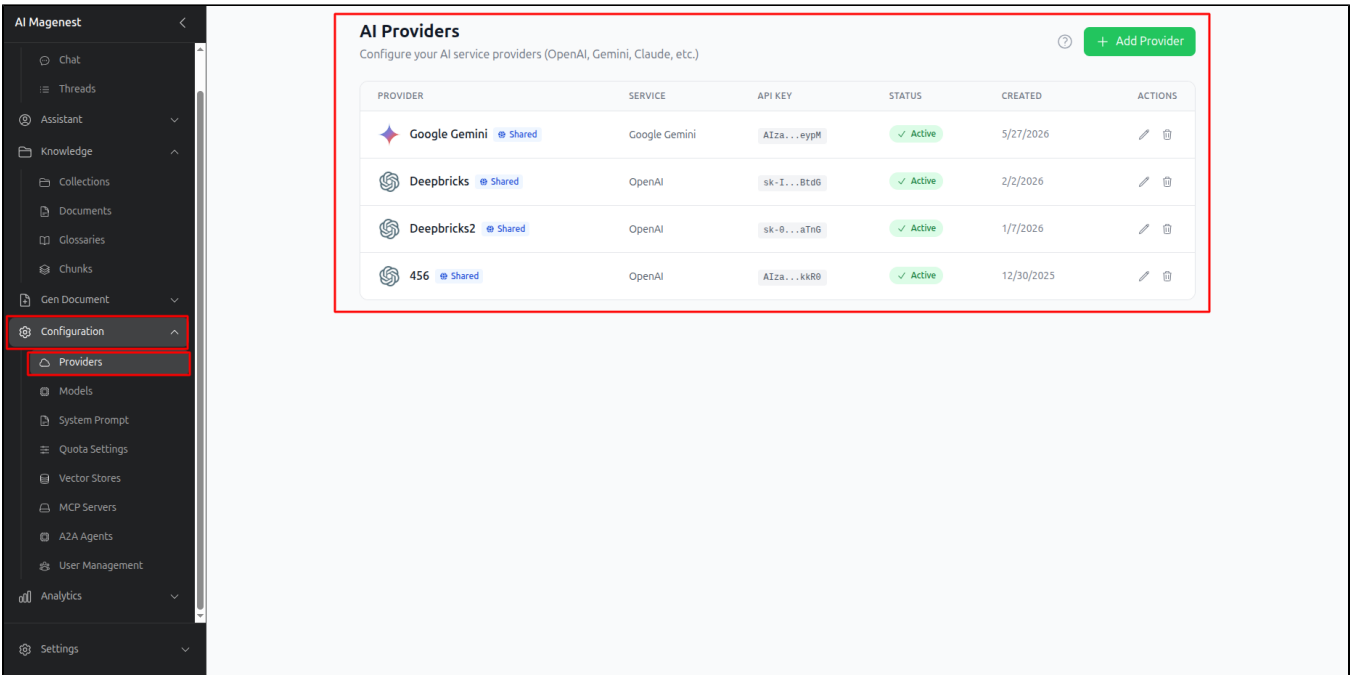
Configuration

Providers

Use the **Providers** page to configure the AI services available in AI Knowledge Hub, such as: OpenAI, Gemini, Claude, Ollama, Azure.

Add the corresponding API key for each provider.

A provider can be temporarily disabled without deleting its configuration, or removed entirely when it is no longer needed.



Models

Once a provider has been added, use the **Models** page to configure the individual models you want to use.

Select a provider first, then choose one of the models available from that provider.

Models are separated by purpose:

- Models used for Chat
- Models used to generate vector embeddings for search

You can filter models by provider or type and set one model as the default.

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AI Models

Configure AI models for chat and embeddings

All Types

Chat

Embedding

All Providers

Model	Provider	Type	Status	Actions
 Gemini 3.5 Flash gemini-3.5-flash	Google Gemini	Chat	Active	  
 claude-haiku-4.5 claude-haiku-4.5	Deepbricks	Completion	Active	  
 gpt-4o gpt-4o	Deepbricks	Chat	Active	  
 models/text-embedding-004 models/text-embedding-004	456	Embedding	Active	  
 models/gemini-2.0-flash models/gemini-2.0-flash	456	Completion	Active	  
 models/gemini-2.5-flash models/gemini-2.5-flash	456	Completion	Active	  

Models

Configure AI models for chat and embeddings

All Types

Chat

Embedding

All Providers

Model	Provider	Type	Status	Actions
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 claude-haiku-4.5 claude-haiku-4.5	Deepbricks	Completion	Active	  
 gpt-4o gpt-4o	Deepbricks	Chat	Active	  
 models/text-embedding-004 models/text-embedding-004	456	Embedding	Active	  
 models/gemini-2.0-flash models/gemini-2.0-flash	456	Completion	Active	  
 models/gemini-2.5-flash models/gemini-2.5-flash	456	Completion	Active	  

Add New Model

Provider

Google Gemini

Select a provider to see available models

Google Gemini

Deepbricks

Deepbricks2

456

Gemini 2.5 Pro

gemini-2.5-pro

Stable release (June 17th, 2025) of Gemini 2.5 Pro

Chat

Gemini 2.0 Flash

gemini-2.0-flash

Gemini 2.0 Flash

Chat

50 models available. Click to select.

Display Name

e.g., GPT-4o

Model ID

e.g., gpt-4o, gemini-1.5-pro

The actual model identifier used in API calls

Model Type

Chat (Conversations)

Max Tokens

4096

Cancel

Add Model

System Prompt - Admin Only

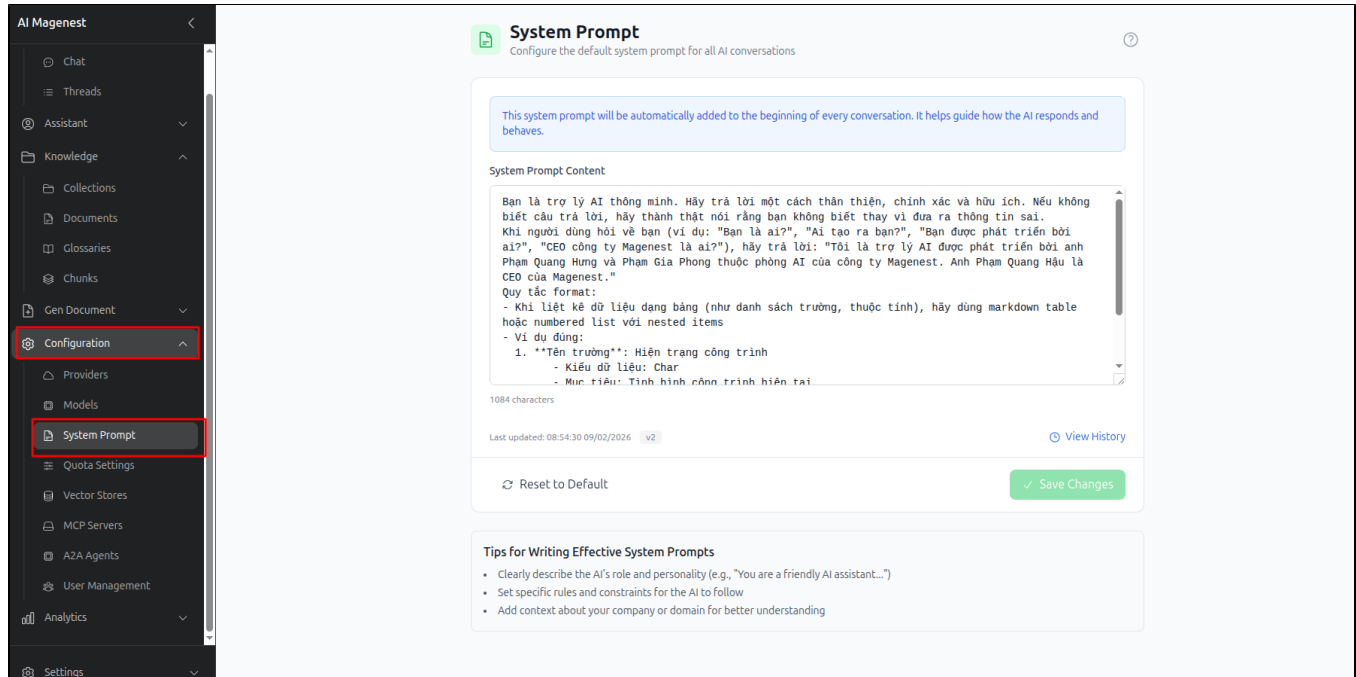
The **System Prompt** page lets administrators define the instructions that apply to every new conversation across the system.

These instructions can define the AI's:

- Role
- Personality
- Rules

Use **Reset to Default** if you want to discard your changes and restore the default prompt.

Changes take effect immediately, so review the prompt carefully before saving.

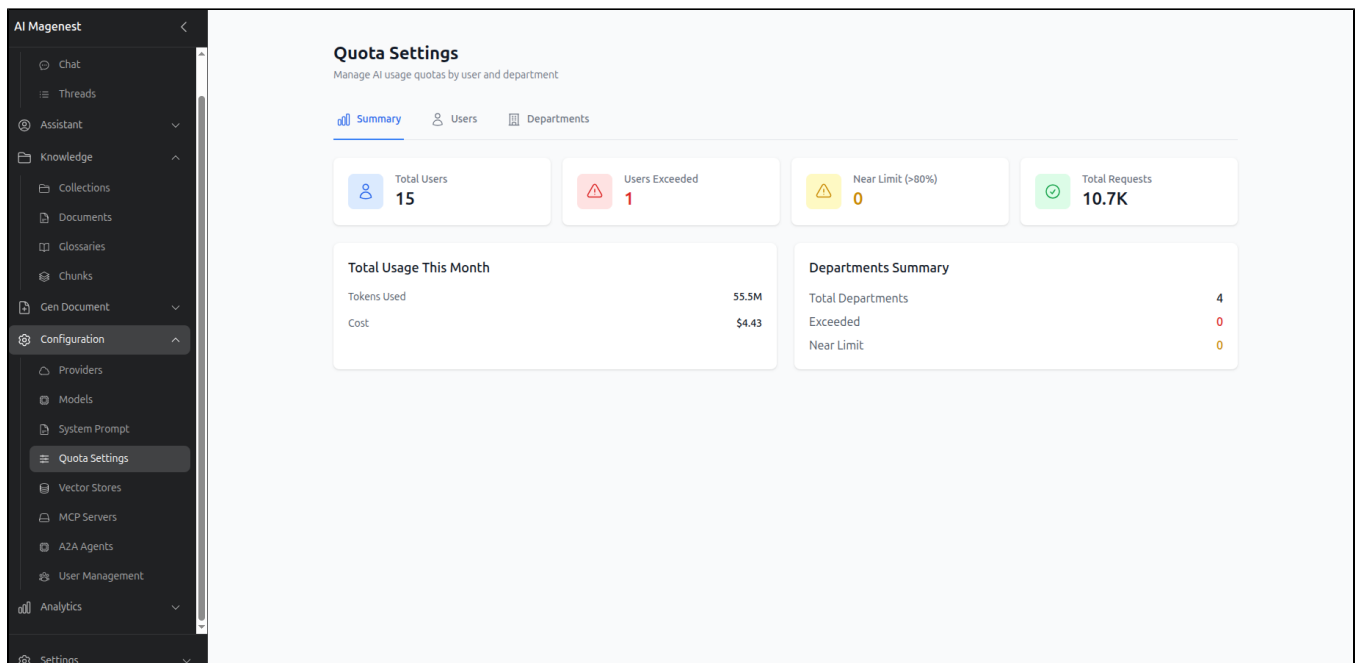


Usage Limits - Admin Only

The **Usage Limits** page provides three areas for managing AI usage:

- Overall system usage
- Limits for individual users
- Limits by department

This makes it possible to control AI usage and costs for different groups instead of relying on a single system-wide limit.



Vector Database

The **Vector Database** section contains two main areas.

Vector Stores

Use Vector Stores to connect AI Knowledge Hub to external vector databases.

You can:

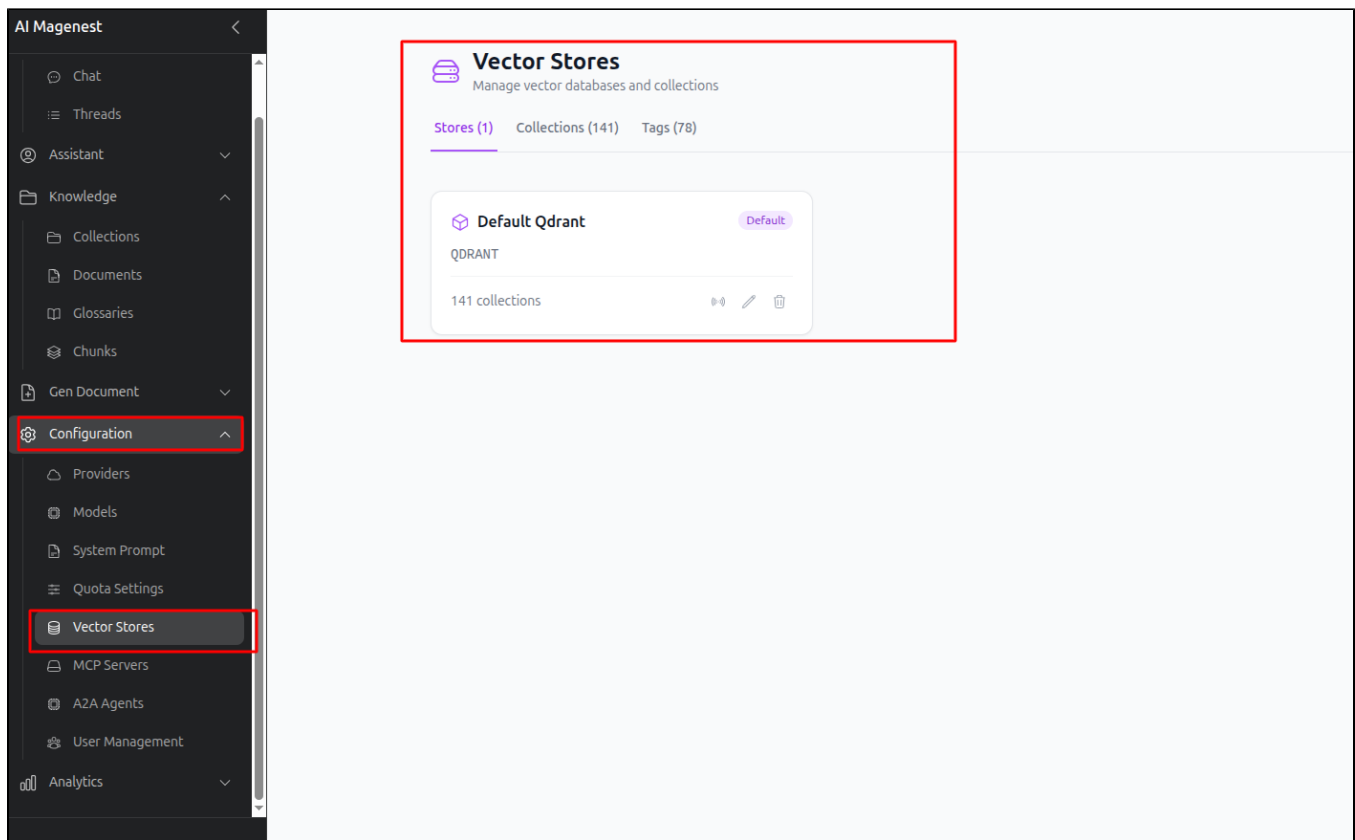
- Enter connection details.
- Test the connection.
- Edit an existing connection.
- Delete a connection.

Collections

Collections within each vector store show:

- Vector dimensions
- Number of stored vectors
- Synchronization status

You can add documents to a collection or run synchronization again if the stored data is out of sync.



MCP Servers

The **MCP Servers** page has two tabs.

Server Connections

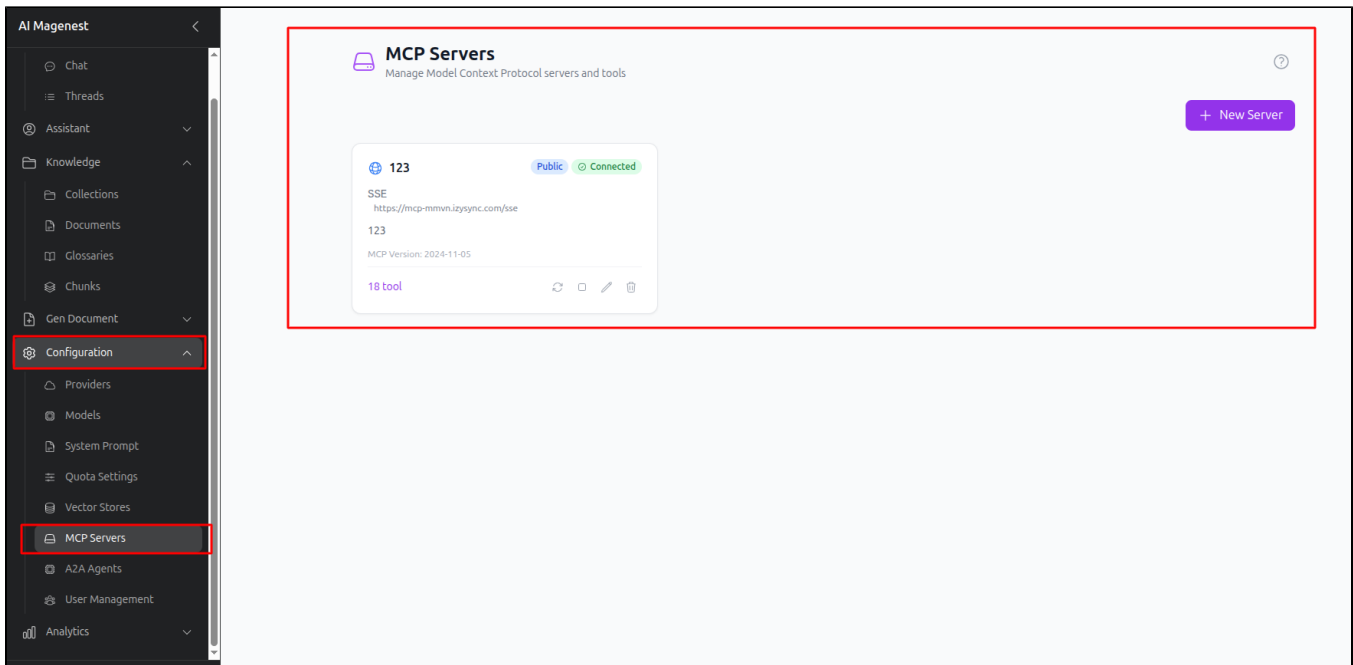
Add an MCP server and choose how the system connects to it:

- Through a web protocol
- By running a command on the server

Tools

The Tools tab shows the tools automatically discovered from connected MCP servers.

These are the tools users can later enable or disable from Chat.

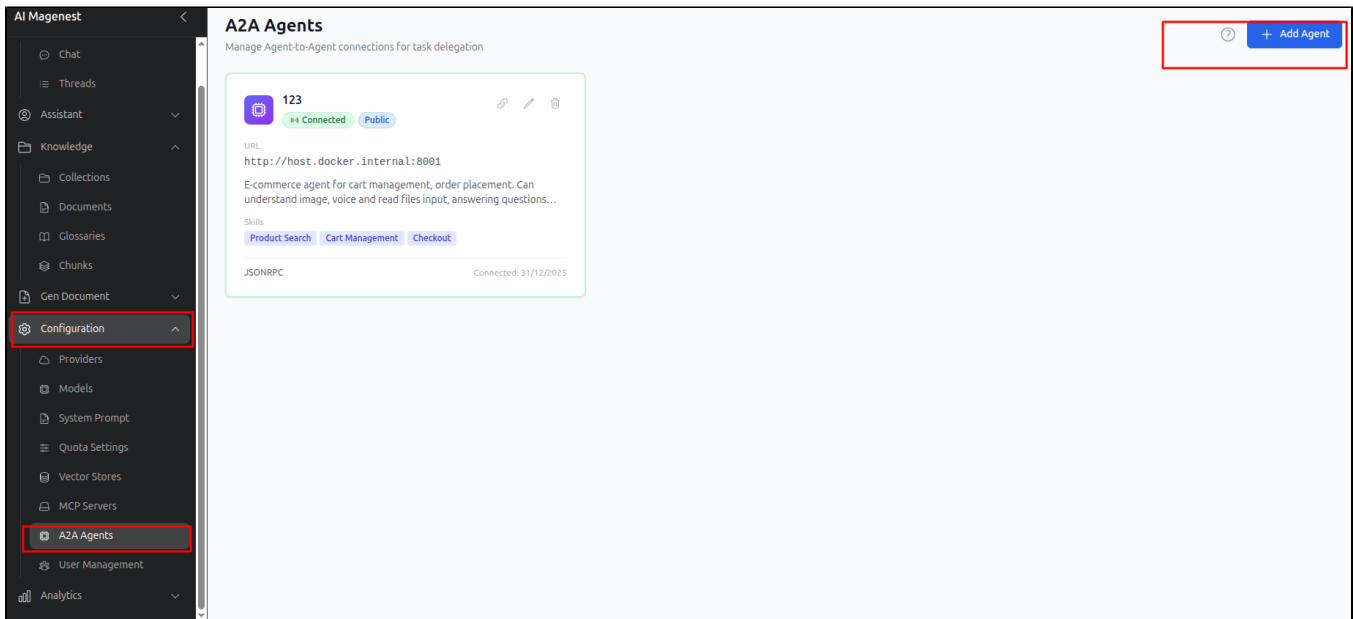


A2A Agents

Use the **A2A Agents** page to connect an external AI agent by entering its address and authentication details.

Each agent appears as a card showing:

- Connection status
- The skills the agent reports as supported



User Management - Admin Only

The **User Management** page lets administrators search for users by name or email and add new users.

New users must have a company email address.

Available roles include:

- Admin
- Manager

- Tech Lead
- Developer
- Member
- Viewer

Administrators can assign roles and reset another user's password when needed.

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Users

Search by name or email...

USER	ROLE	DEPARTMENT	STATUS	ACTIONS
13 anh@gmail.com	member	-	Inactive	🔗 🟢
admin admin	admin	-	Active	🔗
Administrator hungpq@magenest.com	admin	-	Active	🔗 🔴
Anh Tài taint@magenest.com	developer	-	Active	🔗 🔴
Cường BA cuongpq@magenest.com	viewer	-	Inactive	🔗 🟢
DUYBA36 duynpq@magenest.com	viewer	BA	Inactive	🔗 🟢
Hai Tran hait@magenest.com	member	-	Active	🔗 🔴
Hiệp odoo hiepq@magenest.com	manager	Odoo	Active	🔗 🔴
Hoàng hoangnt@magenest.com	member	-	Active	🔗 🔴
longld longld@magenest.com	member	-	Active	🔗 🔴
Phong AI phongpq@magenest.com	developer	AI	Inactive	🔗 🟢
phú nguyên phunv@magenest.com	member	-	Active	🔗 🔴

Add User

Analytics

Dashboard

The **Analytics Dashboard** gives an overview of AI usage across the system, including:

- Total AI requests
- Usage trends over time

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Analytics Dashboard

Overview of system performance and usage statistics

7 days

Total Users
20
↑ +1 vs Last Week
↑ +0 vs Last Month

Total Sessions
760
↑ +8 vs Last Week
↓ -1 vs Last Month

Total Documents
11455

Storage Used
580.24 MB

AI Usage & Cost Analytics (7 days)

Chat Requests
21
89.8K tokens

Docs Generated
0
0.0K tokens

Embedding Tokens
91.7K
156 requests

Total Tokens
183.2K
225 total requests

Est. Cost
\$0.2057
Avg: 1393ms response

Daily Token Usage

Usage by Type

Type	Requests	Cost
Chat	21 req	\$0.1945
Embedding	156 req	\$0.0092
Reranking	42 req	\$0.0000
Title Generation	6 req	\$0.0019

Usage by Model

Model	Requests	Cost
claude-haiku-4.5	11.8K	\$0.0552
gemini-3.5-flash	30.6K	\$0.0039
gpt-4o	49.2K	\$0.1373
gemini-embedding-001	91.7K	\$0.0092
rerank-vertex	0.0K	\$0.0000

Request Log

The **Request Log** records each AI request made across the system.

Use it to review individual requests or investigate issues.

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Request Log

View detailed AI API requests

All Types

All Providers

All Models

All Status

30 days

Total: 508 requests

TIME	USER	TYPE	MODEL	TOKENS	COST	RESPONSE TIME	STATUS	THREAD
14:26:39 22/07/2026	admin	Embedding	models/gemini-embe...	In: 3,357 Out: 0	\$0.000336	0ms	✓	-
14:26:36 22/07/2026	admin	Embedding	models/gemini-embe...	In: 3,357 Out: 0	\$0.000336	0ms	✓	-
14:26:36 22/07/2026	admin	Embedding	models/gemini-embe...	In: 3,692 Out: 0	\$0.000369	0ms	✓	-
14:13:43 22/07/2026	admin	Chat	claude-haiku-4.5	In: 0 Out: 448	\$0.002240	13.34s	✓	#797
14:13:29 22/07/2026	Anonymous	reranking	rerank-vertex	In: 0 Out: 0	\$0.000000	814ms	✓	-
14:13:29 22/07/2026	admin	Embedding	models/gemini-embe...	In: 14 Out: 0	\$0.000001	0ms	✓	#797
14:13:29 22/07/2026	admin	Embedding	models/gemini-embe...	In: 14 Out: 0	\$0.000001	0ms	✓	#797
14:13:29 22/07/2026	admin	Embedding	models/gemini-embe...	In: 14 Out: 0	\$0.000001	0ms	✓	#797
14:13:29 22/07/2026	admin	Embedding	models/gemini-embe...	In: 14 Out: 0	\$0.000001	0ms	✓	#797
14:13:29 22/07/2026	admin	Embedding	models/gemini-embe...	In: 14 Out: 0	\$0.000001	0ms	✓	#797

Top Users

The **Top Users** page ranks users by AI usage. This makes it easier to identify unusually high levels of usage.

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Top Users

AI usage statistics by user

USD (\$)

VND (₫)

Last 7 days

Active Users

4

Total Requests

225

Total Cost

\$0.2057

Top Spender

phuphan

User Rankings

RANK	USER	REQUESTS	INPUT TOKENS	OUTPUT TOKENS	TOTAL TOKENS	AVG TIME	COST	% TOTAL
1	phuphan phupd@magenest.com	65	127.8K	12.3K	140.0K	3.34s	\$0.1978	96.2%
2	admin admin	21	10.8K	509	11.3K	950ms	\$0.003846	1.9%
3	Hiệp odoo hicprh@magenest.com	9	10.3K	2.7K	13.0K	4.15s	\$0.002114	1.0%
4	Hoàng hoangnt@magenest.com	15	17.6K	119	17.7K	1.05s	\$0.001807	0.9%

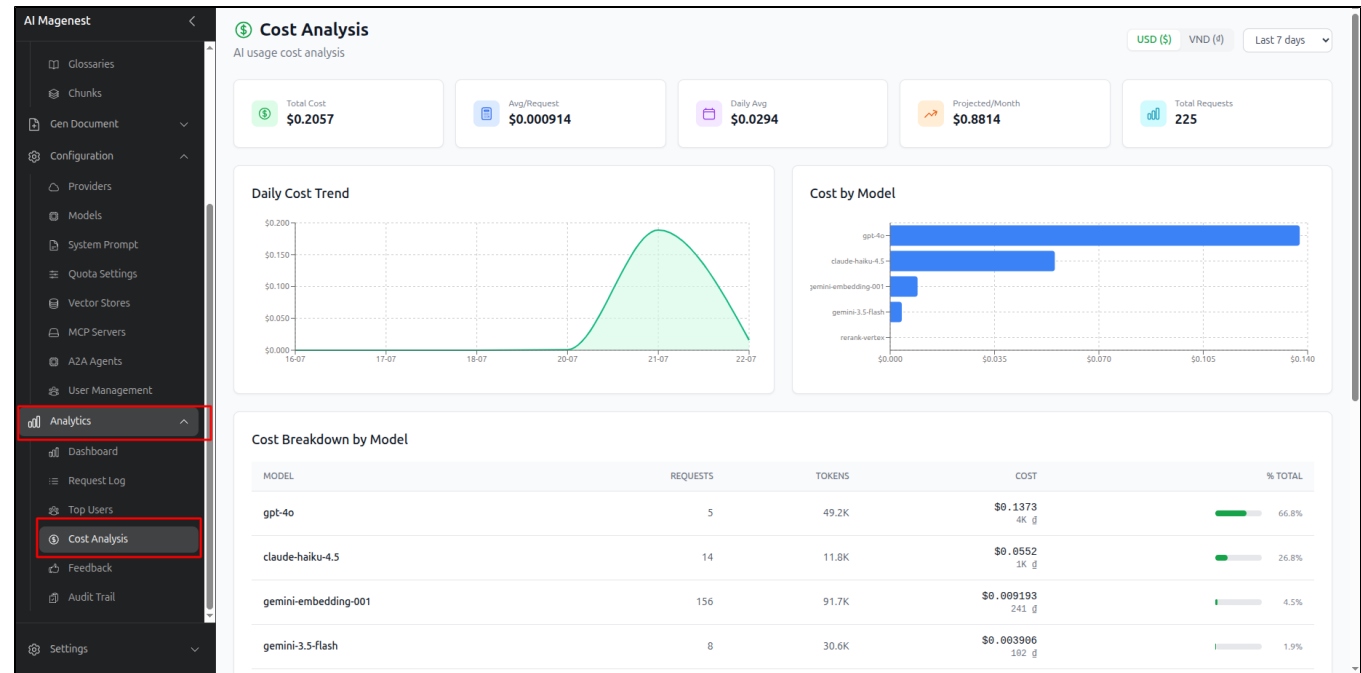
Data sorted by AI usage cost (highest first)

Cost Analysis

The **Cost Analysis** page breaks down AI spending over time by:

- AI model
- Feature, such as Chat or document generation

This helps identify which models or features are responsible for the highest costs.

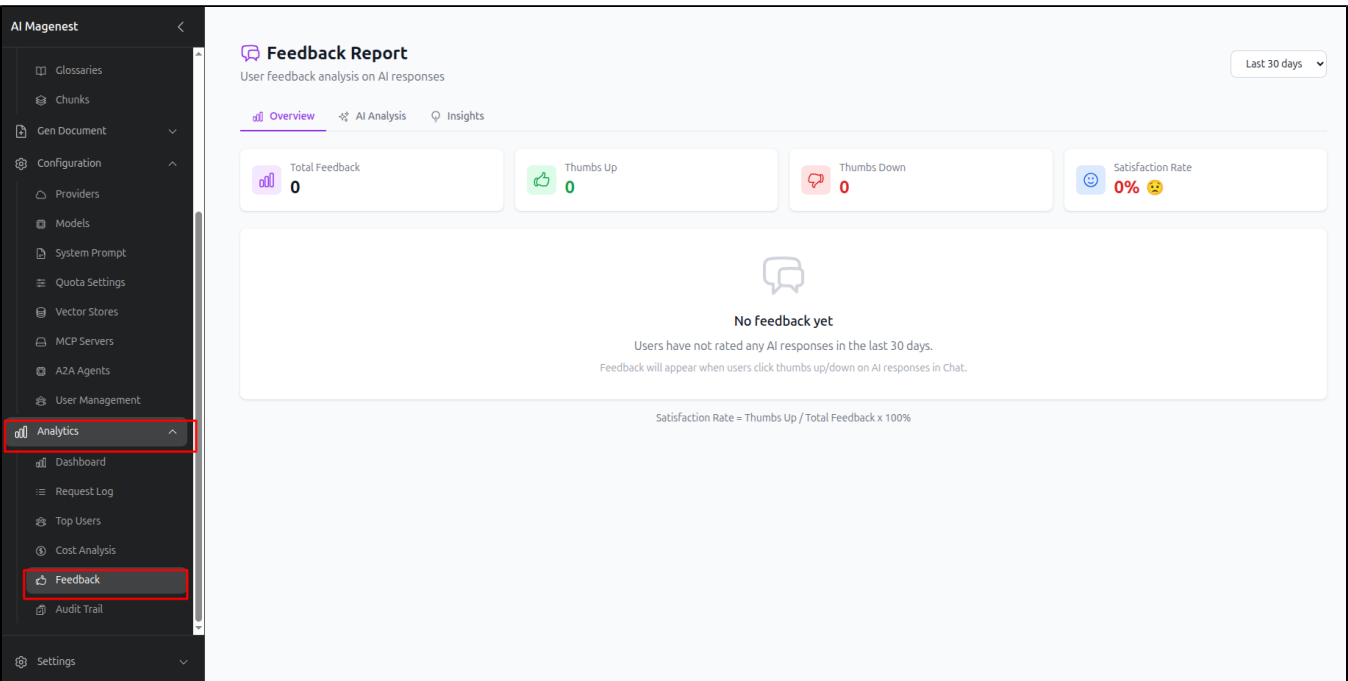


Feedback

The **Feedback** page brings together all Like and Dislike ratings submitted in Chat.

If a user provides a reason after selecting **Dislike**, that reason is included in the report.

This feedback can be used to review and improve the quality of AI responses.



Activity History - Admin Only

The **Activity History** page records important actions across the system, including who created, edited, or deleted something and when the action took place.

The page includes:

- An overall summary of system activity.
- A separate tab where each administrator can review their own activity history.

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Track all activities and changes in the system

Summary (7 days)

7 days

Total Events

0

Active Users

4

Documents

0

Prompts

0

TIME	USER	ACTION	RESOURCE	DETAILS
10:00:08 25/2/2026 5 months ago	hungpq@magenest.com	Generate document (AI)	Document Software Requirements Specification	Document type: srs Language: vi + 1 more