



Manager Checklist

Immediate

- Launched Qstream
- Add Qstream to your Bookmark bar/favorite places in your browser
- Ensure your team members have downloaded the Qstream app via the App or Google Play store
- [Click here for more information, instructions and FAQs](#)

Ongoing (at least weekly)

- Visit the Dashboard, click on “Qstream Insights” to check your team’s engagement
- Encourage inactive participants and non-starters
- Leverage the proficiency heat maps as well as targeted actions to maximize coaching opportunities