



Qeystone[®]

Quick Start Guide

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Contents

1 Introduction.....	4
Objectives.....	4
What is Qeystone?.....	4
How do I get started?.....	4
What's Next.....	4
2 Create a new project.....	5
Objectives.....	5
Sign in to Qeystone Tools.....	5
Start a new project.....	5
Save your project.....	6
What's Next.....	7
3 Use the Roadmap.....	8
Objectives.....	8
About the Roadmap.....	8
Complete existing forms.....	9
Add other tools.....	9
What's Next.....	10
4 View the Dashboard.....	11
Objectives.....	11
Open the Dashboard.....	11
About the Dashboard.....	12
Choose a different report.....	13
What's Next.....	13

1 Introduction

Objectives

- [Learn about Qeystone](#)
- [Learn how to get started](#)

What is Qeystone?

Qeystone is an enterprise system that consists of Qeystone Tools, a desktop application, and Qeystone.com, a cloud-based Dashboard and repository. Users that have a Qeystone account use Qeystone Tools to access projects and templates that are stored in Qeystone.com.

Qeystone Tools includes all the tools project practitioners need to create, develop, and run a quality improvement project. They can use it to assign and monitor tasks, brainstorm ideas, map processes and value streams, collect data, and prepare presentations.

Qeystone.com stores templates and projects. Stored templates provide users with standardized problem-solving roadmaps and forms to enter key project data. Stored projects contain key metrics, which are summarized and displayed in the Dashboard. Dashboard reports provide insight into the entire deployment effort.

How do I get started?

To get started using Qeystone, complete the following tasks:

1. Create a new project.
2. Add project management data, such as team members and tasks.
3. Use the **Roadmap** to complete existing forms and add other tools.
4. View the Dashboard.

What's Next

Let's get started!

2 Create a new project

Objectives

- [Sign in to Qeystone](#)
- [Start a new project](#)
- [Save your project](#)

Sign in to Qeystone Tools

Before you can sign in to Qeystone Tools, you must activate your Qeystone account.

Note If you did not receive an account activation email, first check your email application's junk, spam, and/or trash folders. If you still do not have an account activation email, please contact [Minitab Technical Support](#).

1. Double-click the shortcut on your desktop to open Qeystone Tools.

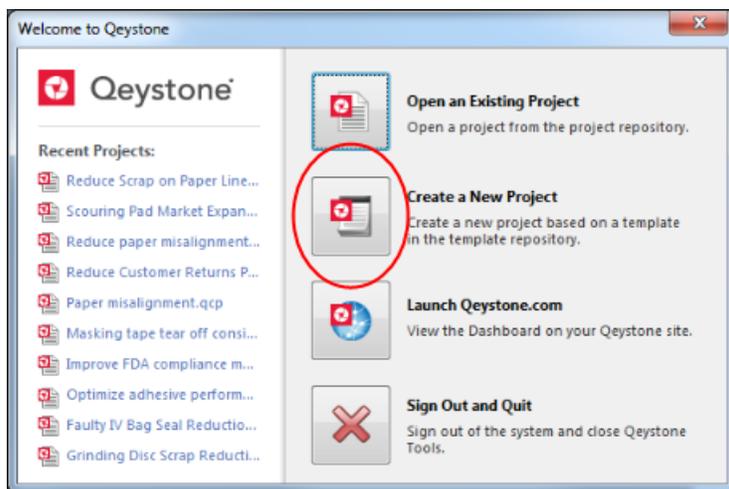


2. Enter the email address and password you used to activate your Qeystone account, and then click **Sign In**. To avoid entering your email address and password each time you sign in, click **Remember me**.

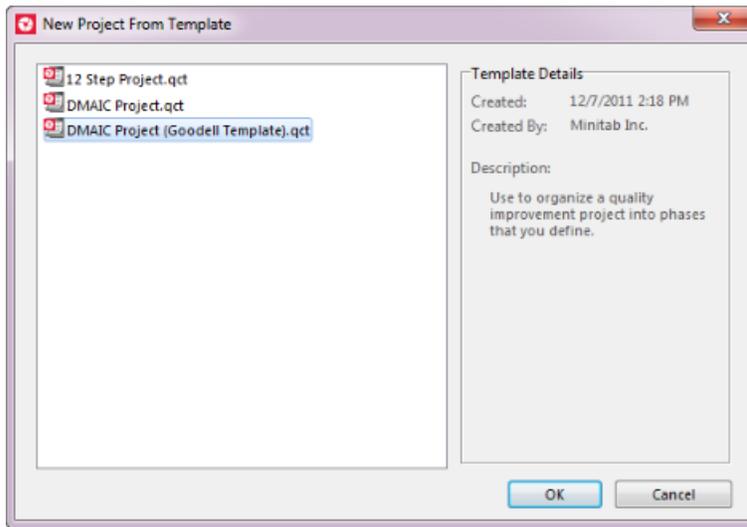
Start a new project

Start a new project from a project template. Project templates are stored in the template repository on your Qeystone site.

1. In the **Welcome to Qeystone** dialog box, click the **Create a New Project** button.



- In the **New Project From Template** dialog box, choose a project template, and then click **OK**. This dialog box shows the templates that are available in the template repository.

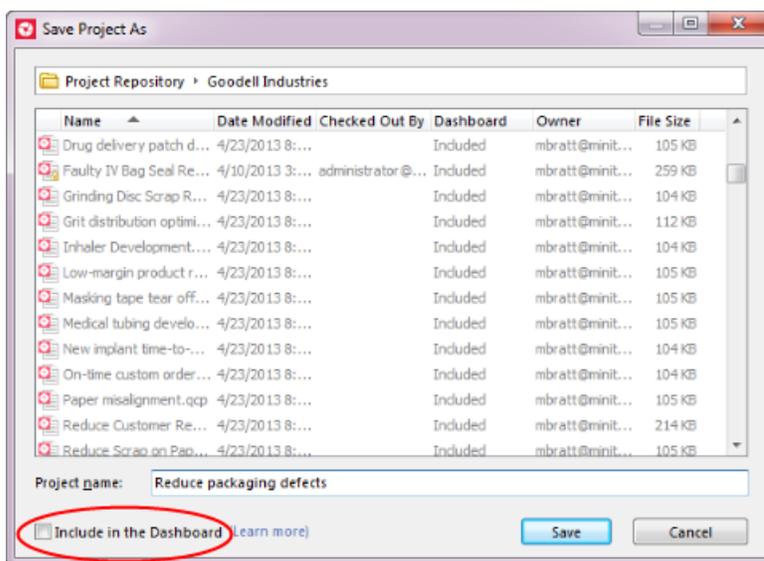


Save your project

When you save your project, it is saved to the project repository on your Qeystone site. When you save your project for the first time, you have the option to include it in the Dashboard. Choose this option if you want to include your project in Dashboard calculations and reports.

Note All Qeystone users in your organization can see projects that are included in the Dashboard.

- Choose **File > Save Project**.
When you save a new project for the first time, the **Save Project As** dialog box is displayed.
- Choose a location in the project repository and enter a project name.
- Click **Include in the Dashboard**, and then click **Save**.



What's Next

Now that you've signed in, created a new project, and saved it to the project repository, you can use the Roadmap to guide you through the project.

3 Use the Roadmap

Objectives

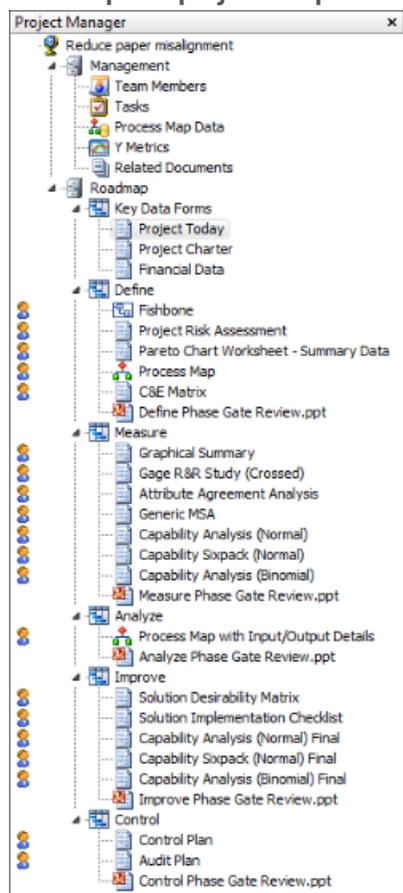
- [Learn about the Roadmap](#)
- [Complete existing forms](#)
- [Add other tools](#)

About the Roadmap

Every project template has a Roadmap, which is located in the **Project Manager**.

The Roadmap defines the phases of the project and includes the tools and forms to use in each phase. Complete the existing forms and tools within each phase. If necessary, you can add other forms and tools.

Roadmap in a project template



Complete existing forms

You can use forms, such as the Project Charter or Financial Data, to record important project data that is included in Dashboard reports. You can use other forms, such as the FMEA or the C&E Matrix, to execute your project.

- To move between fields and table cells, press the **Tab** key.
- To add rows or columns to a data table, hold the pointer on the row or the column, click the add/delete button , and then choose an option.

Add or delete a row

Project ID	Location / Process
1256	Assembly/tubing
1544	Warehouse/inventory

Add or delete a column

Importance of Each Criteria	10	6
Selection Criteria		
	Profit	Systems

- To sort a table column, hold the pointer on the lower right corner of the column header. When the sort button  appears, right-click it and choose **Sort Ascending** or **Sort Descending**.

Sort a column

% of Net Effect by Input
40.0 %
33.3 %
26.7 %

Add other tools

Roadmaps can also contain non-form tools such as process maps, value stream maps, and brainstorming tools. If the Roadmap doesn't contain a tool that you need, you can add it.

1. In the **Roadmap**, right-click the phase to insert the tool, and then choose a tool.
Some tools come with a variety of templates.
2. In the **New Tool From Template** dialog box, choose a template, and then click **OK**.

For more information about how to use each tool, refer to the following Help topics:

- [Process map](#)
- [Value stream map](#)
- [Idea map](#)
- [CT tree](#)
- [Fishbone](#)
- [Ballot](#)

- [Presentation](#)

What's Next

Now that you have completed some forms and tools, you can view the Dashboard to see how all the projects in your organization are contributing to the deployment.

4 View the Dashboard

Objectives

- [Open the Dashboard](#)
- [Learn about the Dashboard](#)
- [Choose a different report](#)

Open the Dashboard

You can open the Dashboard from Qeystone Tools.

1. Click the **Qeystone Tools** button on the toolbar.

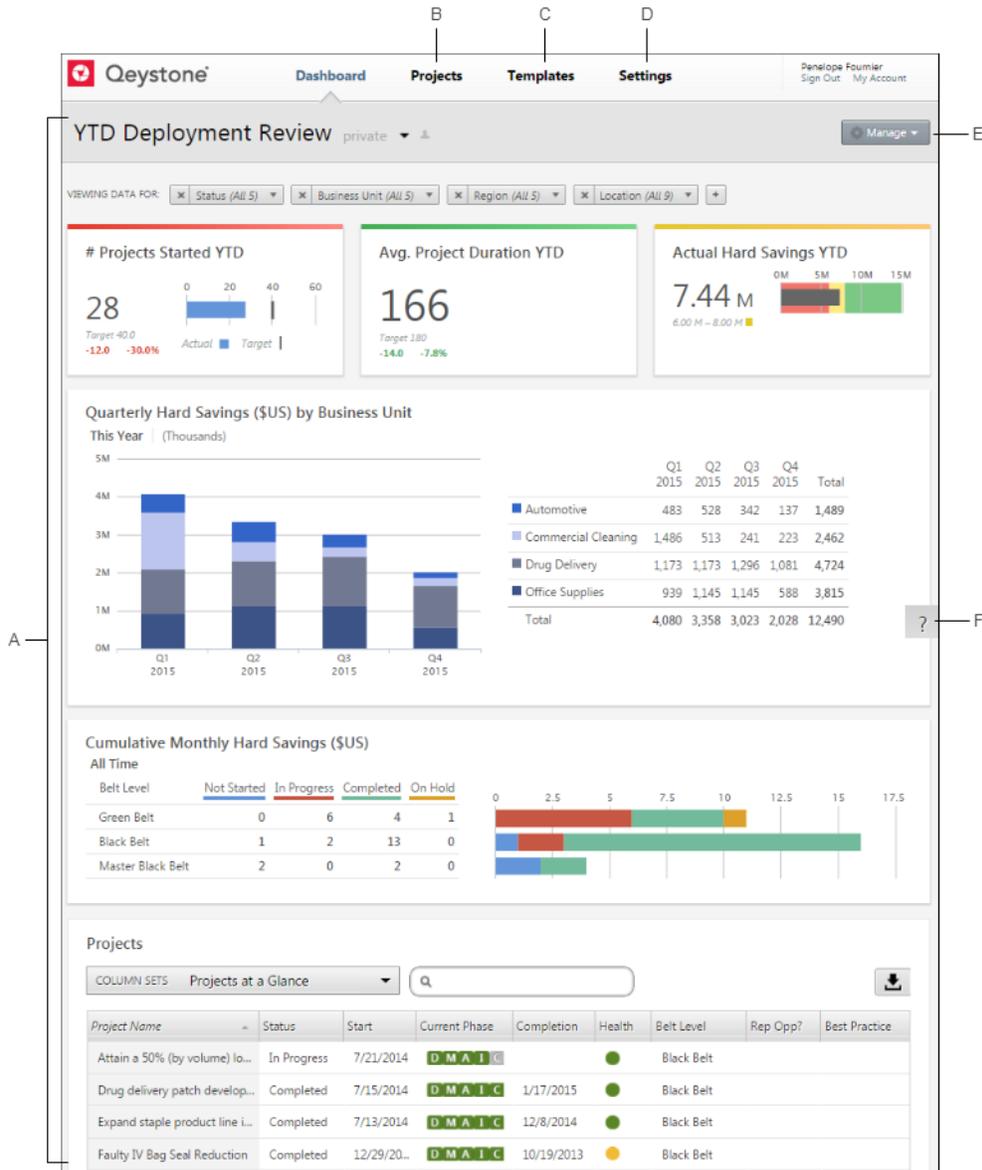


You can also open the Dashboard by entering your organization's Qeystone web address in any browser.

2. Sign in using your email address and the password you created when you activated your Qeystone account.

About the Dashboard

The Dashboard is the cloud-based application you use to view custom reports and access projects and templates



The Dashboard contains the following components:

A: Report

A collection of filters, summaries, and column sets that organize and display data from the projects in the repository. For more details, go to the Help topic, [About Dashboard reports](#).

B: Project Repository

The cloud-based storage location for all the projects in your organization. For more information, go to the Help topic, [About the project repository](#).

C: Template Repository

(For administrators only) The cloud-based storage location for all the templates in your organization. For more information, go to the Help topic, [About the template repository](#).

D: Settings

(For administrators only) Use to access software version information and global settings. For more information, go to the Help topic, [Edit settings](#).

E: Manage Menu

Use to edit, copy, and delete reports. You can also save reports as PDF and set a default report.

F: Help button

Use to access the Help system, coaches, glossary, and videos.

Choose a different report

The Dashboard can contain a variety of reports, but you can only view one report at a time.

- To choose a different report, click the report drop-down list button , which is circled in the following image.

Report drop-down list button

Deployment Overview is the current report.

What's Next

Now that you know some basics, explore the Qeystone support pages to learn more. Refer to the following resources:

- [Training Videos](#)
- [Coaches](#)
- [Glossary](#)