



# Admin Best Practices

Admins play a huge role in the success of their Thnks team. Utilize the best practices outlined below to implement gratitude within your company and help overall activation from your team.



## BEST PRACTICES

### ✔ Analyze Team Spend

Utilize your analytics dashboard [here](#) & send the 'spend by user' dash every week to your team to make sure they're aware of their remaining funds.

### ✔ Be Festive

Find fun reasons to send Thnks. Send your team some upcoming national holidays on the first of every month, and recognize important days for your company or clients.

### ✔ Share What Works

Send monthly updates on the platform and share your team's best tips & tricks. Examples: Highest ThnkQ Score, most reply backs, best reply back, most popular Thnks, new trending items, or new vendors.

### ✔ Stay On Schedule

Automate Thnks sends for all of your team's milestones using the schedule feature. Plan ahead for birthdays, work anniversaries, and client milestones.

### ✔ Connect with Account Management

Meet **regularly** with your Thnks account management team to cover your team's Thnks usage & your upcoming plans. Contact us at [accountmanagement@thnks.com](mailto:accountmanagement@thnks.com)

### ✔ Train Your Team

When new employees start, make Thnks training a part of their onboarding process, and don't forget to send them a Thnks to welcome them to your team!