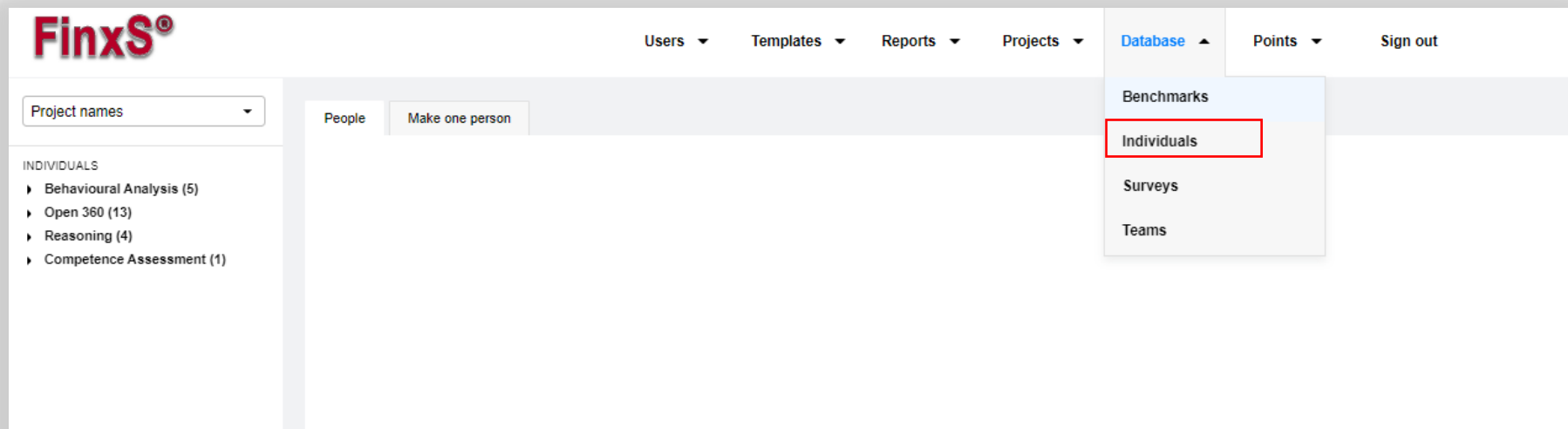# HOW TO View and Download DISC Assessment Results

1. Viewing Results

- Select "Database" from the top row of tabs, towards the middle of the screen.
- Select "Individuals".
- Click on "Behavioural Analysis" in the column on the far left to see all the projects in your Behavioural Analysis database. If you have more than one project (i.e. you use more than one access code), and you only want to see the results from one of them, click on the box beside it and leave the others unticked.
- Select the person/s whose results you would like to view or resend.
- From this screen, you have three options:
    - Print PDF – print copies of Behavioural Reports, including team reports and multi-person reports.
    - Open Preview – preview an individual against single behavioural competences, pre-built job templates, or view various graphics.
    - Report Preview – preview an individual's behavioural results on screen in a report format.

Project names ▼

INDIVIDUALS

Select All   Deselect All

▼ **Behavioural Analysis (17)**
- ☐ Behavioural Assessment Clyde
- ☐ Change management support
- ☐ Do Not Use - attached to Sthn …
- ☐ FinxS Cash BA
- ☐ FinxS Test BA
- ☐ HRINZ
- ☐ Human Resources Group
- ☐ Kelly new test
- ☐ Kelly's test
- ☐ Mgmt Recruit Questionnaire
- ☐ New Transfer NZ Code
- ☐ Recruitment Research Module
- ☐ Sample - Combination
- ☐ Sample results - ENG
- ☐ Sample results by SA
- ☑ Sample Results for Clients
- ☐ The Co-operative Bank
▶ Open 360 (10)
▶ Reasoning (13)
▶ Competence Assessment (7)

People   Make one person

Print PDF   **Open Preview**   **Report Preview**   **Download Excel**

Selected results: 1   Deselect All

☑ Brown / Susan / FinxS

Select All Valid   Select All   Deselect All

◉ This user   ◯ All users below   ☐ Additional information   Total results: 23 / 23

F:

T:

		Last name ⇕	First name ⇕	Organisation ⇕	Access Code ⇕
1	☐	70C-30I	70C-30I	FinxS	NZL-SAMPLE
2	☐	Black	Andrew	FinxS	NZL-SAMPLE
3	☑	Brown	Susan	FinxS	NZL-SAMPLE
4	☐	Jackson	Denise	FinxS	NZL-SAMPLE
5	☐	Jones	Mary	FinxS	NZL-SAMPLE
6	☐	Jones	Steve	FinxS	NZL-SAMPLE
7	☐	Lee	Sandy	FinxS	NZL-SAMPLE
8	☐	Lee	David	FinxS	NZL-SAMPLE

FS FinxS
ONLINE PLATFORM

ED Extended DISC
AUSTRALASIA

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SOLUTIONS

2. Download a DISC Assessment from the Database

- **Log into your FinxS Account.**
- Hover over the **'Database'** tab.
- Click on **'Individuals'** in the dropdown menu.
- Expand the **'Behavioural Analysis'** category in the column on the far left-hand side. (Click on the little black arrow).
- Select the required **Behavioural Analysis Project/Access Code.**
- **Tick** the box next to the required candidate's name.
- Click on the **'Print PDF'** button on the **left, above the list of individuals.**
- In the pop-up box, click on the **'Select Report'** button under the heading 'Report', right at the top.
- In the box that comes up, find the report that you want to print the results in. (You will need to use the black arrows to expand the report headings first).
- Click on the report name to select it**.**
- **Click Save.**
- Click **OK** to download.