

Cognitive Ability I HOW TO: Download and print a candidate's results

Download and print Cognitive Ability/Reasoning Analysis results

- **Go to the “Database” tab**, select “Individuals” from the dropdown menu. Expand “Reasoning” in the left-hand column by clicking on the small ►.
- Click on the name of the relevant project.
- **Tick the name of the person** whose results you'd like to print.
- Click ‘Print PDF’ above the list of names.
- In the pop-up box:
 - Under **Report Tool** select “Reasoning System Report” from the dropdown box.
 - Choose either ‘Respondent’ or ‘Facilitator’ from the dropdown box labelled **Report Type**.
 - Select a ‘Report Template’ from the dropdown box. Unless there's another you wish to use, select ‘Standard BA Template’.
 - Select ‘English Australasia’ from the language dropdown box.
 - Ensure all the Report Sections are ticked.
 - Select either Global or Australasian Benchmark from the dropdown box, if you have a benchmark set up.
 - **Select either** “Download PDF” **or** “Send Email”. If you select send email, you'll need to enter an email address or email addresses into the boxes below.
- **Click “OK”** and the report will generate a PDF or be emailed to you or the nominated person as a PDF.
- A green confirmation will show on-screen once the email has been sent.

Note: There is no additional cost to **reprint** reports in FinxS. Points are deducted when an online Cognitive Ability/Reasoning Analysis questionnaire is completed and the results are **first** sent from the server. If you print the results again subsequently, no further points will be consumed.

