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HOW TO: Download multiple results at a time

1. Log into your FinxS Account

2. Hover over the '**Database**' tab in the main menu.
3. Click on '**Individuals**' in the dropdown menu.
4. Expand the '**Behavioural Analysis**' category in the column that appears on the **left-hand side**.
5. Select the required **Behavioural Analysis Project Name/Access Code**.
6. **Tick** the boxes next to the required candidates' names or 'Select All' to download everyone's.
7. Click on the '**Print PDF**' button on the **left above the list of individuals**.
8. On the pop-up screen, change PDF Type from '**Multiperson report**' to '**Single person reports – zipped**'.
9. Click the 'Select Report' button and filter through the report groups to find the required report. Once selected, click 'Save' (TIP – the text is red when no report is selected and turns green when a report is selected).
10. Choose required method to obtain the report: either 'Download PDF' or 'Send Email'.
11. **Click OK.**

Please note: There is a limitation of 300 pages (total) or 100 people.