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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.