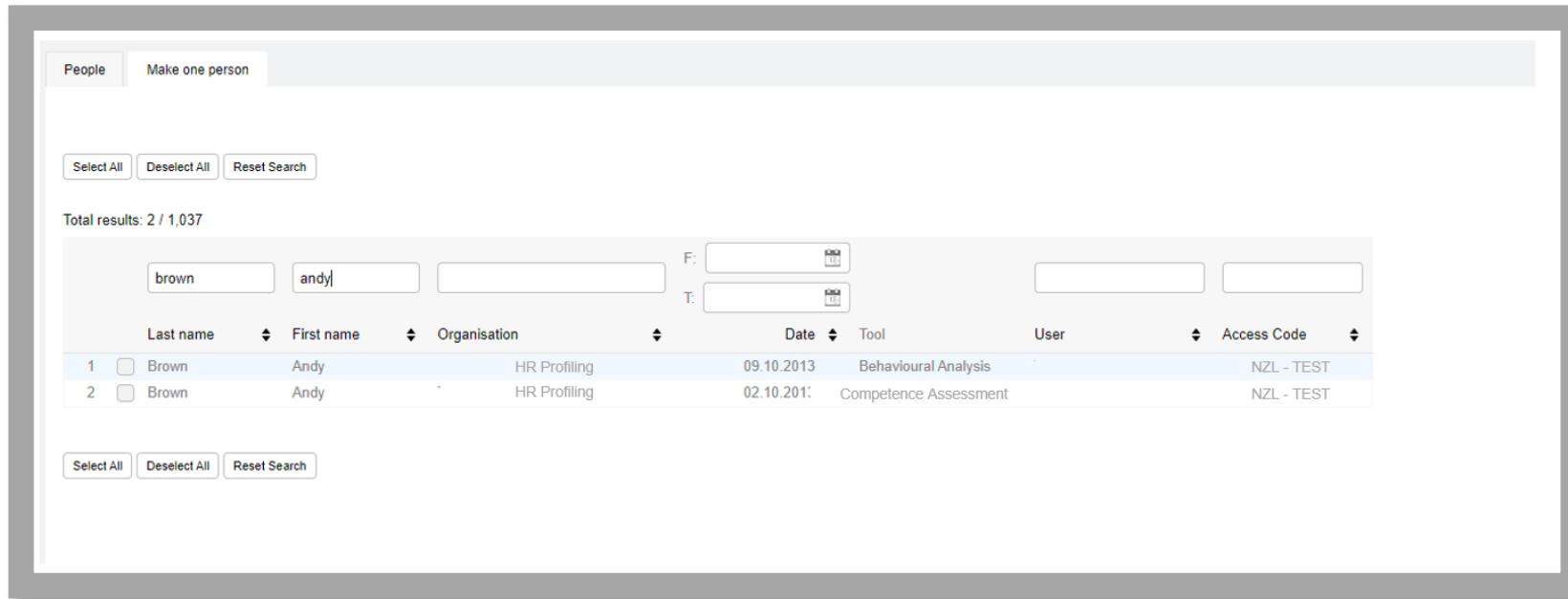


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## **SALES COMPETENCE I HOW TO: Combined a Sales Competency Assessment and an Extended DISC Behavioural Analysis into a FlnxS Sales 18 Report**

- Log into your FinxS Account
- Go to the '**Database**' tab on your dashboard and click on '**Individuals**' in the dropdown menu
- Click on the heading '**Behavioural Analysis**' in the column on the left
- Select the '**Make One Person**' tab that has appeared on the top left of the screen
- Select the required candidate's Behavioural Analysis result **and** their Competence Assessment result (you should have TWO results selected)



People Make one person

Select All Deselect All Reset Search

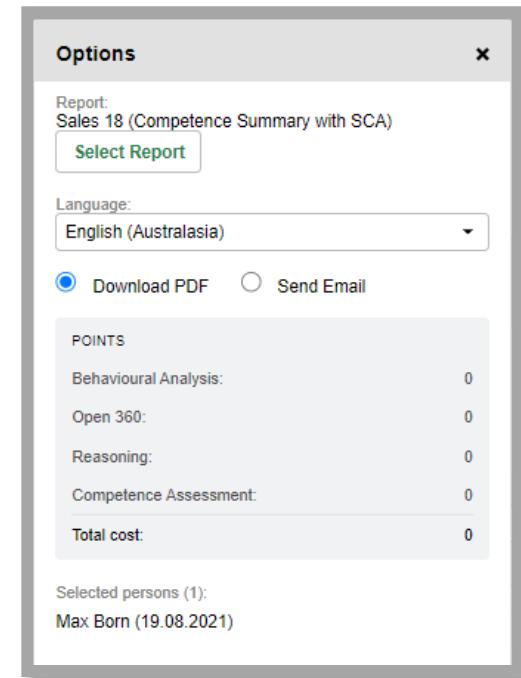
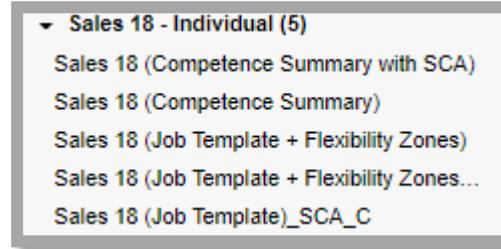
Total results: 2 / 1,037

	Last name	First name	Organisation	Date	Tool	User	Access Code
1	<input type="checkbox"/> Brown	Andy	HR Profiling	09.10.2013	Behavioural Analysis		NZL - TEST
2	<input type="checkbox"/> Brown	Andy	HR Profiling	02.10.2011	Competence Assessment		NZL - TEST

Select All Deselect All Reset Search

- Click the '**Make one person**' button on the top right of the screen
- Click '**OK**' on the **pop-up warning**

- Select the ‘**People**’ tab at the top left
- Click ‘**Behavioural Analysis**’ in the column on the left
- Click the small box next to the required **candidate’s name** to select their result
- Click on the ‘**Print PDF**’ button at the top left of the screen
- Click ‘**Select Report**’ (in red)
- Look down the list until you find the ‘**Sales 18 – Individual**’ report category. Click to expand it.



- Select the report called ‘Sales 18 (Job Template) SCA\_C’ or the one that you require
- Click ‘**Save**’
- Click ‘**OK**’