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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)

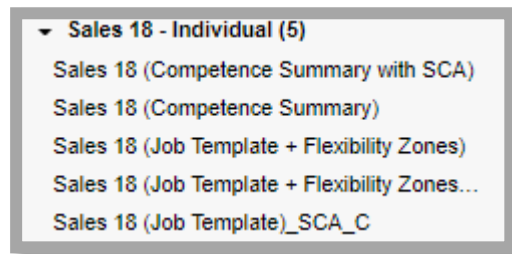
The screenshot shows the 'Make one person' interface in the FinxS system. At the top, there are tabs for 'People' and 'Make one person'. Below the tabs are buttons for 'Select All', 'Deselect All', and 'Reset Search'. The text 'Total results: 2 / 1,037' is displayed. The main area contains search filters for Last name (brown), First name (andy), Organisation, Date (F: 09.10.2013, T: 02.10.2013), Tool, User, and Access Code. Below the filters is a table with two rows of results.

	Last name	First name	Organisation	Date	Tool	User	Access Code
1	Brown	Andy	HR Profiling	09.10.2013	Behavioural Analysis		NZL - TEST
2	Brown	Andy	HR Profiling	02.10.2013	Competence Assessment		NZL - TEST

At the bottom of the table, there are buttons for 'Select All', 'Deselect All', and '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.



A screenshot of the "Options" dialog box. It contains the following information:

- Report:** Sales 18 (Competence Summary with SCA)
- Select Report** (button)
- Language:** English (Australasia) (dropdown menu)
- Download PDF** (selected radio button) and **Send Email** (radio button)
- POINTS** table:
 

POINTS	
Behavioural Analysis:	0
Open 360:	0
Reasoning:	0
Competence Assessment:	0
<b>Total cost:</b>	<b>0</b>
- Selected persons (1):** Max Born (19.08.2021)

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