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## HOW TO: Create a Multi-Person or Team Report

Beneath the “Database” tab in your FinxS account, select “Individuals”. From the column that appears on the far left, select the relevant Behavioural Analysis Project. In the list that comes up, select the names of the people you would like to appear in your Team Report.

- Click on the “Print PDF” button above the list of names.
- On the pop-up “Options” screen, ensure “PDF Type” has “Multiperson report” selected, using the dropdown box.
- Click on the “Select Report” box (in colour) and select the Team & Build Analysis.
- Ensure “English Australasia” is selected in “Language.”
- Select your “Method” of sending – either Download PDF or Send Email.
- Enter a Team name in the “Group Name” box. (Otherwise, it will print ‘(Group Name)’ on the front of your report.
- Enter an “Organisation” name in the following box.
- If points are required, the amount will be shown next to “Points needed”. Note: Team Reports are free as long as Behavioural Analysis Results for each candidate have already been generated.
- Select “Download PDF” to download a PDF report or “Send Email” to send the report to someone by email.
- Click on “Print”.

