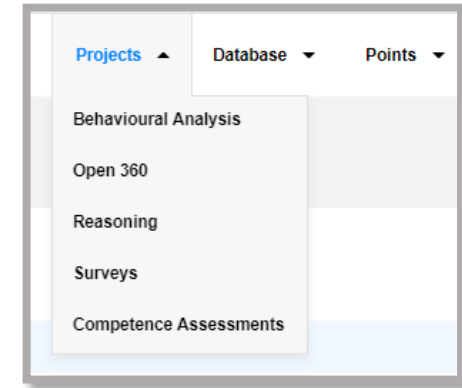


Cognitive Ability I HOW TO: Create a project

1. Creating a Project

- Go to the **“Projects”** tab at the top of your FinxS dashboard, then select **“Reasoning”**.
- Click on the **+** button in the bottom left-hand corner of the screen.
- On the screen that comes up, **“Country”** will have automatically been selected. Change if necessary.
- In **“Organisation”** enter your company name.
- **NZL-** or **AUS-** will have automatically appeared on the next line. In the empty box next to this, **create your own access code** using capital letters and/or numbers but no symbols or spaces e.g. HRPS123RA
- In **“Name”**, **give your ‘project’ a name**. This will appear in the left-hand column of your screen (and nowhere else).
- In **Send Method**, select **“Reasoning System Report”**.
- Select an **“Answering Interface”** from the dropdown box. If you do not have an answering interface, please contact HR Profiling or your Master Trainer.
- In **“Description”** you can **provide a description** of the Project if you wish or leave it blank.



Country	New Zealand
Organisation *	
Access Code *	NZL -
Name *	
Additional information	
Send method *	Reasoning System Report
Protect PDF attachment	<input type="checkbox"/>
PDF attachment password	
Answering interface *	HR Profiling Solutions Answering Interface
Description	

- Select a Reasoning System Report type: either “Facilitator” or “Respondent”. N.B. the Facilitator report refers to ‘the respondent’ and the Respondent one refers to ‘you’.
- **Select a “Report Template”** from the dropdown menu. If you do not have a report template, please contact HR Profiling Solutions or your Master Trainer.
- Select “English (Australasia)” as the preferred language.
- Ensure all Reasoning System Report sections are selected. (There needs to be a tick in every box of this section).
- To include a benchmark choose either “Australasian” or “Global” from the dropdown box. If you do not have a benchmark there, please contact HR Profiling Solutions and we’ll add one. Alternatively, you can leave it blank if you do not want to include one.

Reasoning system report type	Respondent
Report Template: *	Standard BA Template
Language *	English (Australasia)
Reasoning system report sections	<div><input checked="" type="checkbox"/> Cover Page</div> <div><input checked="" type="checkbox"/> Introduction Page</div> <div><input checked="" type="checkbox"/> Test Modules</div> <div><input checked="" type="checkbox"/> Executive Summary<ul style="list-style-type: none"><input checked="" type="checkbox"/> Basic Bar<input checked="" type="checkbox"/> Line Chart<input checked="" type="checkbox"/> Spider Web</div> <div><input checked="" type="checkbox"/> Results by Test</div> <div><input checked="" type="checkbox"/> Benchmark Comparison</div>
Benchmark	Australasian Benchmark

- Select the tests you want your candidate to complete. We recommend 2-5 tests based on their role or potential role. (We DO NOT RECOMMEND selecting all the tests as this would take your candidate over 2 hours to complete).
- **Enter the email address(es)** of the person(s) you would like to receive the results.
- **Select the “Allowance Type”:** If you select “Limited” you must enter a number of Reasoning Analysis Reports to be assigned to this access code. You can edit the access code and add more reports if needed.
- We recommend using “Unlimited” as this means there are no limits to the amount of reports that can be used on this access code.
- **If you wish to supply candidates with a password,** select “Password Required – Yes” then enter the number of passwords required in the box next to “Generate Passwords”; then click on “Generate Passwords” to show the passwords in the box called “Unused Passwords”.
- Leave the Opening and Closing Dates blank.
- **Click “Save”** at the bottom right of the screen and the ‘project’ will be saved. If there are errors, FinxS will advise the errors that need fixing. Once fixed, click “Save”. The access code you made is now ready to use e.g. NZL-HRPS123RA.

Tests	Name
	<input checked="" type="checkbox"/> Abstract Logical Reasoning
	<input type="checkbox"/> Understanding Logical Processes
	<input checked="" type="checkbox"/> Spatial Reasoning
	<input type="checkbox"/> Understanding Social Context
	<input type="checkbox"/> Numerical Reasoning
	<input checked="" type="checkbox"/> Mathematic Logical Reasoning
	<input type="checkbox"/> Word Association
	<input type="checkbox"/> Visual Memory
	<input type="checkbox"/> Verbal Reasoning
To *	<input type="text"/>
Cc	<input type="text"/>
Bcc	<input type="text"/>
Send to respondent	<input type="checkbox"/>
Allowance Type	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Unused passwords	<div><input type="text"/></div>
Opening Date	<input type="text"/>
Closing Date	<input type="text"/>

- ***Please note: Access codes can be edited, however not all fields can be updated. To make a change, simply go to the “Projects” tab and select “Reasoning”. Click on the name of the project you wish to edit in the left-hand column. Click “Edit” on the right. Make the required updates then click “Save”. Fields that cannot be changed are easily recognised as the boxes are not available to update.***