

HOW TO: Resend a Report

- **Log into your FinxS Account.**
- Hover over the ‘**Database**’ tab.
- Click on ‘**Individuals**’ in the dropdown menu.
- Expand the ‘**Behavioural Analysis**’ category in the column on the **left-hand side**.
- Select the required Behavioural Analysis **Project Name/Access Code**.
- **Tick** the small box next to the candidate’s name.
- Click on the ‘**Resend**’ button toward the top middle of your screen.
- The report will be sent to the nominated email/s as listed in the Project details.

OR

- **Log into your FinxS Account.**
- Hover over the ‘**Database**’ tab.
- Click on ‘**Individuals**’ in the dropdown menu.
- Expand the ‘**Behavioural Analysis**’ category in the column on the **left-hand side**.
- Select the required Behavioural Analysis **Project Name/Access Code**.
- **Tick** the small box next to the candidate’s name.
- Click on “Print PDF”.
- On the screen that comes up, click on “Select Report” (in red) and select the report you would like to send. (Remember that the ‘Standard Behavioural Assessment’ is found in the ‘Grow & Develop’ section).
- Click on “Send Email” and add the email address of the person you want to send it to.
- Click “Print” to send.