HOW TO: Use Open Preview

Open Preview

Open Preview allows you to view Graphics, Job Templates and single Behavioural Competences on-screen:

- Behavioural Competences – there are over 1600 available.
- Job Templates (if you've created some). If not, go to the 'Templates' tab, select 'Job Templates' and click the + button in the bottom left corner to get started.
- Graphics – Profiles, Diamonds, Flexibility Zones, Pie Charts, etc.

To use Open Preview, go to the "Database" tab and select "Individuals" from the dropdown menu. Expand the Behavioural Analysis heading in the left-hand column. Select a project. Click in the boxes beside the names of the people you would like to preview from the list that comes up. (Multiple people can be selected to view in Open Preview at the same time).

- Select "Open Preview" from the four boxes that appear above the names of your selected candidates.
- Three tabs will appear on a new screen: Behavioural Competences, Job Templates and Graphics.
- If you select "Behavioural Competences", you'll then need to click on the name/s of the individuals you'd like to preview from the list on the far right of the screen to highlight them. Then select from the list of competences on the left-hand side. Note: you can only view one competence at a time. However, multiple people can be selected.
- If you select "Job Templates", choose the job template you require from the list on the top left of the screen (i.e. your own pre-built job templates), then the name/s of the people you would like to view from the list on the top right of the screen. Each person's results will be put against each of the competences that make up the job template. Percentage matches of each competence with each person will show, if you selected an ideal score when building the template, and an overall percentage match for each candidate will be shown at the bottom of the job template.
- If you select "Graphics", choose the graphic you would like to view from the list on the left-hand side of the screen. Note: there are single person graphics to select at the top and multiple person graphics beneath them. You will also need to select which candidates to display from the list on the top right of the screen.

Open Preview – Behavioural Competences: an example.

Open Preview – Job Template: an example.
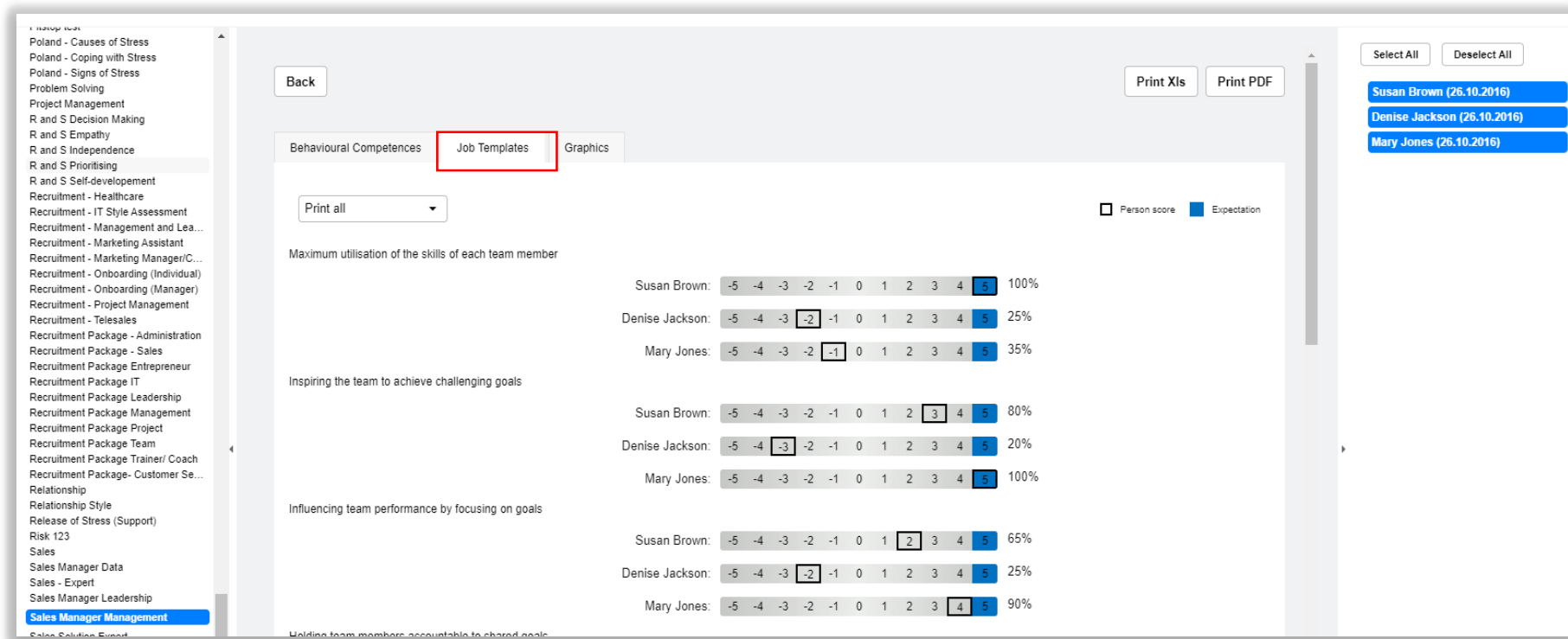
Find instructions to create your own job template <u>HERE</u>.

Open Preview – Graphics: an example.

SINGLE PERSON GRAPHICS

Profiles
Profiles adjusted
Diamond
Diamond with arrow
Flexibility Zones
Flexibility Zones with arrow
Diamond with text
Diamond with text and arrow
4Q Standard
4Q Sales
4Q Leadership
4Q Management
4Q Customer Service
4Q Motivation
4Q Team Member
4Q Overused Styles
4Q Job Content
4Q Employee
DISC Pie
DISC Pie with percentages
DISC Pie II
DISC Pie II with Percentages

MULTIPLE PERSONS GRAPHICS

Shotgun map
Shotgun map with text
Name map
Name map with text
Arrow map
Arrow map with text
Team Flexibility Zones
Team Flexibility Zones with text
4Q Team - Standard
Team Pie - Both Profiles
Team Pie - Profile II

Back   Print PDF

Behavioural Competences   Job Templates   **Graphics**

Select All   Deselect All

Susan Brown (26.10.2016)
Denise Jackson (26.10.2016)
Mary Jones (26.10.2016)

Use the slider to adjust the image height in the report

400

Susan Brown (26.10.2016)

	D	I	S	C		D	I	S	C
	70	30	0	0		100	0	0	0
	0	0	30	70		0	35	45	20

FS FinxS
ONLINE PLATFORM

ED Extended DISC
AUSTRALASIA

HR PROFILING
SOLUTIONS