

# 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.

BEHAVIOURAL COMPETENCES

▼ Administration

Attempting to exceed previous quality standards

Communicating own special knowledge to others

Consistently developing processes

Creating administrative systems

Criticising existing systems

Developing administrative routines for oneself and others

Developing new procedures

Diverse project planning duties

Diverse, task-focused interactions with others

Familiarising and guiding others

Handling many tasks that require contact with people

Organising and completing daily activities

Participating in projects requiring accuracy

Persistent solving of difficult logical problems

Providing guidance in complicated matters

Repetitive duties requiring accuracy

Repetitive duties that require concentration and acc...

Repetitive duties that require contact with people

Repetitive, detailed tasks

Selling administrative solutions to others

▶ Business Coaching

▶ Change Management

▶ Customer Service

▶ Data Management

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Behavioural Competences

Job Templates

Graphics

Repetitive duties that require concentration and accuracy

Susan Brown: -5 -4 -3 -2 -1 0 1 2 3 4 5

Denise Jackson: -5 -4 -3 -2 -1 0 1 2 3 4 5

Mary Jones: -5 -4 -3 -2 -1 0 1 2 3 4 5

Select All

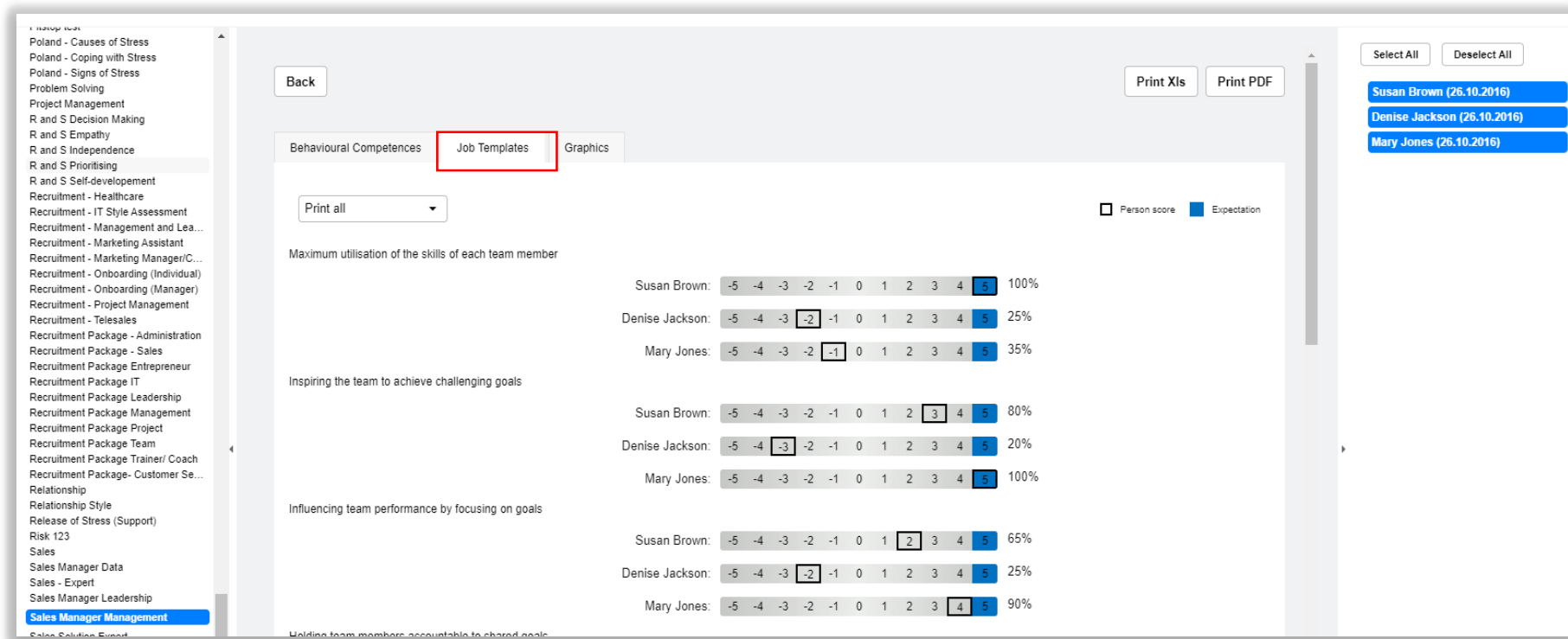
Deselect All

Susan Brown (26.10.2016)

Denise Jackson (26.10.2016)

Mary Jones (26.10.2016)

Open Preview – Job Template: an example.



Find instructions to create your own job template [HERE](#).

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

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Behavioural Competences

Job Templates

Graphics

Use the slider to adjust the image height in the report

400

Susan Brown (26.10.2016)

D I S C

70

30

0

0

0

0

30

70

D I S C

100

0

0

0

0

35

45

20

Select All

Deselect All

Susan Brown (26.10.2016)

Denise Jackson (26.10.2016)

Mary Jones (26.10.2016)

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**ED** Extended DISC  
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