

Point Balance and Ordering Points

HOW TO: Make a Point Order

- Log into your FinxS Account.
- Go to the “Points” tab on the top of the screen.
- Select “Order” from the dropdown menu.
- Enter the required number of points in the ‘Amount of Points’ box.
- Click on the blue Order button.

Note: HR Profiling will need to accept your point order; you will receive email notification once the points have been added to your account.

Points Balance

To find your points balance within your FinxS account:

- Go to the “Points” tab.
- Click on “Point Balance”.
- The balance of your FinxS account will now be displayed on the screen.
- “User Balance” displays the available points in your account.
- “Total Balance” includes your balance plus the points of any user below you. If you click on the ► symbol, it will expand to show you the balance of each user.
- “Maximum Balance” is the maximum amount of points you can have in your FinxS account, including any users below you. This can be increased at any time by calling HR Profiling Solutions Ltd.

FinxS		Users ▾ Templates ▾ Reports ▾ Projects ▾ Database ▾ Points ▾ Sign out			
Point Balance					
User Balance:	20				
Total Balance:	20				
	<div> <div>▾ EDA Test</div> <div>Company Test 123</div> <div>▾ Test 123</div> <div>▾ Test 456</div> <div>Test 789</div> </div> <div>20</div> <div>0</div> <div>-</div> <div>-</div> <div>-</div>				
Maximum Balance:	2,000				