



## Work Pair



The Extended DISC® Work Pair Assessment is based on the responses given in the Extended DISC® Individual Assessment. This multi-person report should not be the sole criterion for making for making decisions about this team. The purpose of this report is to provide supporting information for the team and management.

### D Jackson/J Smith

Organization:  
**ABC Inc**

Date:  
**05.23.2016**



This assessment is prepared by Extended DISC and protected by Copyright. [www.ExtendedDISC.org](http://www.ExtendedDISC.org) - 1.800.257.7481

# Printing Work Pair Reports

# Work Pair: Getting Started



WEBSITE: <https://www.FinxS.com/admin>

Enter your information:

- Username:
- Password:
- Click “Submit”

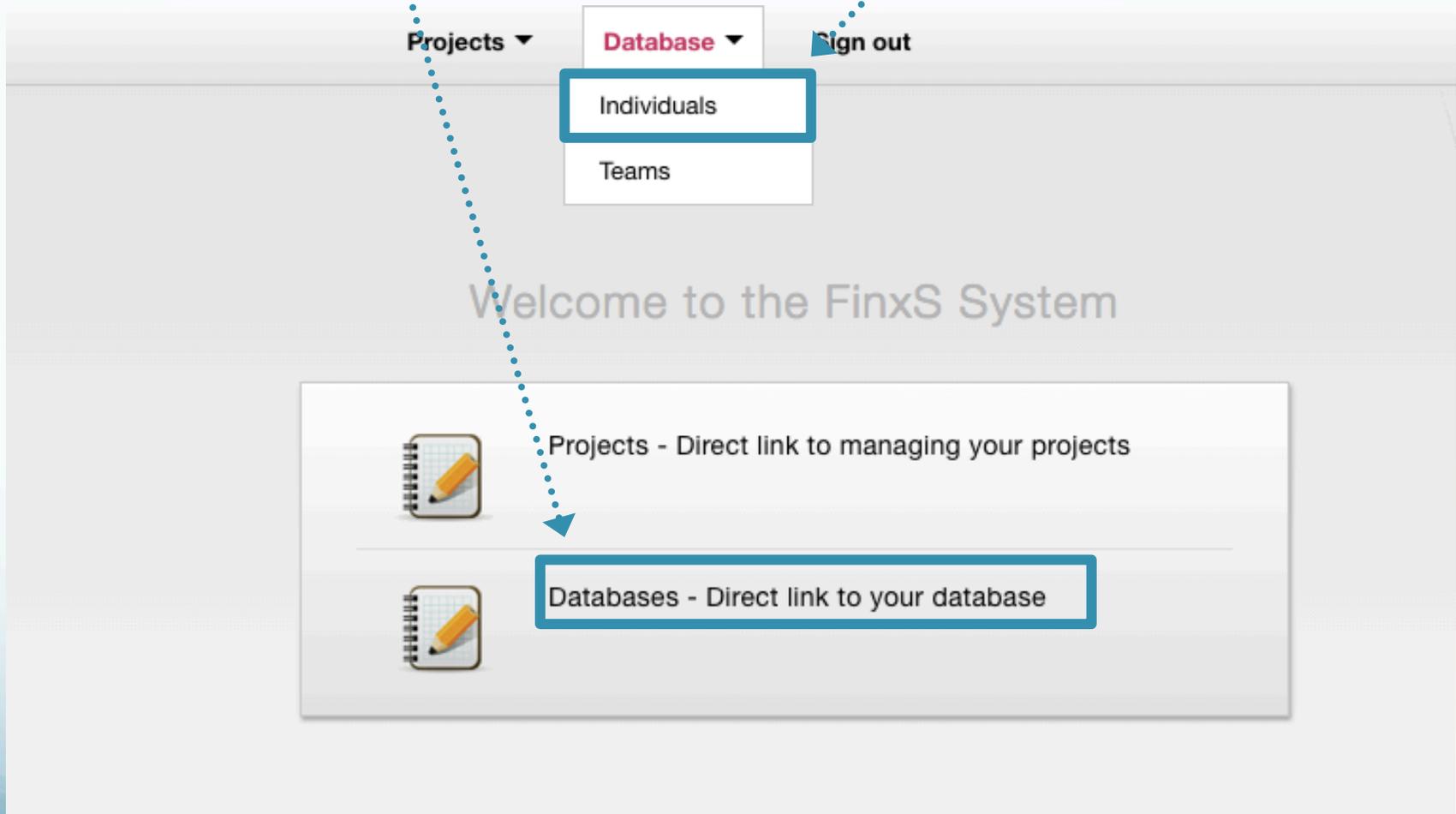
A screenshot of a web login form. At the top, the text "Log In" is displayed in a light gray font. Below it, a white box contains the instruction "Enter your username and password below". There are two input fields: "Username" with a person icon and "Password" with a lock icon. A link for "Forgot password?" is located at the bottom left of the form. A red "Submit" button with a right-pointing arrow is at the bottom right.

*\*If this is your first time to your user account you will need to accept the “Conditions for Use”*

# Work Pair Reports: Select from Database



- Click on **Databases** from the direct link or **Database – Individuals** from the top menu



# Work Pair: Database



- Click on Behavioral Analysis on the left side to pull up your database
- Check the box next to the **2** individuals to be included in Work Pair
- Click on **Print PDF** button (will appear above database once you select individuals)

The screenshot shows the FinxS interface. On the left, a sidebar lists project names under 'Behavioral Analysis (18)'. The main area displays a list of users with checkboxes. Two users are selected: 'Jackson / Denise / FinxS' and 'Jones / Mary / FinxS'. A 'Print PDF' button is visible above the list. Below the list is a table with columns: Last name, First name, Organization, Access Code, Date completed, Valid / Invalid, and Email.

		Last name	First name	Organization	Access Code	Date completed	Valid / Invalid	Email
1	<input type="checkbox"/>	Bowser	C	EDNA	ENG-ABCTest	08.23.2016	Valid	christina.bowser@extendeddisc.org
2	<input checked="" type="checkbox"/>	Jackson	Denise	FinxS	ENG-InactiveABC	11.21.2013	Valid	email@example.org
3	<input checked="" type="checkbox"/>	Jones	Mary	FinxS	ENG-ABC-Leader	11.21.2013	Valid	email@example.org
4	<input type="checkbox"/>	Lee	Sandy	FinxS	ENG-ABC-Leader	11.21.2013	Valid	email@example.org
5	<input type="checkbox"/>	Lee	David	FinxS	ENG-InactiveABC	11.21.2013	Valid	email@example.org
6	<input type="checkbox"/>	Martin	Monica	FinxS	EUK-PLAYGROUND	11.21.2013	Valid	email@example.org



## Work Pair: Print Options

1. **PDF Type:** Multiperson report
2. **Report:** eg."Work Pair" "Couples Report"
3. **Method:** Download PDF or Send Email
  - a. If you chose "Download PDF" – system will download the file directly to your computer
  - b. If you chose "Send Email" – type in email address in "To" field, "cc" field etc.
4. **Group Name** – 2 Individuals' names
5. **Organization**
6. Click **OK**

### Options

**PDF TYPE:**  
Multiperson report

**REPORT:**  
STANDARD WORK PAIR

**LANGUAGE:**  
English (US)

**METHOD:**  
Download PDF

**GROUP NAME:**  
Denise and Mary

**ORGANIZATION:**  
ABC Inc. |

**POINTS:**

Behavioral Analysis:	0
Reasoning:	0
Surveys:	0
Open 360:	0
Total cost:	0

**SELECTED PERSONS (2):**  
Denise Jackson (11.21.2013)  
Mary Jones (11.21.2013)

**OK** **Close**



[www.ExtendedDISC.org](http://www.ExtendedDISC.org)

+1.281.298.6073

### Extended DISC VIP Client Resource Site

Sign up or login in often for video tutorials, articles, recorded webinars, sample reports, training resources and updates.