



Individual Assessment

This assessment is based on the responses given in the Extended DISC® Individual Assessment Questionnaire. This assessment should not be the sole criterion for making decisions about oneself. The purpose of this assessment is to provide supporting information for the respondent in self-development.

Suzanne Sample

Organization:

Widgets Inc.

Date:
08.21.2013



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How to Create a Research Module

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Getting Started



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

Enter your information:

- Username:
- Password:
- Click “Submit”

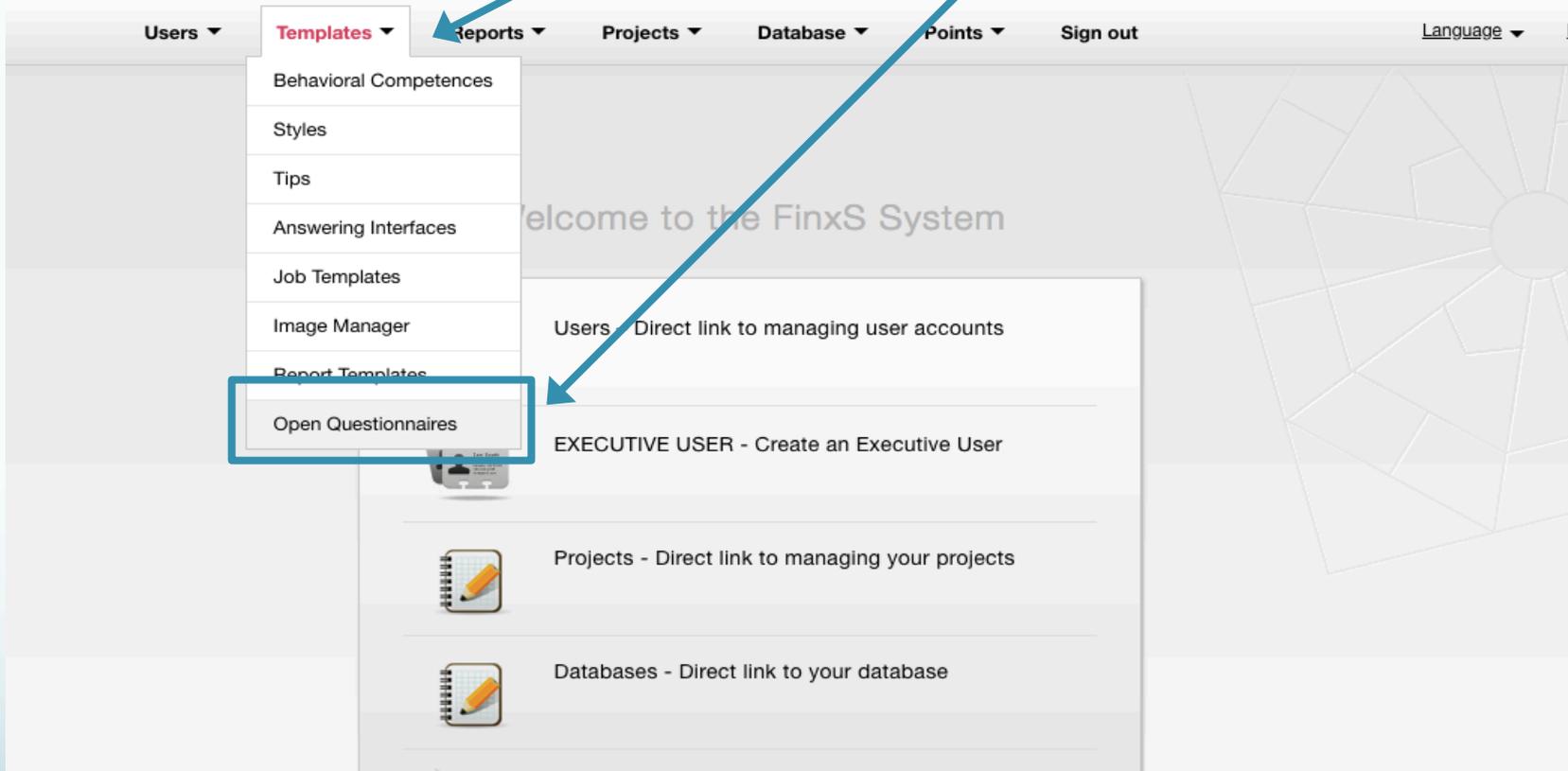
A screenshot of a web login form. The form is titled "Log In" and contains the instruction "Enter your username and password below". It features two input fields: "Username" with a person icon and "Password" with a lock icon. Below the fields is a link for "Forgot password?" and a red "Submit" button with a right-pointing arrow.

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

Research Module



- From top menu click on **Templates** and select **Open Questionnaires**



***If you do not see this option on your menu, let Extended DISC know that you need access.**

Research Module



- To create a new Research Module, click on the + in the bottom, left corner and select **New Mother**
- Type in the Name of your Research Module and a short description
- Category: Choose **Research Module/Surveys**
- Locked: **Uncheck** box
- Press **Save**

The screenshot shows the FinxS web application interface. On the left, there is a sidebar with a 'My Templates' section containing a tree view: 'Open 360 (0)' and 'Research Module / Surveys (2)'. Below this, a 'New Mother' button is highlighted with a blue box. A blue arrow originates from this button and points to the 'Save' button in the main form area. The main form is titled 'Open Questionnaires' and contains the following fields:

| | |
|---------------|---------------------------------------|
| Name: | <input type="text"/> |
| Description: | <input type="text"/> |
| Category: | <input type="text"/> |
| Cloneable: | <input type="checkbox"/> |
| Locked: | <input checked="" type="checkbox"/> |
| Random order: | <input type="checkbox"/> |
| Allow skip: | <input type="text" value="Flexible"/> |

At the bottom right of the form are 'Cancel' and 'Save' buttons. The footer of the page includes: 'Copyright 1995 - 2019 Finxs Oy Ltd', 'Agreements', 'Privacy statement', and the URL 'https://www.finxs.com/open_questionnaires/new'.

Research Module



- Make sure the Research Module (Mother) is highlighted in left column
Click on **Edit Questions**

The screenshot shows a web interface for managing survey templates. On the left, a sidebar titled 'MY TEMPLATES' lists several templates. The template 'alfjalsjfla;sdfjafd (Mother)' is highlighted in red. A blue arrow points from this template to the 'Edit questions' button at the bottom of the main content area.

The main content area displays a table with the following details for the selected template:

| | |
|-------------------------|---|
| Name: | alfjalsjfla;sdfjafd |
| Type: | Mother |
| Description: | ajflajsf;ljdj back of questi |
| Owner: | Prospect Demo <input type="button" value="Change"/> |
| Category: | Research Module / Surve |
| Cloneable: | No |
| Languages available: | English (US) |
| Groups: | 1 |
| Questions: | 2 |
| Locked: | No |
| Random order: | No |
| Allow to skip question: | Flexible |
| Created / Updated | 02.19.2019 21:04:49 / 02 |

At the bottom of the main content area, there are three buttons: **Edit questions**, **Preview**, and **Download XLS**.

Research Module



- Drag-and-Drop any of the question types on the right column to the middle of the page
- **TIP:** Start by adding **Instructions** to your module.

The screenshot shows the Research Module interface. At the top, there are navigation menus: Users, Templates, Reports, Projects, Database, Points, Sign out, Language, and Prospe. Below these, there are buttons for Back and Preview, and a text field for Name: alfalsjfla;sdfjafd. A red bar with a plus sign is on the left. The main area contains a text box with 'Language: English (US)' and a large empty text area. On the right, a panel titled 'ITEMS' lists various question types: Open ended, Single choice, Condition question, Likert scale, Open scale, Rating, Multiple choice, Page break, and Instructions. The 'Instructions' option is highlighted with a blue box. An arrow points from the 'Instructions' option to the 'Instructions' editor window. The editor window shows a text box with the text 'Please complete the questions below.' and a 'save' button. The editor also has a toolbar with various formatting options and a 'Flexible' dropdown menu. The 'save' button is highlighted with a blue arrow.

- Click on **Instructions** text box “click here to edit”
- Type in your instructions for your participants in the text box.
- Click **Save**
- Repeat with question options

Research Module



- Drag-and-drop on the type of question you would like to ask your participants to the middle on the page.
- Click on each text box “click here for edit”, enter text and press **Save**.
- Once you have finished entering your questions, you can press **Preview** to view what it will look like for your participants in the Extended DISC Questionnaire.

A screenshot of the Extended DISC Questionnaire editor interface. The interface shows a 'Preview' button at the top, which is highlighted with a blue box. Below it, there is a 'Language: English (US)' dropdown menu. The main content area displays a question titled 'Question 1' with the text 'How long have you been with the organization?'. There are three radio button options: '0-5 years', '5-10 years', and '10-15 years'. The '10-15 years' option is selected. Below the options, there is a 'Save' button and a 'Cancel' button, both of which are highlighted with a blue box. At the bottom, there is an 'Add choice' button. The interface also includes 'Clone', 'Move', and 'Delete' buttons for each question.

Research Module



- To add your Research Module to your access code/project, from the top-menu, click on **Projects** and select **Behavioral Analysis**
- Select the **Project** from the left column that you would add the Research Module to
- Click **Edit** on the bottom, left corner

Research Module



- In the Project edit mode:
 - Research Module: Select your Research Module from the drop-down
 - Position: Select either **Before Behavioral Analysis** or **After Behavioral Analysis** (we recommend **After Behavioral Analysis** to prevent distractions during Questionnaire)
- Click **Save**

BEHAVIORAL ANALYSIS

BC Leader March 30

BUSINESS AND FINANCE TEAM
Christina Bowser
MARKETING TEAM
Reinforcement-Motivation
SALES TEAM
TECH SUPPORT TEAM

| | |
|--------------------|--|
| Research Module | Sales Dept Questions Sample |
| Allow skip | Yes |
| Position | <input checked="" type="checkbox"/> Before Behavioral Analysis <input type="checkbox"/> After Behavioral Analysis |
| To | margie.roesner@extendeddisc.org * |
| Cc | |
| Bcc | |
| Send to respondent | <input type="checkbox"/> |
| First day open | 03.23.2017 |
| Last day open | |
| Status | Active * |

Cancel Save



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