Printing Work Pair Reports

Work Pair: Getting Started

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

Enter your information:

- Username:
- Password:
- Click "Submit"

Log In

Enter your username and password below

Username

Password

Forgot password?

Submit ▸

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

Projects ▼   Database ▼   Sign out

Individuals

Teams

Welcome to the FinxS System

Projects - Direct link to managing your projects

Databases - Direct link to your database
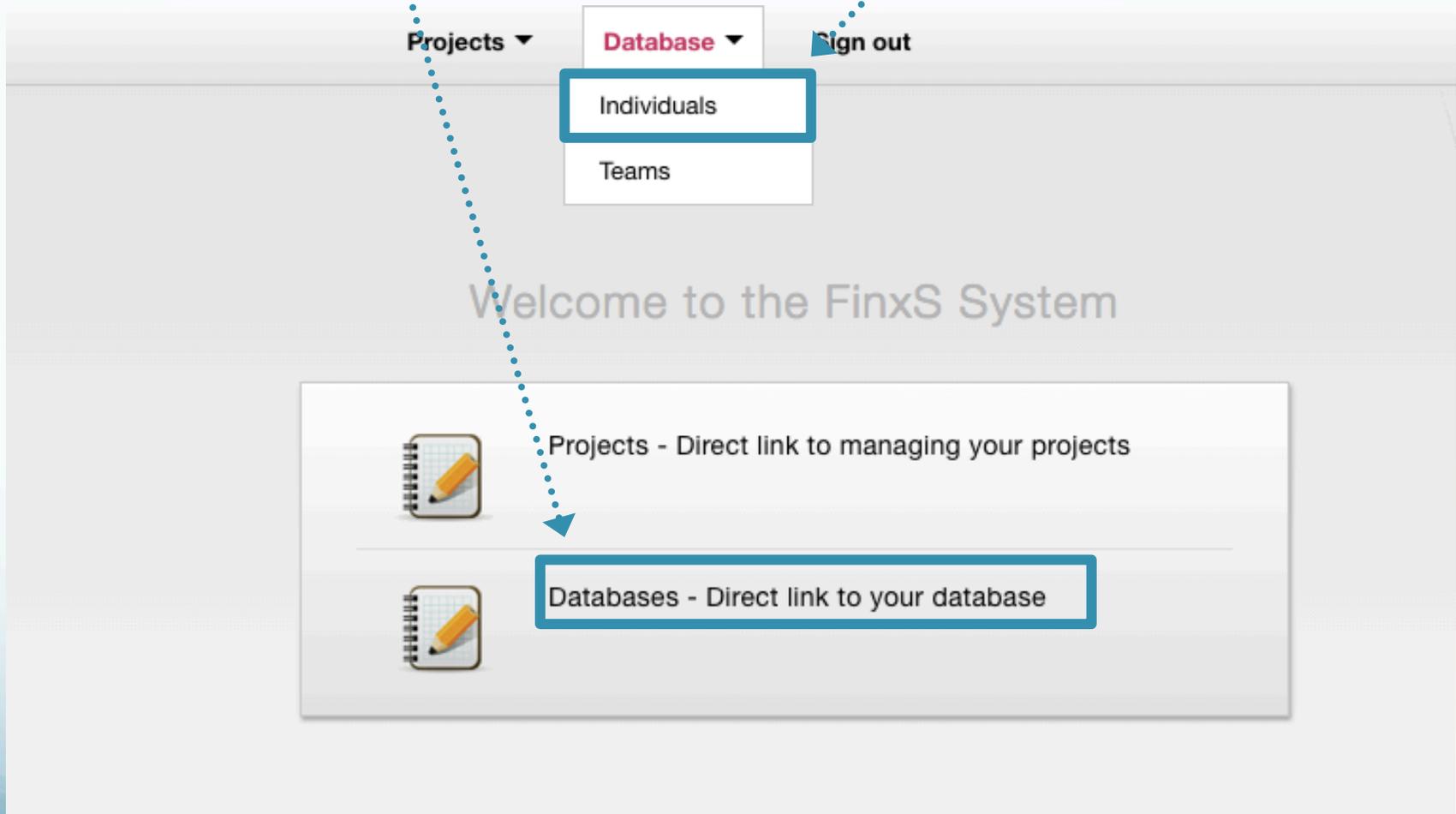
Work Pair: Database

- 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)

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
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Extended DISC VIP Client Resource Site

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