

Reprinting Individual Reports

All of the materials are copyrighted materials of Extended DISC North America, Inc. and are ONLY to be used with Extended DISC® assessments. These materials or any part of may not be used with any other tools. Any such use is considered copyright infringement and is strictly and expressly prohibited, and may result in severe civil and criminal penalties.

Any rights not expressly granted herein are reserved. Any copying, distribution, retransmission, or modification of information, audio, video or materials, including modification of copyright, trademark, or other proprietary notices, whether such material or information is in electronic or hard copy form, without the express prior written permission of Extended DISC North America, Inc., is strictly and expressly prohibited, and may result in severe civil and criminal penalties.

Getting Started



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

Enter your information:

- Username:
- Password:
- Click “Submit”

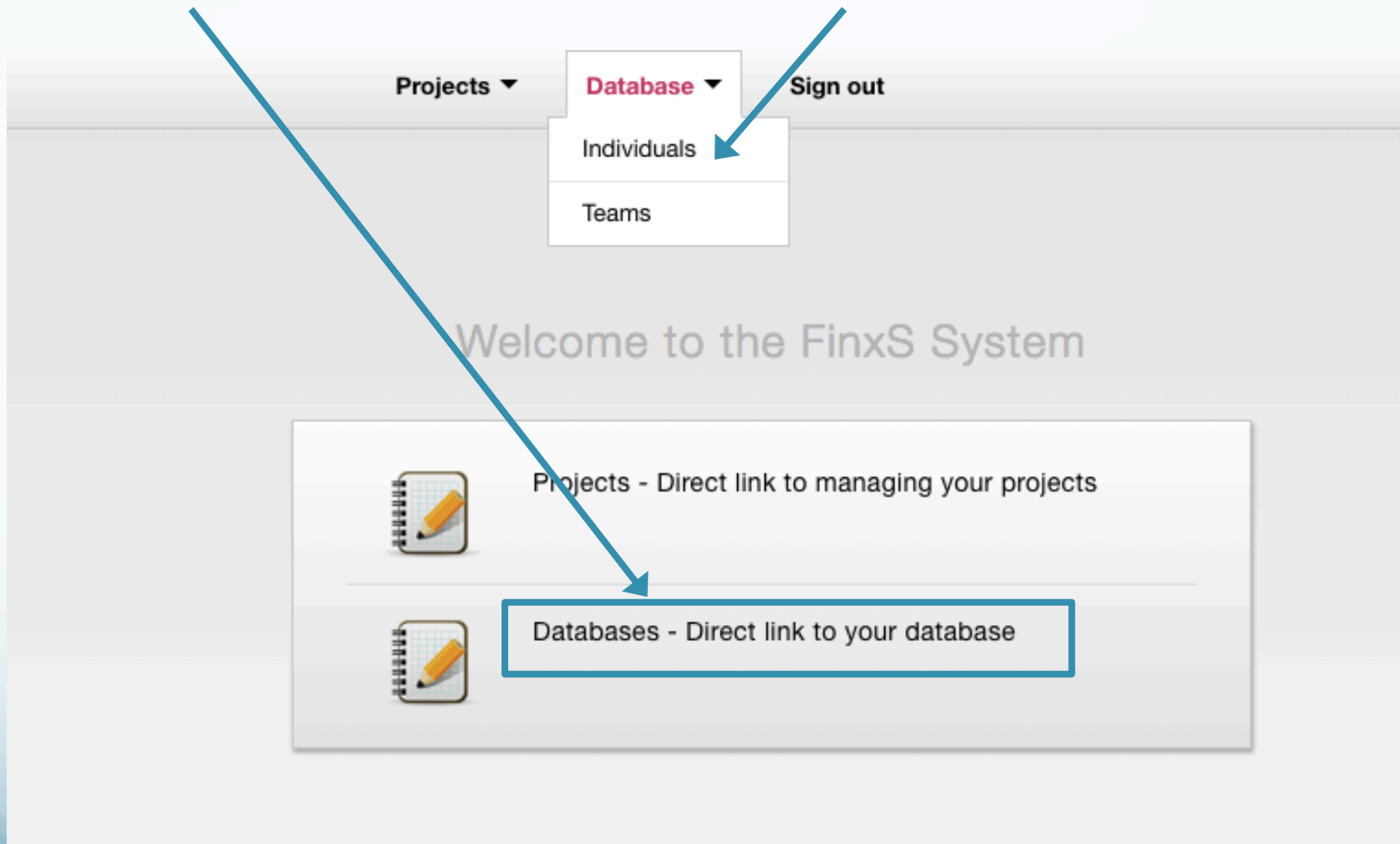
A screenshot of a web login form. At the top, it says "Log In" in a light gray font. Below that, a white box contains the text "Enter your username and password below". There are two input fields: "Username" with a person icon and "Password" with a lock icon. Below the fields is a link for "Forgot password?".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

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

Individual Report



- From direct links click on **Databases** or **Database** tab from the menu at top (pull down choose **Individuals**)



Individual Report: Ordering a Report



- From left menu column, click on **Behavioral Analysis** or specific Project - Access Code (click pull down arrow to left of **Behavioral Analysis** to see available Projects – Access Codes).
- Check the box to left of individual's name that you want to order report for. It will appear above database list.
- Click **Print PDF**

The screenshot shows the FinxS web application interface. On the left, a dropdown menu is open under 'Behavioral Analysis (6)', listing options like 'Candidates Report', 'Christina Sample', 'DEMOTara', 'EUK-PLAYGROUND', 'Individual Report', and 'New Mangers October 2, 2015'. The 'EUK-PLAYGROUND' option is selected. In the main area, there are buttons for 'Print PDF', 'FinxS Playground', 'Report Preview', 'Download Excel', and 'Resend'. Below these, a list of individuals is shown with checkboxes. The third individual, 'Sample / Suzanne / Widgets Inc.', has its checkbox checked. A table below the list shows details for 11 individuals, including last name, first name, organization, access code, date completed, validity, email, and password.

	Last name	First name	Organization	Access Code	Date completed	Valid / Invalid	Email	Password
1	McSample	Andy	Acme, Inc.	EUK-PLAYGROUND	08.22.2014	Valid	markku.kauppinen@extendeddisc.org	n/a
2	Sample	Sam	EDNA	EUK-PLAYGROUND	06.04.2013	Valid	christina.bowser@espmeasure.com	n/a
3	Sample	Suzanne	Widgets Inc.	EUK-PLAYGROUND	08.21.2013	Valid	margie@extendeddisc.com	n/a
4	Sample	Person1	FinxS	EUK-PLAYGROUND	04.23.2011	Valid	email@example.org	n/a
5	Sample	Person2	FinxS	EUK-PLAYGROUND	04.23.2011	Valid	email@example.org	n/a
6	Sample	Person3	FinxS	EUK-PLAYGROUND	04.24.2011	Valid	email@example.org	n/a
7	Sample	Edna	ABC Inc	EUK-PLAYGROUND	12.09.2013	Valid	info@extendeddisc.com	n/a
8	Sample	Cindy	ABC Inc	EUK-PLAYGROUND	04.28.2015	Valid	CindyS@ABCInc.com	n/a
9	Smith	Andy	Acme, Inc.	EUK-PLAYGROUND	08.26.2013	Valid	markku.kauppinen@extendeddisc.com	n/a

You can only check one individual at a time when ordering Individual Reports

Individual Report: Report Order Options



From the **Options** pop up:

1. **REPORT TOOL:**
Behavioral Analysis Report
2. **REPORT:**
choose the report you want to use (eg."Prospect Demo Individual Assessment")
3. **METHOD:**
 - a. **Download PDF** – system will download the file directly to your computer
 - b. **Send Email** – type in email address in applicable field(s) - "To" "CC" and/ or "BCC"
5. Click **OK**

Options

REPORT TOOL:
Behavioral Analysis Report

REPORT:
Prospect Demo Individual Assessment

LANGUAGE:
English (US)

METHOD:
Download PDF

POINTS:

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

OK **Close**

Options

REPORT TOOL:
Behavioral Analysis Report

REPORT:
Prospect Demo Individual Assessment

LANGUAGE:
English (US)

METHOD:
Send Email

TO:
info@extendeddisc.org

CC:

BCC:

POINTS:

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

OK **Close**

There are no additional points required to order a report

Individual Report: Reordering a Report (same report)



- From left menu column, click on **Behavioral Analysis** or specific Project - Access Code (click pull down arrow to left of **Behavioral Analysis** to see available Projects – Access Codes).
- Check the box to left of individual's name. It will appear above database list.
- Click **Resend**. The Access Code report will be resent to the email(s) in the Project – Access Code.

The screenshot shows the FinxS web application interface. On the left, a dropdown menu is open under 'Behavioral Analysis (6)', listing options like 'Candidates Report', 'Christina Sample', 'DEMOTara', 'EUK-PLAYGROUND' (which is selected), 'Individual Report', and 'New Managers October 2, 2015'. The main area displays a list of individuals with columns for Last name, First name, Organization, Access Code, Date completed, Valid / Invalid, Email, and Password. The individual 'Sample / Suzanne / Widgets Inc.' is selected, and the 'Resend' button is visible. A red box highlights the 'Resend' button and the selected individual's name.

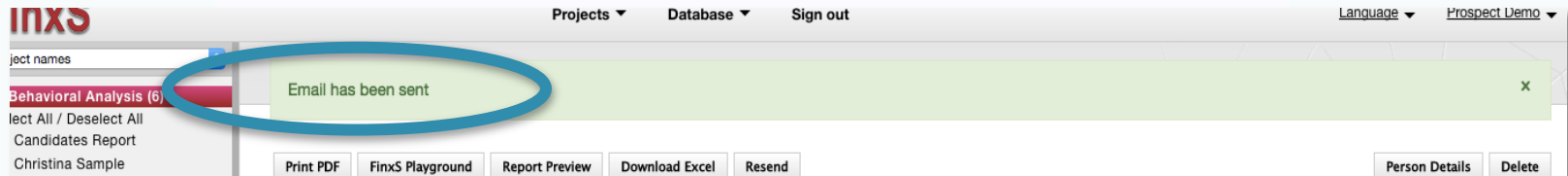
	Last name	First name	Organization	Access Code	Date completed	Valid / Invalid	Email	Password
1	McSample	Andy	Acme, Inc.	EUK-PLAYGROUND	08.22.2014	Valid	markku.kauppinen@extendeddisc.org	n/a
2	Sample	Sam	EDNA	EUK-PLAYGROUND	06.04.2013	Valid	christina.bowser@espmeasure.com	n/a
3	Sample	Suzanne	Widgets Inc.	EUK-PLAYGROUND	08.21.2013	Valid	margie@extendeddisc.com	n/a
4	Sample	Person1	FinxS	EUK-PLAYGROUND	04.23.2011	Valid	email@example.org	n/a
5	Sample	Person2	FinxS	EUK-PLAYGROUND	04.23.2011	Valid	email@example.org	n/a
6	Sample	Person3	FinxS	EUK-PLAYGROUND	04.24.2011	Valid	email@example.org	n/a
7	Sample	Edna	ABC Inc	EUK-PLAYGROUND	12.09.2013	Valid	info@extendeddisc.com	n/a
8	Sample	Cindy	ABC Inc	EUK-PLAYGROUND	04.28.2015	Valid	CindyS@ABCInc.com	n/a
9	Smith	Andy	Acme, Inc.	EUK-PLAYGROUND	08.26.2013	Valid	markku.kauppinen@extendeddisc.com	n/a

You can choose multiple individuals to resend the report to.

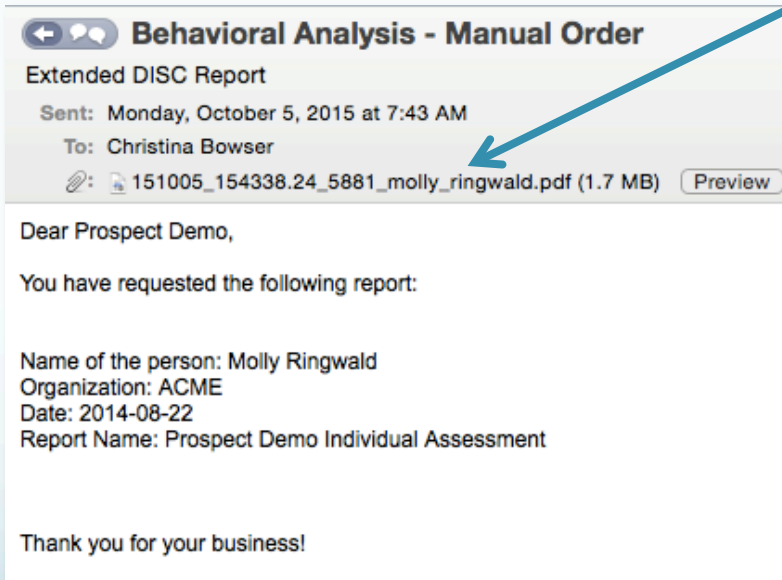
Individual Report: Confirmation and Tips



- After choosing **Method** and **OK** the system will begin download or confirm email has been sent



Report will be a PDF email attachment if choosing **Send Email**. Check SPAM folder if needed.



Reordering multiple reports

If you want to order the same report for a group of people or resend multiple results to a different email, edit the Project - Access Code (e.g., change Report or Email) and save. Then, in Database, select individuals and hit **Resend**. Remember to re-edit Project - Access Code to original if needed.



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.