

EXPORT ASSESSMENTS

- From your account home page, in the **Resources** box, click **Export Assessments**.

Resources

- ▶ Profile Search
- ▶ Cover Page Image
- ▶ Custom Report Styles
- ▶ Import Users
- ▶ **Export Assessments**

- On the Export Assessments page you will see a list of the information that can be downloaded. By default everything will be selected. You can exclude or de-select any category by removing the check to the left of the name.

Export Assessments

Please select the desired columns to include in your export file:

- User ID
- First Name
- Last Name
- the KeyCode and its name
- User Sign In / Email
- Account Name

Export Assessments

Please select the desired columns to include in your export file:

- User ID
- First Name
- Last Name
- the KeyCode and its name
- User Sign In / Email
- Account Name
- DISC Scores, Graph 1
- DISC Primary Style, Graph 1
- DISC Secondary Style, Graph 1
- DISC Name Style, Graph 1
- Transitional Flag, Graph 1
- DISC Scores, Graph 2
- DISC Primary Style, Graph 2
- DISC Secondary Style, Graph 2
- DISC Name Style, Graph 2
- Transitional Flag, Graph 2
- DISC Scores, Graph 3
- DISC Primary Style, Graph 3
- DISC Secondary Style, Graph 3
- DISC Name Style, Graph 3
- Transitional Flag, Graph 3
- DISC24 Raw Scores

- If your example all you need is the first and last name and the graph scores for all three graphs your selector would look like this.

If you wanted to add the DISC style name to the spreadsheet, since we use graph 3 to determine the over-all style name we would place a check next to DISC Name Style, Graph 3

When you are ready scroll down until you see download criteria.

Download Criteria

Please select the desired filename to download to, and the account to draw the names from

- ▶ Enter a filename:
- Include All Subaccounts
- ▶ KeyCode: All
- Enable date range limitation
- ▶ Beginning Date:

- Enter a file name (type in what you want to name your file).

- Use the drop down menu to select the keycode. (Select Include All Subaccounts to include keycodes associated with a subaccount in the drop down menu).

Download Criteria

Please select the desired filename to download to, and the account to draw the names from

- ▶ Enter a filename:
- Include All Subaccounts
- ▶ KeyCode: All
- Enable date range limitation
- ▶ Beginning Date:

- If you enable date range limitation you can select a start and end date for your download. If not selected the entire keycode will be downloaded.

Enable date range limitation

Beginning Date:

Ending Date:

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

- When you are ready, click the **Download** button. This will compile your information for downloading. Scroll back down and click **Download**.

Export from Account:

- 32606 "Working DEMO Account"
- 49578 "Client's Name"
- 43569 "DEMO Sub-account #1"
- 43400 "DEMO Sub-account #2"
- 43646 "DEMO Sub-account #3"
- 47452 "Oak Hill Collaborative"
- 33981 "Private-Label Site Account"
- 34519 "The Lawyers"

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