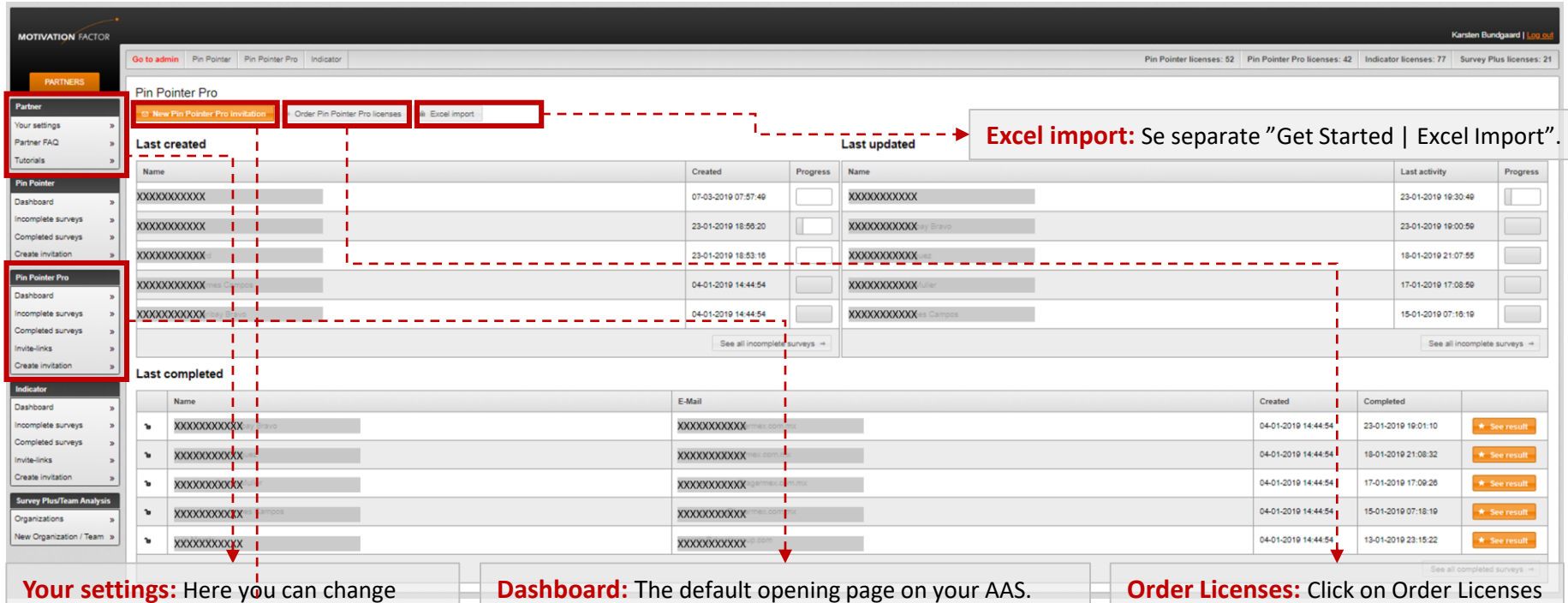
GET STARTED | ASSESSMENT MANAGEMENT SYSTEM (AMS)
THE DASHBOARD

This is the Pin Pointer Pro Dashboard - the default opening page in your AMS. From here you can purchase, send and manage your assessment invitations.



Excel import: Se separate "Get Started | Excel Import".

Your settings: Here you can change name, email, password and default language - and you can add one or more coaches or colleagues to your account.
FAQ
Tutorials

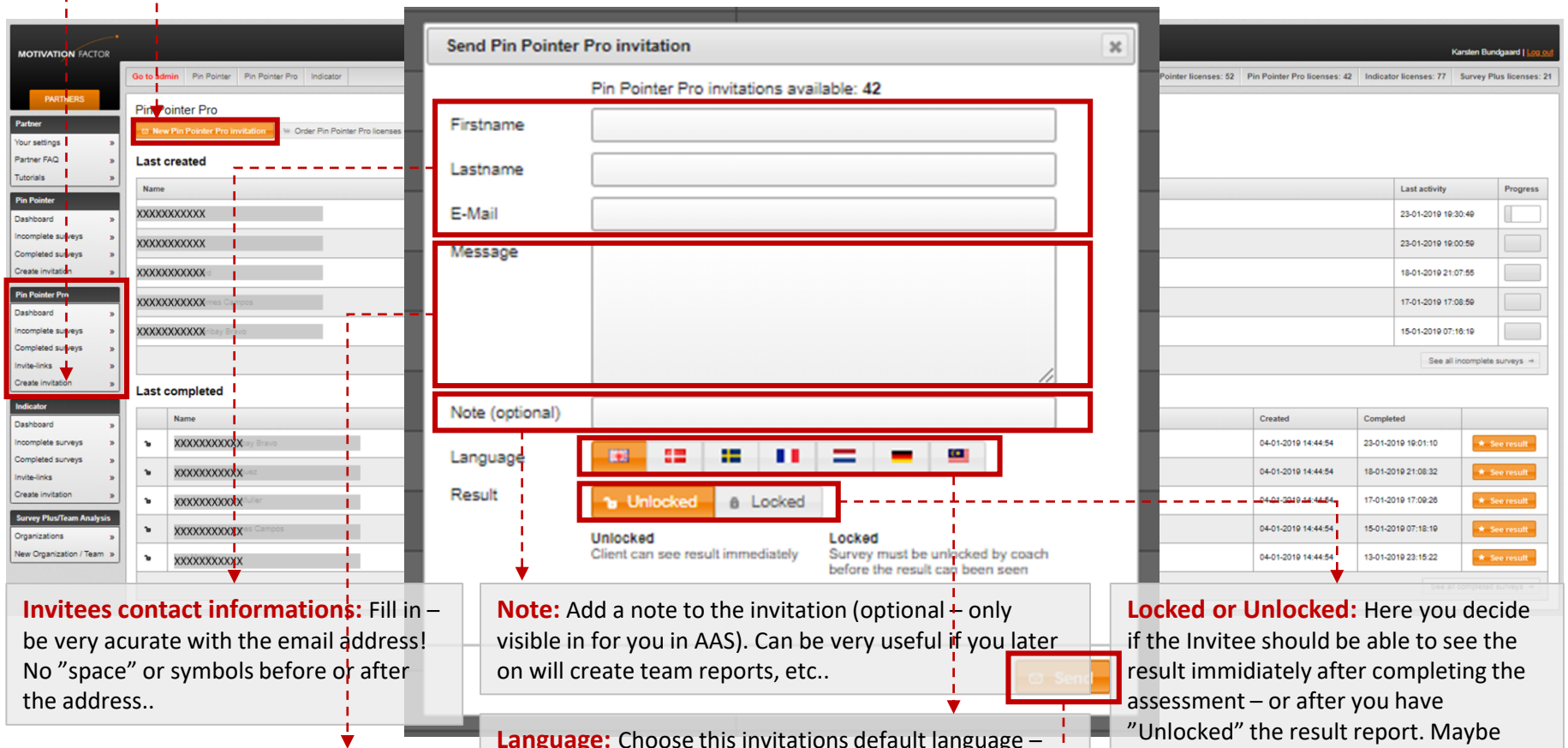
Dashboard: The default opening page on your AAS.
Incomplete Surveys: Your assessment invitations that haven't been completed yet. Here you can edit the invitees contact informations, resend invitation and send reminders.
Completed Surveys: Your assessment invitations that have been completed. Here you can see the invitees result and download the PDF result report.
Invite-links: Se separate "Get Started | Invite-links".
Create Invitation: See next page.

Order Licenses: Click on Order Licenses and follow the instructions. The ordered licenses will be immidiately available in your AAS - an invoice will follow a day or two later - payable by credit card.
FAQ
Tutorials

BASIC ASSESSMENT INVITATIONS

MOTIVATION FACTOR

1) Click on "Create Invitation" or "New Pin Pointer Pro invitation"…



Invitees contact informations: Fill in – be very acurate with the email address! No "space" or symbols before or after the address..

Note: Add a note to the invitation (optional – only visible in for you in AAS). Can be very useful if you later on will create team reports, etc..

Locked or Unlocked: Here you decide if the Invitee should be able to see the result immidiately after completing the assessment – or after you have "Unlocked" the result report. Maybe useful when using MF's assessments for e.g. 1:1 coaching.

Message: Your personal message (optional) to the invitee. Will be included in the invitations standart text.

Language: Choose this invitations default language – the language of the email invitation. The defaullt language of the assessment questionaire, will be decided by the invitees operating system. The invitee can always change language before, during and after completing the assessment.

Send: the invitation is on it's way to your invitee.

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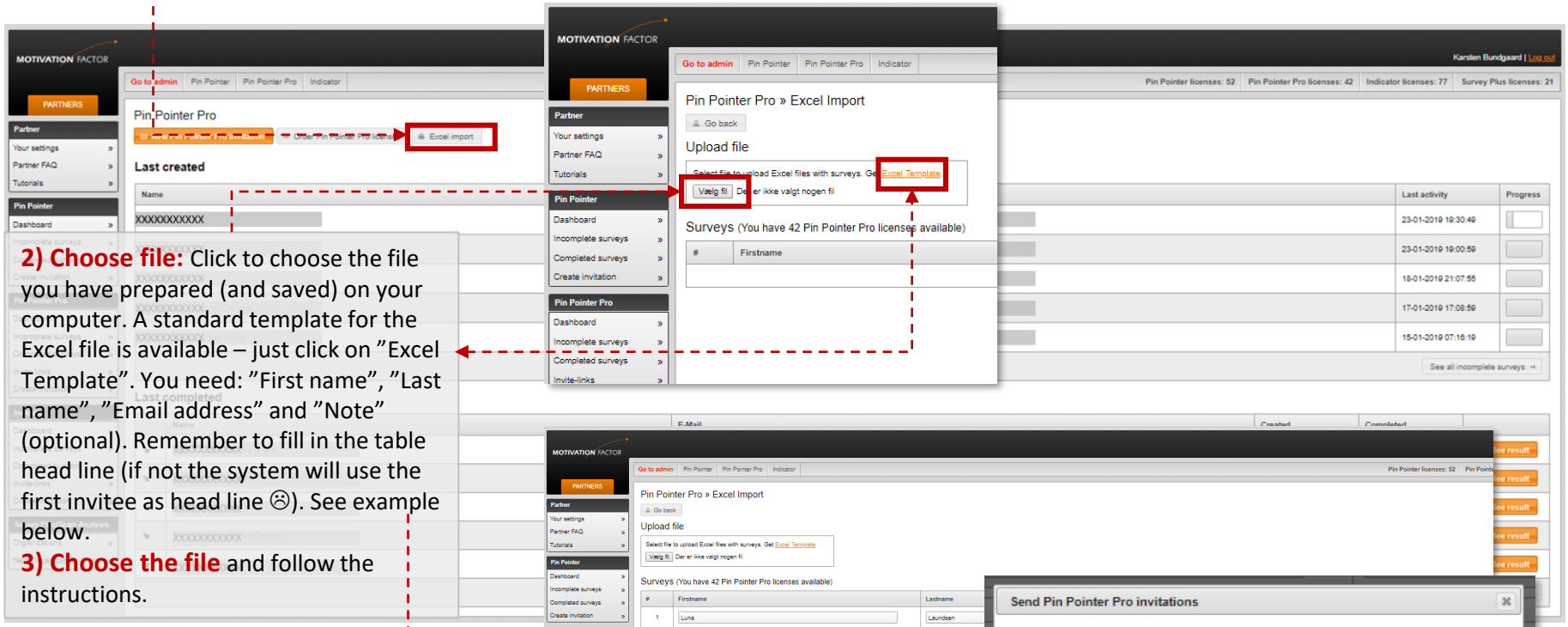
EXCEL IMPORT ASSESSMENT INVITATIONS

MOTIVATION FACTOR

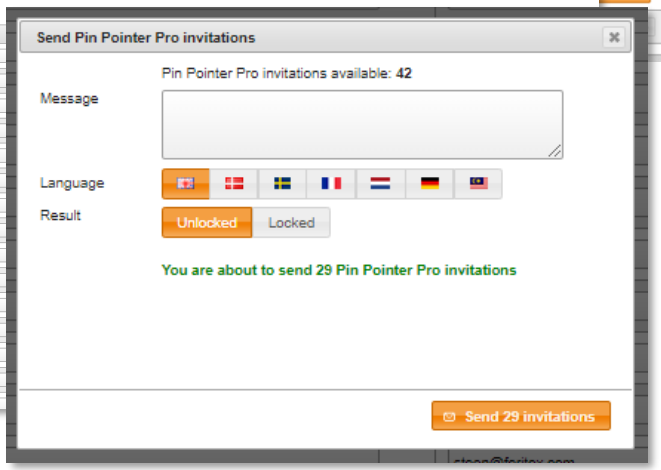
1) Click on "Excel Import" to import multiple invitee's contact informations at once. You can invite hundreds of invitees in just a few seconds.



2) Choose file: Click to choose the file you have prepared (and saved) on your computer. A standard template for the Excel file is available – just click on "Excel Template". You need: "First name", "Last name", "Email address" and "Note" (optional). Remember to fill in the table head line (if not the system will use the first invitee as head line ☹). See example below.

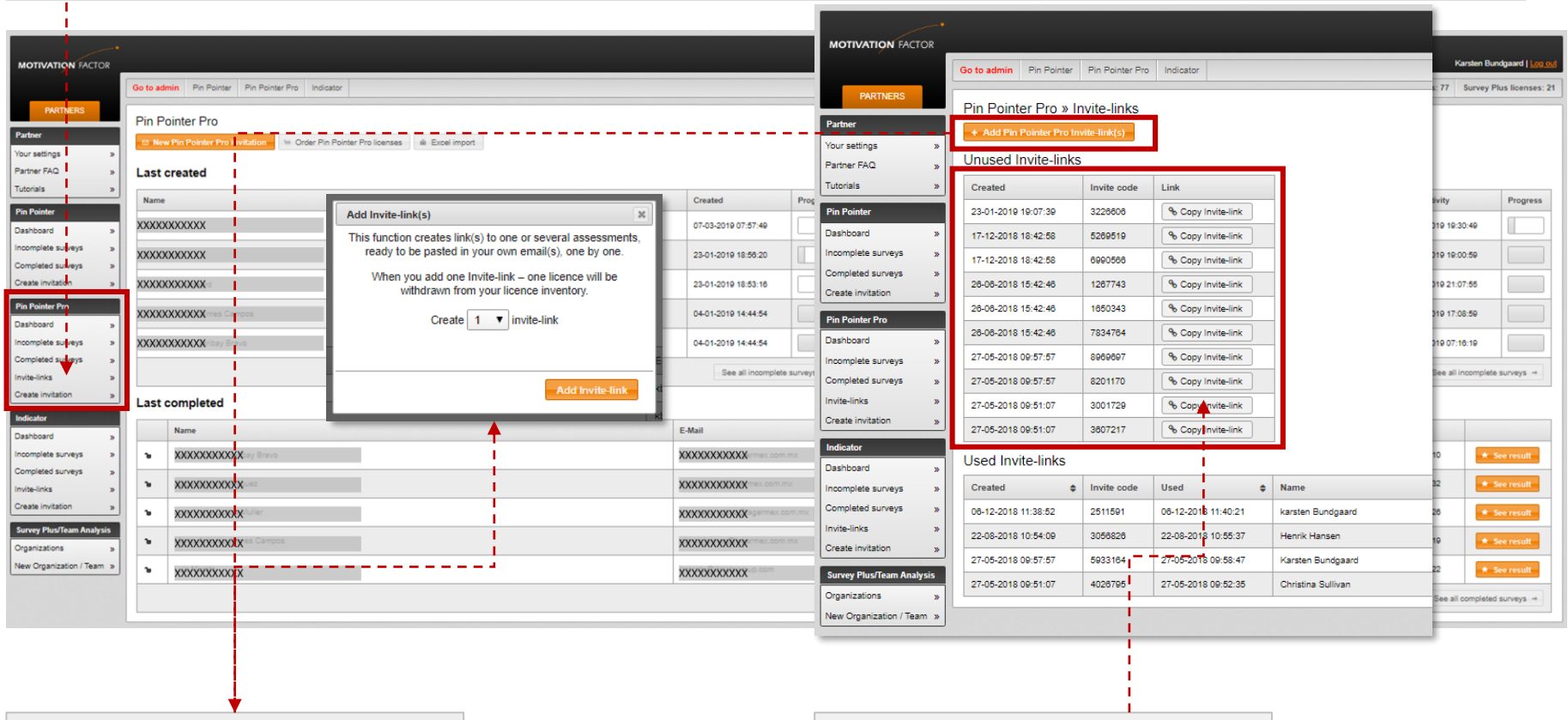
3) Choose the file and follow the instructions.

	A	B	C	D	E
1	First name	Last name	Email	Note	
2	Luna	Lauridsen	Luna@foritox.com	N	
3	Anne	Kristiansen	Anne@foritox.com	DK	
4	Anne	Zhao	Anne@foritox.com	N	
5	Bente	Thomassen	Bente@foritox.com	DK	
6	Charlotte	Englund	Charlotte@foritox.com	S	
7	Claudia	Lindby	Claudia@foritox.com	S	
8	Erhardt	Skjødt	Erhardt@foritox.com	S	
9	Helle	Kayerød	Helle@foritox.com	DK	
10	Henrik	Franke	Henrik@foritox.com	DK	
11	janne	Petersen	janne@foritox.com	DK	
12	Kamillo	Ahuja	Kamillo@foritox.com	N	
13	Karoline	Leistiko	Karoline@foritox.com	S	
14	Kim	Jørgensen	Kim@foritox.com	N	



INVITE-LINKS ASSESSMENT INVITATIONS

1) Click on "Invite-links" to include a link to the assessment in your own email.



2) Click on Add Pin Pointer Pro Invite-link(s): In the box, type the number of Invite-links you need..

3) Copy Invite-link: Copy and paste the link in your own email.
Please note that your invitee will need to fill in Name details him or herself.