

Discovery Report User Guide

Your guide to using the most positive and helpful DISC Profiles on the planet.



Welcome and thank you for using Discovery Reports!

Discovery Reports are indeed the most positive DISC profiles available.

This guide is designed with you in mind to make using the profiles and bonus tools very simple and easy.

The following sections are provided in this guide:

[Section 1: How to obtain access codes](#) (one is needed for each Discovery Report)

[Section 2: How to complete an online assessment and access your Discovery Report](#)

[Section 3: How to save your Discovery Report](#) as a PDF file (optional)

[Section 4: How to create Team Charts](#) (free bonus resource)

[Section 5: How to create a Two-Person Interaction Discovery Report](#) (free bonus resource)

[Section 6: How to use Hiring Insights](#) and related tools. (for job matching and hiring)

[Section 7: How to Reach Technical and Sales Support](#) (yes, you can reach us!)

SECTION 1:

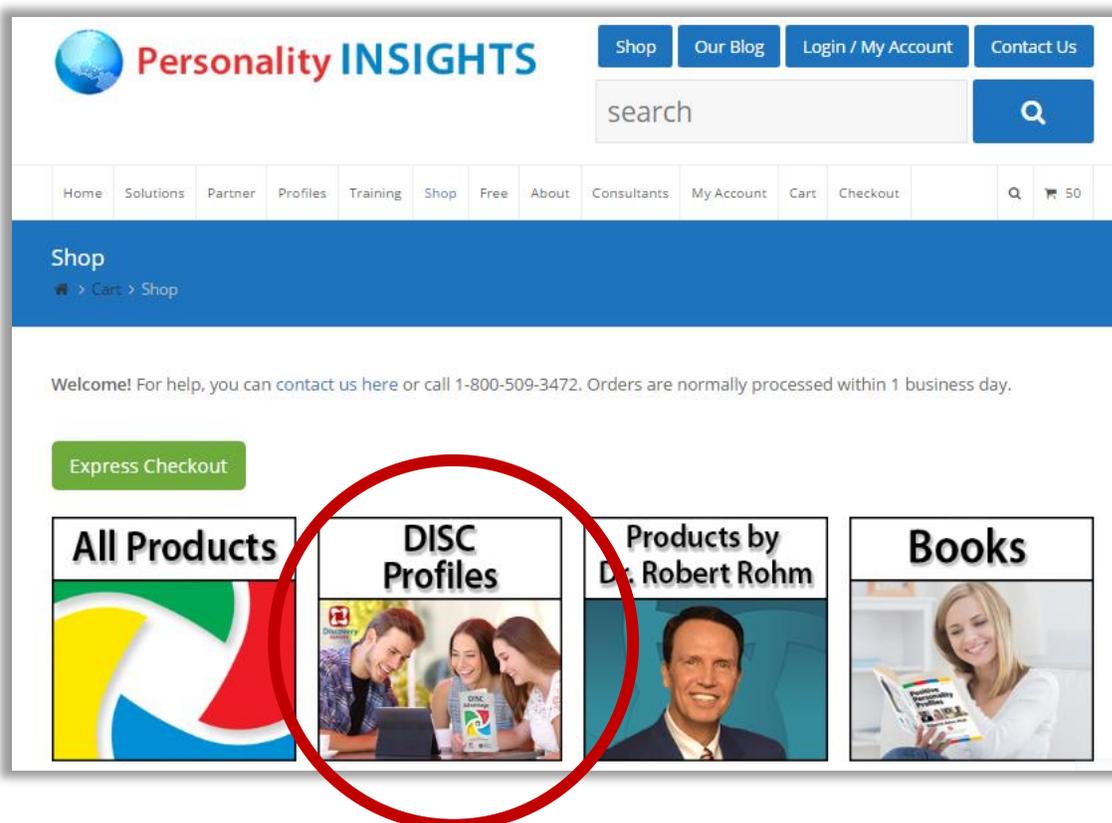
How to Obtain Access Codes for Discovery Report DISC Profiles

There are really only a few steps to obtain a Discovery Report. Each user will need one access code to start the process of taking an online personality assessment at www.discoveryreport.com. When you buy a Discovery Report, you will get the access code you need. **If you buy *multiple* Discovery Reports, you will receive *multiple* access codes** (one for each user). The pricing for Discovery Reports starts at \$12.95 USD each for the concise version. There are other versions with more feedback that retail for \$29.95 - \$69.95 USD depending on the version.

You can see the various Discovery Report versions available at this link:

<http://www.personality-insights.com/product-category/disc-profiles/online-disc-profiles/>

You can also go to www.personality-insights.com/shop and select the "DISC Profiles" category as shown in the screenshot below:



Need More Help Choosing a Version?

There is a [handy comparison chart showing the features of the various adult versions](#) of the Discovery Reports (great if you like to see detailed features).

Purchasing More than One Discovery Report or More than One Type:

You have the option of purchasing more than one Discovery Report at a time or multiple versions at one time. Simply choose the quantity you need at checkout to buy more than one. In addition, if you need more than one version of Discovery Report, you can select other versions and place them in your shopping cart.

What to Expect After Your Purchase is Complete

After checkout is complete, you will receive two emails from our system.

Email #1: Order confirmation with your purchase details

Email #2: Instructions and access codes to use at www.discoveryreport.com

Distributing Codes to Multiple Participants

If you are coordinating with several participants, you can simply email each person his or her own access codes along with instructions.

Example Instructions:

1. Go to www.discoveryreport.com
2. Enter your access code: AEPI-XYTZ-YTRW
3. Click "Send Code to Begin"
4. Follow the on-screen instructions from there.

About Access Codes

An access code is a unique code that gives one user access to a DISC assessment and resulting Discovery Report profile. Access codes are typically 14 or 19 characters long. The codes are case-sensitive which means that each letter must be entered exactly as provided to preserve upper-case and lower-case letters. All dashes must be included as well. This is an example of what an access code looks like: ASPI-RTBM-EPLK

SECTION 2:

How to Complete the Online Personality Assessment and Obtain Your Discovery Report

Follow these instructions to take the online personality assessment and obtain your Discovery Report:

1. **Obtain your access code** (either [purchased online](#) or provided to you by an administrator)
2. **Enter your access code at www.discoveryreport.com** and be sure to enter it in exactly as provided including all dashes. Access codes are case-sensitive which means that upper case letters and lower case letters must be entered exactly as provided.
3. **Click the “Send Code to Begin” button** to be taken to the online assessment.
4. **Follow the on-screen instructions to complete the online assessment.** The online assessment will only take about 15-20 minutes. Relax – it’s not a test, it is just a personality assessment with no right or wrong answers. After you complete the assessment, you will immediately see your Discovery Report and you will get an email with a link to your Discovery Report.
5. **View your Discovery Report** when you have completed the assessment or click on the link that is emailed to you. In some cases, you may see a notification that your answers have been received and that an administrator will provide your report to you.

SECTION 3:

How to Save Your Discovery Report as a PDF (Adobe Acrobat) file.

Upon completion of your online assessment, you will be able to access your Discovery Report with a link that will be emailed to you or provided by an administrator.

Your report will display a link on page 1 that gives you the option to save your report as a local file on your computer. Just click on the link to download or view the PDF file version of your Discovery Report. A sample screenshot of what page 1 might look like is shown below along with a red arrow pointing to the “Save report as PDF file” button:



Note: The “Save as PDF” button may be located on the **side** of page 1, but the link will always be near page 1 of your report.

SECTION 4:

How to Create Team Charts

Team charts are a free bonus for everyone who has a Discovery Report access code. This tool will plot everyone on the team in a DISC chart so you can see where everyone is on the chart. It's a great way to get a high level view of your team. You'll immediately see the mix of where people fall on the scale of being outgoing or reserved and on the scale of being task-oriented or people-oriented. Using Team Charts is simple. Here are the 3 steps to follow:

Step 1: Get the List of Access Codes for Everyone in Your Team. Each person on your team should already have a Discovery Report access code. All you need is a list of those access codes as a simple list. You probably have the list in the email you received when you ordered the Discovery Reports. Otherwise, you can ask your participants to email you their access codes.

Step 2: Go to www.discoveryreport.com/team

This is the team charting tool page that will have the online form you will use to create your team chart.

Step 3: Enter your list of access codes into the form. If you are able to copy and paste your list of access codes into the form, that will save time and minimize errors. Only valid access codes that have an associated completed assessment will be graphed in the resulting chart.

Step 4: Choose any display options that you would like. You can just leave the default options as they are, or you can change them to your liking.

Step 5: Click the "View Team Chart" button.

Step 6: Review Your Results and Take Advantage of the 2-Person Relationship Feedback Report option at the end of your results. You will see your team charts as well as individual graphs listed. In addition, you will see two drop-down lists of all the participants shown. You can choose any of the two participants to then generate a "Relationship Feedback Report" that will be explained further in the next section.

SECTION 5:

How to Create an Interaction Discovery Report for Two People

We have a special report that is designed for any two people who already have Discovery Report access codes. We call it the “Relationship Feedback” report. It is a guide to help those two people to understand themselves and each other better. Most importantly, it will provide a specific guide to the “Strengths, Struggles and Strategies” of their personality combination. You can also access the Relationship Feedback Report for 2 People at this link:

<http://www.discoveryreport.com/two>

While the report was designed for adults, it may also be used for teens and children as well.

You will find that the report is designed to compare the HIGHEST trait of one person with the HIGHEST trait of the other person.

Please note that you can change which traits are being analyzed for each person by going to each person’s “interaction guide” page and selecting a different trait from the drop-down list. Your report will automatically be refreshed to compare the newly selected combination of traits. This feature is provided because we can all tend to shift our “mode” of behavior based on our environment (our situation). Therefore, it is helpful to consider which mode (D, I, S or C) someone may be primarily be operating in as you are interacting with him or her. He or she may be relying on a secondary or even a tertiary (third) trait at times.

SECTION 6:

How to Use Hiring Insights for Job / Role Matching

Introduction

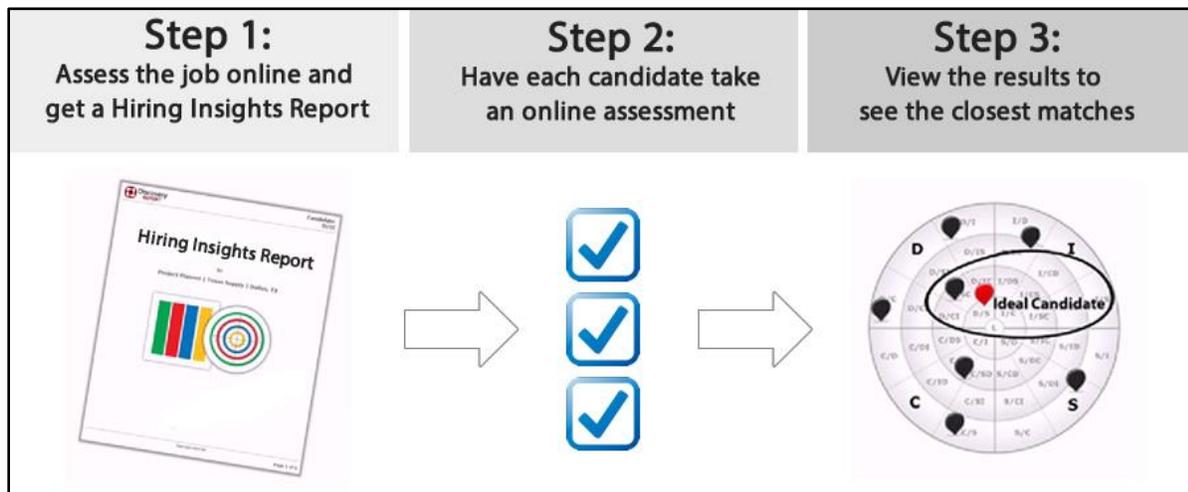
Hiring Insights DISC Assessments and tools are a simple way to find candidates that "FIT" a particular job or position that you are trying to fill. When you find a candidate that "fits," then he or she will naturally excel in their work environment.

Most hiring processes rely heavily on looking at skills and qualifications - which is absolutely necessary. Hiring Insights provides an added way for you to ENHANCE your ability to find people who are likely to perform well AND remain happy at work or on your team. The result? Turnover is reduced and people stay longer - which saves you time and money.

The 3 Steps of the Hiring Insights Process:

1. You complete a Hiring Insights assessment to characterize the job or position
2. Your candidates complete a Discovery Report DISC assessment (personality profile) to determine their personality styles. Note that this is a different kind of assessment than in step 1.
3. You compare the results using our Team Charting visual tool to view the results.

Each step is illustrated below:



Clarifying terms ...

The Hiring Insights assessment and report is used to identify a profile fit for a job or position. The Hiring Insights assessment is answered with the job requirements in mind. You will answer according to the assessment while thinking about what is important for the particular job or position. Thus, one Hiring Insights assessment is used per position. The retail cost is \$39.95 per Hiring Insights report.

Discovery Report DISC profile assessments are used with individuals or candidates who answer the assessment regarding himself or herself. This is what most people call a "personality profile." The result is a report that shows the person's personality traits and charts. Thus, one Discovery Report DISC assessment is used for each person (candidate). The pricing for Discovery Reports starts at \$12.95 USD each for the concise version. There are other versions with more feedback that retail for \$39.95 - \$69.95 USD.

You can see the various Discovery Report versions available at this link:

<http://www.discoveryreport.com/comparison-chart.html>

So, just to be clear, the [Hiring Insights assessments](#) (to analyze the job requirements) are sold individually (\$39.95 each) just as the [Discovery Report DISC profile assessments](#) (for the candidates) are sold individually (\$12.95 each). That way, you only buy only what you need. For example, if you have one position you are hiring for and 5 candidates, you would purchase 1 Hiring Insights assessment, and 5 Discovery Reports.

Detailed Instructions to Complete the 3 Steps of the Hiring Insights Process

1. **You complete a Hiring Insights assessment** with the position/job/role you are hiring for in mind. You can purchase a [Hiring Insights assessment here](#)

Once you have a Hiring Insights assessment access code, just go to www.discoveryreport.com

Enter your access code, and click the "Send Code to Begin" button and follow the on-screen instructions from there answering questions that

relate to the position you are hiring for. Immediately upon completion of the assessment you will obtain a Hiring Insights Report for the position (on-screen and via email).

2. **Have the candidate(s) complete a Discovery Report** DISC profile assessment. You will need one Discovery Report access code for each candidate. [You can purchase Discovery Reports here \(adult concise version\)](#)

To have a candidate take the assessment, just send them to www.discoveryreport.com

They should then enter a Discovery Report access code (which you purchased and provide to them) and they click the "Send to Begin" button and follow the on-screen instructions from there.

The result will be that your candidate will obtain a Discovery Report (6-page version). You can also access the candidate's Discovery Report by entering the same access code they used at www.discoveryreport.com.

Keep the access codes handy, as you will need them in the next step.

3. **Use our [online team charting tool](#)** to chart all the candidates and the "target candidate" in one easy-to-understand chart.

So, ***after*** you have completed steps 1 and 2 above, you can then copy and paste the access codes used into the team charting tool form to view the results. Proceed with considering your top candidate(s) when you are satisfied that they are a good personality fit for the position.

Helpful Links related to using Hiring Insights:

[You can purchase a Hiring Insights Report access code here](#)
(one is needed to assess the job/position)

[You can purchase Discovery Reports for each candidate here \(adult concise version\)](#)

[Online team charting tool](#)

Personality Insights Website:
www.personality-insights.com

This is our main website with all of our company resources including training, books, videos, DISC profiles and more.

Discovery Report Website:

www.discoveryreport.com

This is our website focused on the Discovery Report DISC profile resources.

Section 7: Support Contacts

Technical support: support@discoveryreport.com

Here are some tools that may help you:

[Frequently Asked Questions \(FAQ\)](#)

[Code checker](#) (see which codes are used and unused)

[Introduction to DISC](#) (article)

Order support: orders@personality-insights.com
or call us at **800-509-3472** (M-F, 9AM – 5PM EST)

DISC Certification Training Information:

<http://www.personality-insights.com/disc-training/>

Have feedback or suggestions? [Contact us here](#)

Thank you for using this guide!

All the best,

Your Friends at Personality Insights, Inc. and www.discoveryreport.com