How to sign up to use the Sales Success Profile

LOUSIG-NONT AND ASSOCIATES

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SALES SUCCESS PROFILE

Identify sales strengths

Identify skill areas, which could benefit from training

Compare selling skills against 300,000 other sales people

Analyze potential employees before you hire them

Analyze existing employees to determine their on-going training requirements

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GOTO:
http://www.lousignont.com

Click on CLIENT LOGIN

LOUSIG-NONT AND ASSOCIATES

This will take you to the LOGIN SCREEN

Click on the Last ACCEPT

Choose a proper action from the list below

Has a company asked you to come to this site to take the Sales Success Profile? [Accept]

Would you like to take Sales Success Profile by yourself as individual examinee to evaluate your sales strengths? (you must have a valid credit card) [Accept]

You are a company who would like to set up a new account so that you may administer Sales Success Profile to examinees? [Accept] ✓

Login area
Login:
Password:

[Sign in] [Dealer sign in]

Forgotten password?

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Create company account

Note: there are three screens that require you to fill in information. The first screen is your company information, the second is where you set up your personal login information, and the third is where you can order your tests if you wish to order now. It is not required you order tests to register.

Company Contact Information

Select your dealers name from the list. Proceed to fill in the information regarding your company.

Choose your dealer: [Furniture First] [Add new]

Company name:

Company street address:

City:

State:

ZIP (postal) code:

Country: [- choose the country -] [Add new]

Fax number:

Phone number:

Mobile number:

Email address (all SSP result reports and notification mail will be sent to this address):

Company alias is a LOGIN you will give to prospective examinees if you would like them to login and take the Sales Success Profile on the Computer. Also designate a password for your examinees.

Company alias (secret company identifier you want company examinees to choose to start taking SSP):

Company password (the password you want company examinees to use to start taking SSP):

Company Credit Card Information

You must provide a valid credit card. in order to sign up. Your credit card is not automatically charged by this program. But a valid card is needed to register to prevent fraudulent registrations.

Choose the type of your Credit Card: [VISA]

Type the name on Credit Card:

Enter your Credit Card number (no dashes):

Type your Credit Card expiration date: [01 - January] / [2008]

CVV code (last three digits off signature script on back of VISA/MC/DISC), or 4 numbers printed on front of AMEX:

Enter the address of where you receive your statements for this credit card. Street, City, State, Postal Code and Country:

Note to the Doctor

Write a note to the Doctor Lousignont:

☐ Email this note after submit

Using WebService Interface

Use web service blank, do not click this option.

Ask your dealer for information about using web service interface. Do not check this unless you have been advised to do so. This requires you to do a software interface from your website to the scoring site.

Enable/disable web service ☐ Use web service

Click SUBMIT to go to the next screen

[Submit] [Cancel]

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Create new chief administrator account

Personal Login Information

Login:

Password (case sensitive):

Confirm password (case sensitive):

CAUTION - this password will allow you to score tests, request additional scorings, delete tests, and perform administration functions. EXERCISE caution who you share this password with

Personal Information

First name:

M. I. (Middle name identifier)

Last name:

Position:

Location (your company multiple locations - store numbers or people who may ask company examinees to take SSP): | - No available locations for this company - | Edit company locations

Enter contact information

contact Email address (recovered password will be sent to this address if requested):

Fax number:

Phone number:

Mobile number:

Submit   Cancel

In this section you will set up your personal LOGIN and PASSWORD and information so that you may login to your Company Account to input and score your Sales Success Profiles.

If you have several different locations for your company, and you would like to keep track of where your applicants have applied you may set up locations here.

Click on Submit

Default PriceList:

Minimum scorings quantity	Maximum scorings quantity	Cost ($)
1	4	56.00
5	9	52.00
10	19	48.00
20	49	44.00
50	99	
100	199	
200	499	
500	999	
1000	1499	
1500	9999	

Additional options:

Prefered SSP report type: Graph & Long Report & Training Tip

Would you like to receive each scored SSP report result via Email?   ☐ Yes

Type the amount of scorings you would like to purchase now: 50   Count price

Cost price which will be charged from your credit card: 2100($)

You have two options for scoring an SSP an examinee has completed. You can choose to have the tests auto-scored and have the report automatically emailed to you. This will automatically deduct a scoring credit from your count. Or you leave AUTO-SCORE off and go into your administration page and select which examinees you wish to score and generate a report for. With AUTO-SCORE OFF a scoring credit will only be deducted at the time you score the examinee.

Enable/disable Auto Score option: ☐ Allow Auto Score

Finish   Skip this step

It is recommended that you select the Graph Long Report and Training option here. There is no difference in cost regardless of your selection, and you may change this later.

On this page you will decide how many scorings you wish to order. Or you may skip this page and wait to order scorings at a later date. Prices listed here are for illustration only, your price schedule may be different.

We recommend you leave AUTO-SCORE turned OFF. If you click it on, any applicant that takes the test will automatically be scored, and a scoring count will be deducted; even though you may not have decided whether you want to evaluate their test.
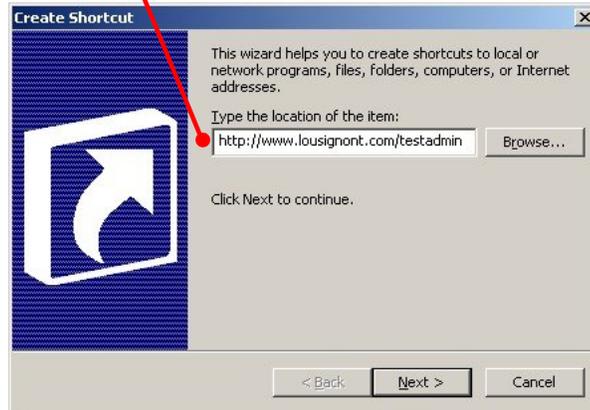
Now that you have set up your account we advise that you make a shortcut on your desktop to easily access the Sales Success Profile Login Page.
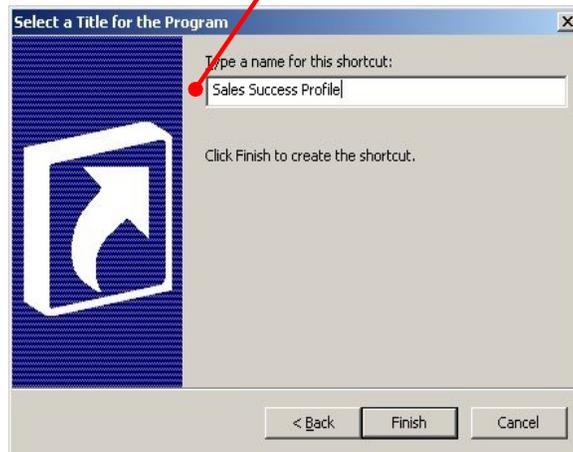
1. Anywhere on your computer desktop where there is not an icon, do a right Mouse click.

2. Select NEW

3. Select SHORTCUT

4. In the shortcut type the location:
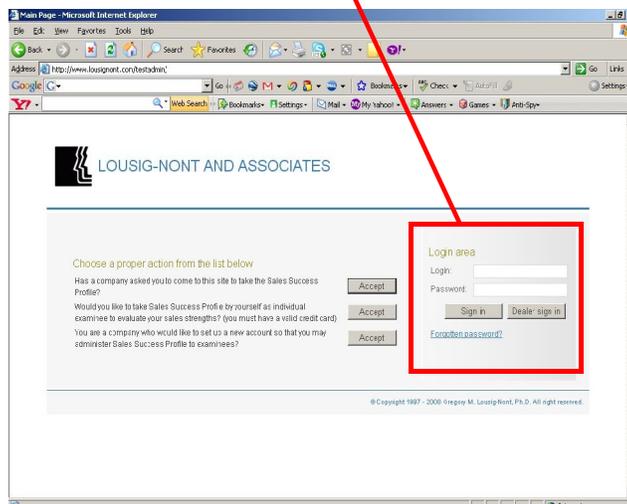
http://www.lousignont.com/testadmin

Then click NEXT

Now type in a label name for your SHORTCUT, such as Sales Success Profile Login, click the FINISH tab and the shortcut will appear on your desktop.

Clicking on your new shortcut will take you to the Sales Success Profile Login Screen. On the right side of the screen enter your personal LOGIN ID, and your PASSWORD, that you set up for yourself. Now click on SIGN IN. You will be taken to your Company's main SSP administration screen.

The number of scorings you have left will be displayed here.

All of your examinees will be displayed here.

When you have examinees in your list that need to be scored, first you will select and higlight the examinee, then click SCORE THE TEST. You may then view and print the resiults. You may view and print the results as many times as you would like, and whenever you would like. For your convenience the results are displayed in pdf format, so you may easily save a report to your harddrive and email it as an attachement.

NAVIGATING the ADMINISTRATION PAGE

1. Manage Locations: If your company has several locations, you may enter them here. Or alternatively, you could use this area to specify different sales jobs, like NEW CAR SALES, NEW TRUCK SALES, USED CAR SALES, USED TRUCK SALES, etc.

2. Manage Admin Accounts: This is where you can change your own information, including your password, phone number etc. You nay also setup other assistants to help score Sales Success Profiles. The person who sets up the account is automatically designated as a CHIEF ADMINISTRATOR. This allows you full access to all company functions. You may order more tests, you can change company information and credit card information, and delete examinees, and you may set up other people as ADMINISTRATORS with their own personal LOGINS and PASSWORDS. You may set up other ADMINISTRATORS with one of two levels, CHIEF ADMINISTRATOR, like yourself, the person will have complete access to all functions. OR, you may limit a person's access as a TEST ADMINISTRATOR. This level will only allow a person to score tests, and print tests. They will not have access to credit card information, or any other functions. They will nopt be able to order tests, or delete examinees.

3. Change Company Information: You can change your company's address, examinee LOGIN and PASSWORD, credit card information etc.

4. View Employee List: This is the page you are currently looking at. When you have examinees who have taken the Sales Success Profile, they will be displayed under the LETTER SEARCH function. It will show the date and time the person complete the Sales Success Profile. In order to actually SCORE the TEST, you select the individual from the list, and when it is highlighted, click on the SCORE THE TEST function. This will score the test, and use a scoring credit.

5. Order More Scorings: When you start to get low on scorings, all you have to do is click here and request more scorings. An email will be sent to us and we will authorize and add to your account the amount of scorings you requested.

6. Fill in SSP Answers from Booklet: For companies who still use the actual question booklet. You can manually enter the test answers here so you may score the Sales Success Profile. You need only provide the examinees first and last name, and skip the information like their address and phone number and go right to the answer input screen.

7. LOGOUT: You logout of the account here. There is a 45 minute timeout that will log you out automatically if there has been no activity.