

Company

To add a Group or Manager:

1. Go to <http://www.x2salesassessment.com/admin/>
2. Type in the username and password that you received in your e-mail.
3. Click on Submit
4. Click on the “Click here to add a new manager”
5. Add the Manager Name, Manager E-mail, Location, Groups Overseen, and Password.
6. Click Submit
7. The manager will receive an e-mail saying:

Your username and password have been setup for the X2 online assessment.

Username: (e-mail address you entered as contact e-mail)

Password: (password you entered)

go to <http://www.x2salesassessment.com/admin> to setup your groups and users.

To add a Company Address:

1. Go to <http://www.x2salesassessment.com/admin/>
2. Type in the username and password that you received in your e-mail.
3. Click on Submit
4. Click on “Edit Address” on the left hand side of the page.
5. Enter your company address
6. Click Submit

To Edit Information about a Manager:

1. Go to <http://www.x2salesassessment.com/admin/>
2. Type in the username and password that you received in your e-mail.
3. Click on Submit
4. Select the manager you wish to edit by clicking "Edit" to the left of their name
5. Change the information you wish to change, and click Submit

To Delete a Manager:

You cannot delete a manager, however you can change their information so that they will be unable to access the information. Follow the steps to Edit Information about a Manager (above) and change the username and password for that account.

To Take the Assessment Yourself

1. Go to <http://www.x2salesassessment.com/admin/>
2. Type in the username and password that you received in your e-mail.
3. Click on Submit
4. Set up a manager username and password.
5. Request that the manager reserve one license for testing purposes (more information in the manager's section).

Manager

To Set Up Users

1. Go to <http://www.x2salesassessment.com/admin/>
2. Type in the username and password that you received in your e-mail.
3. Click on Submit
4. Click on “Click here to add a new user”
5. Enter the First Name, Last Name, Email, Select the Group (from the drop down menu), and type in a Password.
6. When all information is filled out, click on Submit

To Add a Group

1. Go to <http://www.x2salesassessment.com/admin/>
2. Type in the username and password that you received in your e-mail.
3. Click on Submit
4. Click on “Click here to add a new group”
5. Type in additional group names as needed.

To View Scores

1. Go to <http://www.x2salesassessment.com/admin/>
2. Type in the username and password that you received in your e-mail.
3. Click on Submit
4. Click on the student’s name to see their score. You will see their score as a percentage as well as the questions they got right and wrong.

To Enable Yourself or Other Management to Take the Test

1. Go to <http://www.x2salesassessment.com/admin/>
2. Type in the username and password that you received in your e-mail.
3. Click on Submit
4. Click on “Click here to add a new user”
5. Enter a First Name, Last Name, Email, Select the Group (from the drop down menu), and type in a Password.
6. When all information is filled out, click on Submit
7. Send out the information to all internal management that would like to take the test.

Please note, this WILL use one of your licenses.