

# SASSI to Go

SASSI to Go is an application designed to be used offline for administration, and linked to SASSI Online for scoring. The following instructions will assist you in getting started and using the application.

Download the zip file through the link provided. You may receive a warning during download that the file is suspect, that is normal behavior for your computer to notify you before you download files from the internet. Our application is safe to download.

Once download is complete, open the compressed file and extract all the SASSI to Go application files to a location local to your computer, or to a thumb drive.

*Note: Since this application is a downloaded file that will run on the computer you may receive a warning indicating the application may be unsafe. Rest assured our file is, and you can proceed by clicking More Info and then proceed anyway. As an application, still in testing we have not applied the necessary attachments to prevent this message.*

Run the SASSI to Go Application from the location you saved the extracted files.

*Note: The first time you run the application, you will be asked to set your PIN. This PIN will be used to protect the SASSI to Go application on your computer or thumb drive. The PIN can be any set of characters and is not case sensitive. After the PIN has been set, upon startup the application will ask for the PIN code.*

Click Manage Clients to access the application: This will open the administration window through a web browser on the computer. However, this is running locally, and does not need an active internet connection.

Click Add New Client to begin administering to a client.

Choose the assessment type from the drop down, and enter the client's demographic information.

Click Submit – Ensure all Demographic information is accurate, as there will not be a chance to edit them once the client has provided their responses.

*Note: Since SASSI to Go is not online there is no duplicate client ID checking. If you use a Client ID that is a duplicate to one already in your account, this new one will have a "-2" added to the end of the ID when uploaded for scoring.*

To capture the client's responses, you will select "Click to Deliver" under the status column for your clients' ID. This will open the questionnaire and allow them to click through the SASSI, providing their responses. At the end of the questionnaire they will receive a message indicating their responses have been submitted.

Once they are complete you will take the computer or thumb drive (after safely removed from the PC) to a location where it can be connected to the internet. From here launch the SASSI to Go software again, and click upload.

You will be asked for your SASSI Online login credentials. Any completed questionnaires in the application will be uploaded to SASSI Online where you will login and view/print the results.

If you have any questions please contact Lauren Nelson via email at: [Lauren@sassi.com](mailto:Lauren@sassi.com) or by phone at: 812.966.4251.