

Quick Start Guide – SASSA Interpretation Tool

1. From the SASSA web site click on **Field Tool** on the left Tool Bar.
2. Click on **Login to use the Field Tool**.
3. Enter Username and Password in the boxes. (If you have no username and password click on **register yourself as a new user**. This will take you to a form page where a username and password of your choice can be entered along with your name and e-mail address. After completing this and accepting the conditions of use you can return to enter your username and password in the boxes).
4. Click on the **Interpretation Tool** link.
5. Click on the query you wish to answer.
6. Answer the question marked by the red dot by clicking on one of the options below.
7. Work through each question, which becomes highlighted as the previous question is answered.
8. After a set of questions you may have to scroll down to near the base of the page and click on **continue**.
9. An evaluation score out of 100, to answer the original query, will be given after all the questions have been completed.
10. It is possible to clear all the answers on the query by clicking on **Clear ALL answers to question** near the base of the page and then clicking **reset** on the next page. From here it is possible to start again on that query for another context or answer another query by clicking on **Interpretation Tool** on the left tool bar.