How to Run SAS Scorecard

1. Open SAS 9.2 (Can be a different number as long as it is not enterprise)
2. Make sure SAS\_Inputs has updated information for new card
   1. May need to create this folder:
      1. Scorecard\_YEAR\_SAS
         1. Copy the folders from inside the Scorecard\_Template
         2. Check to see if the state folders copied and all info present
3. Go in to SAS\_Program and drag MAIN (programming) into SAS
4. Change the current year (Macros)
   1. And Previous Year if needed (test run)
5. Run the first chunk to set up tables (Run by highlighting and hitting F3)
6. Next run the individual cards (Make sure the ; is highlighted)
7. Open charts and graphs and look for data and complete data that makes sense
8. Check by highlighting all of the state folders and looking at the number of documents through the doc finder
9. Trouble Shoot if needed
   1. Check input data
   2. Where the problem happened?
   3. Why did the problem happen?
   4. How to correct the problem?

SAS Things to Know:

* To move back a level in libraries, click in the white and hit backspace
* % in front of information means it is a macro
* /\* Comments
* If in doubt, you can exit out of everything and try again
* Make sure you do not have a table up when you are trying use the data from the table in a program