How to Run SAS Scorecard

1. Open SAS (*not* the enterprise version!)
2. Make sure that last year’s `SAS\_[YEAR]\_Scorecard` is copied alongside `SAS\_Programs`.
3. Copy the `\_Scorecard\_Template` folder, renaming it for the current year.
4. Make sure SAS\_Inputs has updated information for new card
   1. Follow instructions in `Data\_Collection.docx`
5. Go in to SAS\_Program and drag MAIN (programming) into SAS
6. Change the current year (Macros)
   1. And Previous Year if needed (test run)
7. Run the first chunk to set up tables (Run by highlighting and hitting F3)
8. Next run the individual cards (Make sure the ; is highlighted)
9. Open charts and graphs and look for data and complete data that makes sense
10. Check by highlighting all of the state folders and looking at the number of documents through the doc finder
11. 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?
12. When a complete run has finished, copy the `Scorecard\_2017\_SAS` folder into Box so that others can view the results. (Inform your supervisor that a new run is available.)
13. Once the yearly scorecard has been finalized, make sure to:
    1. Remind your supervisor to tag an official release. (Instructions available in `Making\_Changes.docx`.
    2. Back up the data used for this year’s run (In Box, under `SAS\_DATA\_BACKUPS`).

As new data becomes available (before freezing the results), add this data and rerun the scorecard.

**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