GW Balanced Scorecard – New User Instructions

To use the tool, you will primarily use the following worksheets/tabs:

* Balanced Scorecard Landing Page – when the workbook is first opened, this is the default worksheet. It provides navigation buttons to other relevant sheets, and instructions for enabling macros to use the tool, as well as instructions explaining use of the tool for two purposes (1 - comparing paper on economic [customer], environmental, and social metrics, and 2 - determining the resource and financial savings/impacts of switching from one product to (up to two) alternatives.
* Office Paper – a graphical representation of the rating for each metric (and included sub-category) for each type of paper.
* Office Paper Impact – allows user to select their current paper product and up to two alternatives for comparison. Provides a graphical and textual summary of resource and financial savings/impacts.
* Ratings Explanation – describes the categories/sub-categories on which a paper product is evaluated/rated.

There are other worksheets/tabs that are used to help evaluate data on the above worksheets, but should not be modified by the basic user. They are:

* Office Paper Data Inputs – these are the actual values (not a graphical representation) for each of the categories/subcategories on which each paper product is rated.
* Office Paper Settings – this worksheet allows the administrator of the tool to set various components that feed the ratings of each category/subcategory (i.e., for example, different users may give different weights (within a prescribed range) to each of the categories – customer, environmental, social; or they may give different weights to subcategories within each category ). It also provides the range of values for certain categories/subcategories, and pairs each value with a score (ex., for the subcategory of certification, FSC certification is considered the best certification, and is thus given a score of 6).