

## Computer Score Sheet Instructions

Instructions on how to locate the information for each of the ten questions listed in the computer score sheet section. Remember to list your “values” on the front of the “Computer Score Sheet,” (where applicable) example:

- What is the year of your city? Enter value such as 2150
- What is the size of the population of your city? Enter value such as 55,000

- Question 1:** To find out what year your city is, look on the bottom horizontal tool bar. If your city is 2150 or later, mark yes in the column. Write the year in the values column.
- Question 2:** To find out the total population of your city, look on the bottom horizontal tool bar. If your total population is 50,000 or above, mark yes in the column. Write the population in the values column.
- Question 3:** Click the “adjust and review” button on the right vertical navigational bar (main menu), select the budget button, select expenditures, select loans. If the loan, “YTD Expense” is \$0, mark yes in the column. Write the number in the values column.
- Question 4:** Click the “adjust and review” button on the right vertical navigational bar (main menu), select budget button, select income button on top of the screen, look up the residential, commercial, and industrial tax rates. If the residential, commercial, and industrial tax rates are 8% or lower, mark yes in the column. Write the tax rate in the values column.
- Question 5:** Click the “adjust and review” button on the right vertical navigational bar (main menu), select view data button, select chart button on bottom left, select health and read the corresponding number. If you see a Health number 62 or higher, mark yes in the column. Write the number in the values column.
- Question 6:** Click the “adjust and review” button on the right vertical navigational bar (main menu), select view data button, select chart button on bottom left, select education and read the corresponding number. If you see an Education number 90 or higher, mark yes in the column. Write the number in the values column.
- Question 7:** Click the “adjust and review” button on the right vertical navigational bar (main menu), select view data button, select graph button on bottom left, select unemployment and read the corresponding number. If your Unemployment rate is 10 or lower, mark yes in the column. Write the number in the values column.
- Question 8:** Click the “meet” button on the right vertical navigational bar (main menu). Click on the transportation advisor and see if he is reporting “no traffic problems.” If there are “no traffic problems,” mark yes in the column. Write N/A in the values column.
- Question 9:** Click the “adjust and review” button on the right vertical navigational bar (main menu), select view data button, select the graph button on the bottom left, select pollution and read the corresponding number. If Pollution is 10 or lower, mark yes in the column. Write the number in the values column.
- Question 10:** Click the “adjust and review” button on the right vertical navigational bar (main menu), select view data button, select the graph button on the bottom left, select crime and read the corresponding number. If Crime is 10 or lower, mark yes in the column. Write the number in the values column.