There are two DynaRank “pull-down” menus—**SC Tools** and **Scorecard**—the latter lists the current scorecards in the workbook, is recreated each time the workbook is opened, and is updated when a new scorecard is created. It currently does not record scorecard deletions, however, until one of these two actions is performed. When a scorecard name is selected in the pull-down list associated with the **Scorecard** menu item, DynaRank will make that worksheet the active one. The **SC Tools** menu is used to select operations to be performed on a scorecard, template, Results sheet, or Rank sheet. The operations are described below.

**SCORECARD FUNCTIONS**

**Color/Scorecard**

This colors the cells of the scorecard including the aggregate utility column and the base-case row using five colors varying from bright red as the lowest value to bright green for the highest value. The middle value is yellow. The colors associated with cell values are determined by the highest color value entry and lowest color value entry shown in cells D3 and E3. Once a scorecard is colored, the colors will follow a cell when it is moved by a ranking or unranking process. Currently colors are not automatically changed as the result of changing cell values or changing weights. You must reselect the **ColorScorecard** command. If **Color Blank Cells** is checked, the color associated with zero will be used. Otherwise blank cells will not be colored. Cells of the secondary scorecards on the same sheet will be colored when the main scorecard is colored.

**UnColor/Scorecard**

This uncolors all of the colored cells. It is not necessary to do this in between coloring and recoloring a scorecard.

**UnRank**

This places the options and all information in the option rows (including cost-effectiveness tables, secondary scorecard, etc.) in the order that the options were entered in the scorecard template.
Rank

**ByEffectiveness.** Using the aggregate utility column, this places the option rows in order of highest effectiveness to lowest.

**ByCost.** Using the total cost column, this places the option rows in order of lowest cost to highest cost.

**ByCostEffectiveness.** This ranks the options and orders the rows in order of highest cost-effectiveness to lowest within categories of cost-effectiveness type. See the longer discussion of this in Appendix A.

CreateChart

**CumulativeCEChart.** This creates a graph showing the cumulative cost and cumulative effectiveness as more and more options are added from the highest ranked in the current list to the lowest.

**CumulativeByTopCriteria.** This creates a graph of options as they contribute to each of the top-level criteria. This chart also shows the contributions to the aggregate effectiveness.

CreateScorecard

**New.** This creates a new scorecard from information entered in the scorecard template.

**Duplicate.** This creates an identical copy of the open scorecard worksheet.

**Combined.** This brings up a list of existing scorecards and, after user selection, causes a new scorecard to be built. Options allow the transfer of the values only or linking to the underlying scorecard using a cell reference. The effectiveness columns of the new scorecard are the aggregate effectiveness columns of the underlying scorecards. The cost columns are the aggregate cost columns of the underlying scorecards. A scorecard template is created and named with the word “template” appended to the new scorecard name. This feature makes it easy to create a hierarchy of scorecards. The options and option order must be the same on each scorecard combined.

Template

**Duplicate.** This creates a duplicate of the current template (you must be on a template sheet to perform this function).

**Clear.** This clears the user-entered information from the current template.

**New.** This creates a new blank template.
Highlights

Add. This requests the name of a second scorecard and then transfers the colors of that scorecard to appear as a thick colored bar at the right side of each cell. The options and order of the options must be the same on each scorecard.

Remove. This removes the transferred colors.

Transfer/Results

Results. This transfers the aggregate utility and the aggregate cost columns to a new worksheet. The name of this worksheet and the name for this set of results is requested. If the name exists, then the columns are added to the Results sheet, otherwise a new Results sheet is created. The Results sheet can be used to accumulate and weight results. Ranking by cost, cost-effectiveness, and effectiveness across weighted results is shown.

Rank. This transfers the current scorecard’s list of options to a Rank sheet. The name of this worksheet and the name for this ordering of options is requested. If the name exists, then the columns are added to the existing Rank sheet, otherwise a new Rank sheet is created. The Rank sheet can be used to show which options are robust, that is, which items are common at the top of all lists.

RANK AND RESULTS SHEET FUNCTIONS

ColorRankResults

This is used with a Rank sheet. Options that are common in the top x of all rank lists in the Rank sheet are each the same color. The parameter x is a user input to the Rank sheet.

UnColorRankResults

This uncolors the Rank sheet.