



userguide

getting started

This document will guide you through the process of calculating physical inactivity to help you better understand the cumulative cost of medical care, workers' compensation and lost productivity associated with physical inactivity. It also connects you with information to help plan for places, spaces, programs and policies that support physically active lifestyles and environments. This interactive online tool was designed to be user-friendly.

To use the calculator, you will need to provide the following information:

- Your state
- Number of adults (18+) in your business, community or state
- Number of working adults in your business, community or state
- Percentage of adults 65 years or older in your business, community or state

The calculator can be accessed by visiting <http://www.ecu.edu/picostcalc/>.

1. Click on BEGIN to start the process.
2. You should see a banner that says: *Please tell us about your business or community.* There are three questions on this page. For question #1, click on the arrow and drag down to select your state. For question #2, type in the number of adults in your business, community or state. For question #3, type in the number of working adults. *NOTE: Businesses should enter the same number for questions 2 and 3. Click NEXT to continue or BACK to return to the previous window.*
3. In the next window you will see questions 4 and 5. For question #4, type in the percentage of adults 65 years or older in your business, community or state. For question #5, type in the median annual compensation. To find out the median salary information in your area, click on the link for the U.S. Census Bureau's searchable database. Or, enter your own data on median salary.
4. After completing all information, click on the CALCULATE box to get your results, or click on the BACK button to return to the previous window.
5. When the calculations have been made, you will see a page titled RESULTS, providing you with a breakdown of medical care, workers' compensation, lost productivity and total costs for physical inactivity. The calculator also estimates the savings you could achieve by increasing physical activity in your population. You may now choose to view recommended actions, print the results or close the window.

CONGRATULATIONS. You have now completed the process.

required PROGRAM

You will need the Macromedia Flash Player plug-in to be able to use this interactive tool. If you do not have this program on your computer, a pop-up screen will ask you to download the free plug-in. If you have this program, it will skip this step completely and will automatically take you to the calculator site.

The following are the installation instructions on how to download the Macromedia Flash Player:

1. For the Macromedia Flash Player installation to succeed, please close all other browser windows.
2. Click the INSTALL NOW button to automatically download and install Macromedia Flash Player.
3. Depending on your security settings, you may see a Security Warning dialog box. Click YES to accept the ActiveX control.
4. When you see the Macromedia Flash Player logo and text, the installation was successful.