

# Report Form Menus and Controls



The information on this page only applies to version 6.1 of the Reporting Software Options and related documentation. See [this page](#) for other versions of the documentation. The version number of the PRL software you are using can be found on the Help menu under the About item.

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## Show Row Numbers

Check the **Show Row Numbers** box to show row numbers in the data entry grid. Row numbers are not saved as part of the data file, but they can provide a useful guide while you are entering [PRL](#) data. You can also click on a row number to select the entire row for a **Copy/Paste** operation.

## County Code Popup Window

The County Code Popup can be opened by clicking the yellow button at the top of the data entry grid in Forms [26](#) and [27](#). See [County Code Popup](#) for more information.

## Edit EPA Registration Number List

This button opens a dialog box with which you can create or edit a list of pesticide products ([EPA Registration Numbers](#) and [Product Names](#)) that you use frequently. See [EPA Registration Number List](#) for more information.

## Save and Save As

Use these menu items to save the report file. See [File Saving](#) for more information.

- Menu Item: **File** -> **Save** (keystroke shortcut: Alt-F, S)
- Menu Item: **File** -> **Save As** (keystroke shortcut: Alt-F, A)

## Print and Print Selection

Prints the PRL data form or a selected region from the data entry grid.

1. Choose the **Print** or **Print Selection** menu item on the **File** menu (or use the keystroke shortcut).
2. A **Print Preview** window opens, showing you the expected printout. Click the **Print** button.
3. A standard Windows Print dialog lets you select a printer and change print properties as needed.
4. Click **OK** to print.



### Important

You will be reminded before printing that the printout is intended for your own records only. Please do not submit the printed copy as your [PRL](#) report.

- Menu Item: **File** -> **Print** (keystroke shortcut: Alt-F, P)
- Menu Item: **File** -> **Print Selection**

## Edit Functions

Use these functions to cut, copy, delete, insert and paste data within the form and to and from other applications. See [Editing Functions](#) for more information.

## Validate

Using the **Validate** menu item, you can check the form for errors at any time. See [Validation](#) for more information.

- Menu Item: **Validate** (keystroke shortcut: Alt-V)

## Help

The Help menu provides access to several documentation files:

- **User Guide** — opens [this User Guide](#).
- **How to Submit Files to DEC** — opens a set of [detailed instructions](#) on submitting your report to the DEC.
- **County Code Popup Options Help** — Instructions for using the [County Code Popup](#) (Forms [26](#) and [27](#) only)

- - Menu Item: **Help** (keystroke shortcut: Alt-H)

## Close

Closes the form. If the form has changed since it was last saved, you will be given an opportunity to **Save** before closing. When the form closes, you are taken back to the Option A [Control Center](#).

- Menu Item: **File** -> **Close** (keystroke shortcut: Alt-F, C)
- Close window button (upper right corner of form's title bar)
- Right-click form icon in the title bar: **Close** (keystroke shortcut: Alt-F4)