

# Change Report Root



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.

## Background

Why change the [report root folder](#)? You will probably not need to change the folder from whatever choice you made during installation. However, if you need to enter [PRL](#) reports for more than one business (*e.g.*, if you complete [PRL](#) reports for several clients), you might find it convenient to create a separate folder for each business. This approach will help you to keep the identity information and report files for each business separate.

## Changing the Report Root Folder

1. Select the **Change Report Root** item on the **Tools** menu.
2. A standard Windows dialog opens to let you select an existing folder or create a new one.
3. Click **OK** when you are finished.

## Results

- If the PRL $yyyy$  subfolder (where " $yyyy$ " = four-digit [report year](#)) does not yet exist for the current report year, it is created.
- If the [identity.txt](#) file already exists in the [report year folder](#), it is opened and the contents loaded into the contact and information boxes of the [Control Center](#).
- If the [identity.txt](#) file does not exist, the contact and identity entries from the [Control Center](#) are saved to a new file.
- Report files are *not* automatically moved from the previous [report year folder](#) to the newly selected one.

## Keystroke Shortcuts

- Menu Item: Alt-T, R