PRL Software Installation Guide

This page describes how to install the free PRL Reporting Software (Options A and D (with the Control Center)).

We recommend uninstalling previous versions of the software before installing a new version, especially if you are upgrading from a version older than version 6. Uninstalling the old version is not usually required but can help avoid confusion caused by having more than one version of the program installed at the same time.

Uninstalling the software will not affect any saved data files.

Recent versions of the PRL Reporting Software include an "**Uninstall**" shortcut in the **All Programs**->**Pesticide Reporting** group, but for older versions you will need to open the **Add/Remove Programs** or **Programs and Features** dialog from the **Control Panel** and remove the old program from there.

System and User Requirements

System

Option A - Microsoft Windows 2000[3] or later.

Option D (installed version) - Microsoft Windows 2000[3]; 32-bit[10] Microsoft Excel 2000[4] or later.

Option D - Microsoft Excel 97 or later.

Option O - "Excel-compatible" spreadsheet program, such as Apple's *Numbers, Google Sheets, or* OpenOffice.org's *Calc.*

User

Windows 2000 and **XP** - users must log on using an account with administrator rights.

Vista/Windows 7 - 10 Operating Systems - Depending on how your computer has been set up, you may need to log on as an administrator or provide user name and password for an account with administrator rights in order to run the installation package. It is generally advisable to log on as administrator but may not be required.

Installation

After you have determined which Pesticide Reporting Software Option to install, download and save the installation file on your computer.

You may be able to run the installation program directly from the web site, but we recommend saving it somewhere on your computer and running it from there. Saving the installation program to your computer allows you to install the program at a later time without re-downloading it from the web site.

Double-click (or right-click and choose **Install**) the installation file. There are several steps in the wizard; for some of the steps, you can change the default values. We recommend that you keep the default values unless you have a good, compelling reason to change them. As you click through the steps, please note the following

- Step 2 provides contact information.
- Step 3 allows you to choose the installation folder. The default is *C:\Program Files\NYSPRL*.
- Step 4 sets the Report Root or parent folder for your PRL report folder, which is the folder where your reports will be stored. The default is the C drive.

You can change the default Report Root setting here or while running the PRL Reporting Software. The Report Root will contain a folder for each report year; the sub-folders are named PRLyyyy, where *yyyy* is the report year.

For example, if you set the Report Root to *C:\PRL* and create reports for 2022 and 2023, the *C:\PRL* folder will contain two sub-folders: PRL2022 and *PRL2023*.

After Installation

After you complete installation

- The report folder has been created, if necessary.
- There is a program icon on the **Desktop** for the software option (either A or D) that you installed. Double-click to run the program.
- There is a program group (on the **Start menu** or **Start Screen**) called "**Pesticide Reporting**" that contains links to start or uninstall the software option (either A or D) that you installed.