Report Form Menus and Controls

> The information on this page only applies to version 6.03 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.

- County Code Selector
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County Code Selector

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.

Save and Save As

Use these menu items to save the report file. See File Saving for more information.

> As the workbook is being saved, the "**Macros Disabled**" warning will briefly appear. This is normal and intended.

- 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**

Copy and Delete Rows

To use the **Copy Row** button, position the mouse on the row you wish to copy and click the **Copy Row** button. The row is copied to the first empty row in the spreadsheet. To use the **Delete Selected Row(s)** button, select any cells in the row or rows that you want to delete. Then click the button.

Edit EPA 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.

Documentation

Three buttons on each Option B workbook provide access to documentation files:

- **User Guide** — opens this *User Guide*.
- **eGuidelines** — data specifications for each form type. Only the document for the current form type is shown.
- **How to Submit Report** — opens a set of detailed instructions on submitting your report to the DEC.