

# Step-by-Step Text File Validation Instructions



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.

There are two ways to validate your report files, by the file or by the folder.



Only text files whose names start with one of the [recognized prefix letters](#) (*P*, *A*, *M*, or *S*) are checked. See [Report File Naming](#) for details about file naming conventions. If you are validating one file at a time and you choose a file with an invalid initial letter, it will fail validation.

## To Validate a Single File

1. Select one of the form types in the **Select Form to Open** frame.
2. Select the **Validate File** button (or the menu item **Validate → File**).
3. You will be prompted with a standard Windows dialog box to select a file from the [report folder](#) to validate.



The list of files displayed is filtered to show only those with the correct initial letter (see [Report File Naming](#)).

4. Either pick the file you want to validate or navigate to the folder containing the file you want and select the **Open** button.
5. When file validation is finished, you will see a message box telling you whether or not the file passed validation.
6. If the file did not pass, open the [exception report](#), fix the errors in the file and then re-try the validation.

## To Validate a Report Folder

You may validate all of the PRL report files in a single folder in a single operation, instead of selecting each file individually.

1. Select the menu item **Validate → Folder**.
2. You are asked whether you saved your files in the current [report folder](#). If you answer **Yes**, the program proceeds with validation. If you answer **No**, you are shown a dialog box to select the folder that contains the report files.
3. When validation is finished, a message box informs you:
  - a. How many files were checked.
  - b. How many of those files passed validation.
  - c. How many files had [warnings](#).
  - d. How many files failed validation.
4. [Exception reports](#) are created for any files with either **Warnings** or **Errors**.

## Keystroke Shortcuts

- Validate File: Alt-V, F or Alt-V
- Validate Folder: Alt-V, D