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.

- Show Row Numbers
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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)