

# More Control Center Functions



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.

The **Report Folder** displayed in the upper left corner of the [Control Center](#) is the recommended location for storing your report files. The [identity.txt](#) file is also stored here. This location is changed if you use either the **Change Report Root** or **Change Report Year** functions.

## Change Report Root

The [Change Report Root](#) menu item allows you to move the location where your files are stored. See [Change Report Root](#) for more information.

- Menu Item: **Tools** -> **Change Report Root** (keystroke shortcut: Alt-T, R)

## Change Report Year

The [Change Year](#) menu item/button allows you to create reports for a different report year. See [Change Year](#) for more information.

- Menu Item: **Tools** -> **Change Year** (keystroke shortcut: Alt-T, Y)
- Button: **Change Year** (keystroke shortcut: Alt-Y)

## Save Identity

Saves the contact and identity information on the [Control Center](#) to the [identity.txt](#) file in the [report year folder](#). Contact and identity information is automatically saved when you exit the program, open a [PRL Form](#), or initiate an [upload of your report](#), but this menu option lets you save the identity information whenever you want.

- Menu Item: **File** -> **Save** (keystroke shortcut: Alt-F, S)

## Edit Product List

The [EPA Product List](#) is a list of pesticide products ([EPA Registration Numbers](#) and [Product Names](#)) that you use frequently when preparing [PRL](#) reports. This command opens a dialog box with which you can create or edit your **Product List**. You can also open the [EPA Product List](#) dialog from Forms [25](#), [26](#) and [27](#). See [EPA Registration Number List](#) for more information.

- Menu Item: **Tools** -> **Edit Product List** (keystroke shortcut: Alt-T, E)

## Upload Report

The [Upload Report to NYSDEC](#) menu item/button enables you to submit your report to us when you have completed it. See the [Upload Report to NYSDEC](#) section for more information.

- Menu Item: **Tools** -> **Upload Report** (keystroke shortcut: Alt-T, U)
- Button: **Upload Report** (keystroke shortcut: Alt-U)

## Background Color

Enables you to change the background color of the application's windows.

- Menu Item: **Tools** -> **Background Color** (keystroke shortcut: Alt-T, B)

## Help

The Help menu on the [Control Center](#) gives you access to several documents.

- **How to Submit Files to DEC** — opens a set of [detailed instructions](#) on submitting your report.
- **User Guide** — opens *this* guide.
- **Macro Security Setting** — instructions for [setting the macro security level in Excel and enabling macros](#) for the workbook. These instructions are also accessible using the **Help: Enable Macros** button.
- **About** — open a simple dialog box with information about the software version you are running.

## Show Instructions

This button displays a brief set of instructions for filling out the [Control Center](#) fields.

## Exit

Exits the program.

- Menu Item: **File** -> **Exit** (keystroke shortcut: Alt-F, X)
- Button: **Exit** (keystroke shortcut: Alt-X)
- Close window button (top right corner of the [Control Center](#))
- Windows menu (click the icon in the left corner of the title bar) – Close Window

#### Results

- If there is no missing or invalid contact or identity information, the entries are saved to the [identity file](#) in the current [report folder](#).
- If contact or identity information is missing or invalid, you will be given a choice to correct the deficiencies or exit without saving.