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.
- **File Format Guidelines** — text file specifications
- **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.