

# Data Entry

## Guidelines

- Each of the four [form types](#) has a fixed format that should not be changed; do not add extra columns to the files that you send us.
- The four recordkeeping columns on [Form 26](#) (columns 11 -14) are optional. It is not required that you use our software to maintain your daily use records.
- Each required column should contain one and only one value (one EPA number, one street address, etc.).
- Do not use ditto marks or equivalent notation on any of the four form types.
- Consult the [Data Dictionary](#) for the description of any column you have questions about. For example, the [units of measure](#) and [county](#) columns require specific abbreviations or codes.

Additional information about entering your data can be found in our [FAQs](#) and [Common PRL Report Issues](#) section.

## Backups

Most computers and smartphones include a cloud storage application. iCloud, Google Drive, Dropbox, and OneDrive are all cloud applications and can save your records and reports in the event of a computer crash or other extenuating circumstances. In order to avoid losing data through computer crashes etc., it is good business practice to update your records on a daily or weekly basis and save them to the cloud, a USB drive, or an external hard drive. Maintaining electronic records multiple times throughout the field season will make submitting reports at the end of the season a much easier process.