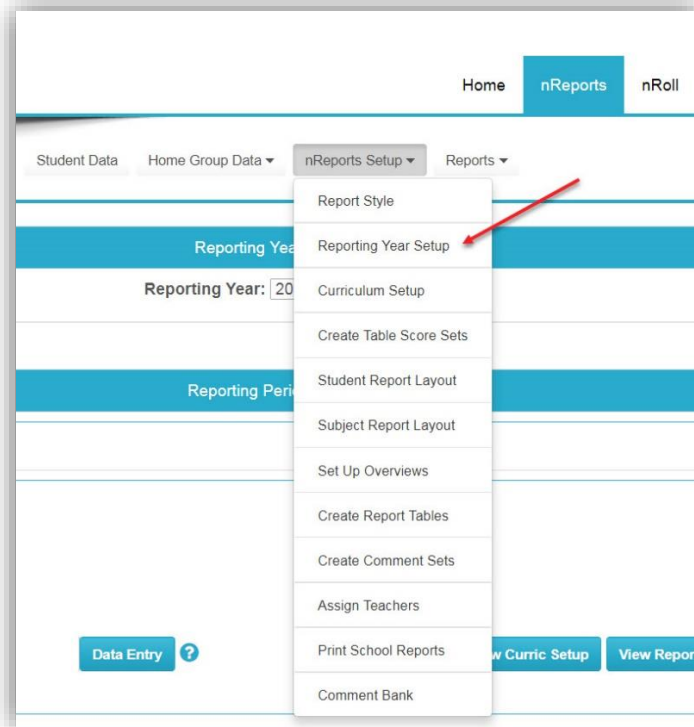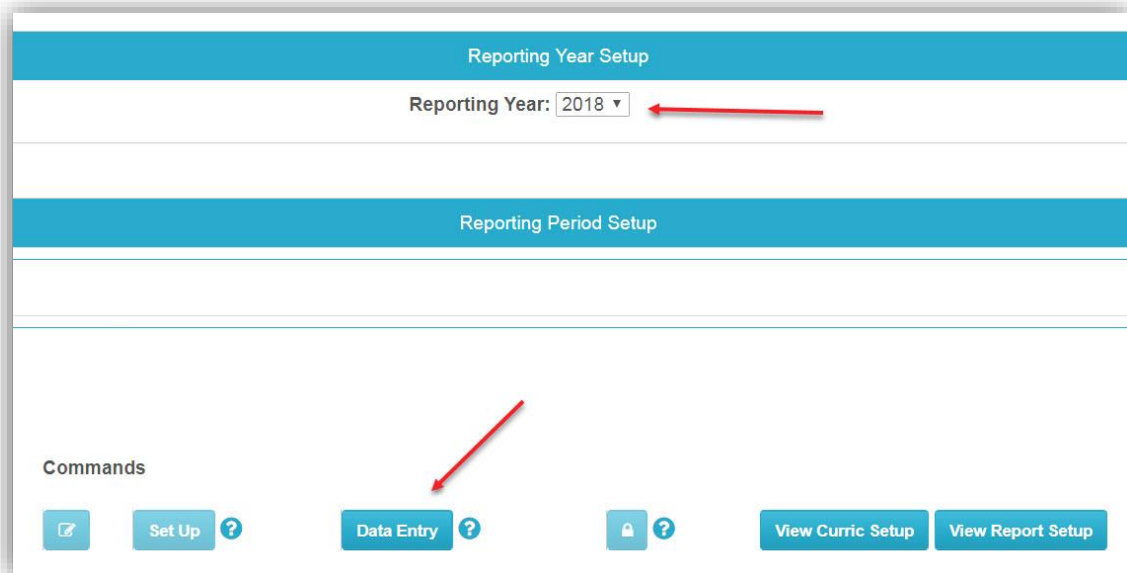## Unlock Data Entry

1. On the 'nReports Setup' menu, select 'Reporting Year Setup'.

2. Make sure the 'Reporting Year' selector is set to the correct year.
3. Click the button labelled 'Data Entry'. (Make sure you're looking at the correct semester).

4. If you need to change back to set up mode, click the button labelled 'Set Up'.