

## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-TEC-Monthly

**Follow these steps to create the form fields:**

### **STEP 1: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.16-M-TEC-12: Verify no equipment has been left in override (hand/OFF instead of auto) either locally or through the ATC Make corrections as required.

**Options:** Yes, No