

## INSTRUCTIONS FOR CREATING SUBFORM: 3.8-UPSR3KVA-Quinquennial

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

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

**Description:** 3.8-QQ-UPSR3KVA-34: Battery replacement, Disconnect and remove each bad/old battery, Inspect and clean connections as needed, Test each new battery prior to installing, Install and torque each connection per OEM specifications, Verify correct string voltage

**Options:** Yes, No

### **STEP 2: Create a Single Select field**

**Description:** 3.8-QQ-UPSR3KVA-34A: Document readings, Prep bad/old batteries for disposal/recycling, Properly remove old batteries from site and recycle according to local laws & regulations

**Options:** Yes, No