

## **INSTRUCTIONS FOR CREATING SUBFORM: 7.4-D9.014-Daily**

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

### **STEP 1: Create an Info Text field**

**Content:** UBM

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

**Description:** 7.4-31M-D9.014-1: DAY1: Clean Double Glass Door

**Options:** Yes, No

### **STEP 3: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1A: DAY2: Clean Double Glass Door

**Options:** Yes, No

### **STEP 4: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1AA: DAY28: Clean Double Glass Door

**Options:** Yes, No

### **STEP 5: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1AB: DAY29: Clean Double Glass Door

**Options:** Yes, No

### **STEP 6: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1AC: DAY30: Clean Double Glass Door

**Options:** Yes, No

### **STEP 7: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1AD: DAY31: Clean Double Glass Door

**Options:** Yes, No

### **STEP 8: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1B: DAY3: Clean Double Glass Door

**Options:** Yes, No

### **STEP 9: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1C: DAY4: Clean Double Glass Door

**Options:** Yes, No

### **STEP 10: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1D: DAY5: Clean Double Glass Door

**Options:** Yes, No

### **STEP 11: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1E: DAY6: Clean Double Glass Door

**Options:** Yes, No

### **STEP 12: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1F: DAY7: Clean Double Glass Door

**Options:** Yes, No

**STEP 13: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1G: DAY8: Clean Double Glass Door

**Options:** Yes, No

**STEP 14: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1H: DAY9: Clean Double Glass Door

**Options:** Yes, No

**STEP 15: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1I: DAY10: Clean Double Glass Door

**Options:** Yes, No

**STEP 16: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1J: DAY11: Clean Double Glass Door

**Options:** Yes, No

**STEP 17: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1K: DAY12: Clean Double Glass Door

**Options:** Yes, No

**STEP 18: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1L: DAY13: Clean Double Glass Door

**Options:** Yes, No

**STEP 19: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1M: DAY14: Clean Double Glass Door

**Options:** Yes, No

**STEP 20: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1N: DAY15: Clean Double Glass Door

**Options:** Yes, No

**STEP 21: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1O: DAY16: Clean Double Glass Door

**Options:** Yes, No

**STEP 22: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1P: DAY17: Clean Double Glass Door

**Options:** Yes, No

**STEP 23: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1Q: DAY18: Clean Double Glass Door

**Options:** Yes, No

**STEP 24: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1R: DAY19: Clean Double Glass Door

**Options:** Yes, No

**STEP 25: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1S: DAY20: Clean Double Glass Door

**Options:** Yes, No

**STEP 26: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1T: DAY21: Clean Double Glass Door

**Options:** Yes, No

**STEP 27: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1U: DAY22: Clean Double Glass Door

**Options:** Yes, No

**STEP 28: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1V: DAY23: Clean Double Glass Door

**Options:** Yes, No

**STEP 29: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1W: DAY24: Clean Double Glass Door

**Options:** Yes, No

**STEP 30: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1X: DAY25: Clean Double Glass Door

**Options:** Yes, No

**STEP 31: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1Y: DAY26: Clean Double Glass Door

**Options:** Yes, No

**STEP 32: Create a Single Select field**

**Description:** 7.4-31M-D9.014-1Z: DAY27: Clean Double Glass Door

**Options:** Yes, No