

## INSTRUCTIONS FOR CREATING SUBFORM: 3.8-UPSR3KVA-Semi-Annual

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

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

**Description:** 3.8-SA-UPSR3KVA-6: System Operation Check

**Options:** Yes, No

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

**Description:** 3.8-SA-UPSR3KVA-7: Verify UPS is supporting critical load and no alarms are present

**Options:** Yes, No