

INSTRUCTIONS FOR CREATING SUBFORM: 3.8-UPSR2KVA-Semi-Annual

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: UNITY

STEP 2: Create a Single Select field

Description: 3.8-SA-UPSR2KVA-6: System Operation Check

Options: Yes, No

STEP 3: Create a Single Select field

Description: 3.8-SA-UPSR2KVA-7: Verify UPS is supporting critical load and no alarms are present

Options: Yes, No