

## INSTRUCTIONS FOR CREATING SUBFORM: 3.4-RLY-Annual

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

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

**Description:** 3.4-A-RLY-1: Inspect for physical damage or signs of overheating

**Options:** Yes, No

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

**Description:** 3.4-A-RLY-2: Tighten connections, clean cover, inspect shorting hardware.

**Options:** Yes, No

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

**Description:** 3.4-A-RLY-3: Verify settings are in accordance to current coordination study

**Options:** Yes, No

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

**Description:** 3.4-A-RLY-5: Check indicating lamps and crystal display for operation

**Options:** Yes, No