

# INSTRUCTIONS FOR CREATING SUBFORM: -MEZ-Weekly

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

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

**Content:** REMOVE

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

**Description:** 7.4-4M-MEZ-4: WEEK1: Inspect lighting fixtures & bulbs.  
Replace as needed.

**Options:** Yes, No

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

**Description:** 7.4-4M-MEZ-4: WEEK1: Inspect lighting fixtures & bulbs.  
Replace as needed.

**Options:** Yes, No

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

**Description:** 7.4-4M-MEZ-4A: WEEK2: Inspect lighting fixtures & bulbs.  
Replace as needed.

**Options:** Yes, No

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

**Description:** 7.4-4M-MEZ-4B: WEEK3: Inspect lighting fixtures & bulbs.  
Replace as needed.

**Options:** Yes, No

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

**Description:** 7.4-4M-MEZ-4C: WEEK4: Inspect lighting fixtures & bulbs.  
Replace as needed.

**Options:** Yes, No