

## INSTRUCTIONS FOR CREATING SUBFORM: 7.2-BA-Monthly

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

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

**Content:** KEYS FENCE

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

**Description:** 7.2-M-BA-1: Preventive Maintenance Inspection

**Options:** Yes, No

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

**Description:** 7.2-M-BA-2: System Software Preventive Maintenance (PM)

**Options:** Yes, No

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

**Description:** 7.2-M-BA-3: Electronic Controls PM

**Options:** Yes, No

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

**Description:** 7.2-M-BA-4: Check Fluid Levels PM

**Options:** Yes, No

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

**Description:** 7.2-M-BA-6: Hydraulic cylinder maintenance

**Options:** Yes, No

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

**Description:** 7.2-M-BA-7: Bearing maintenance and lubricationn

**Options:** Yes, No

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

**Description:** 7.2-M-BA-8: General Maintenance

**Options:** Yes, No