

## **INSTRUCTIONS FOR CREATING SUBFORM: 7.4-MEZ-Semi-Annual**

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

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

**Content:** UBM

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

**Description:** 7.4-SA-MEZ-10: Strip & Re-seal Terrazzo Floor

**Options:** Yes, No