

## INSTRUCTIONS FOR CREATING SUBFORM: 5.5-DV-Annual

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

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

**Content:** United Fire

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

**Description:** 5.5-A-DV-1: Perform main drain test. Check to determine whether there has been a change in the condition of the water supply.

**Options:** Yes, No

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

**Description:** 5.5-A-DV-2: Inspect drain valve for any damage, leakage or corrosion. Record location and type of issue with drain valve.

**Options:** Yes, No