

## INSTRUCTIONS FOR CREATING SUBFORM: 3.5-CCTB-Quarterly

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

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

**Content:** UNITY

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

**Description:** 3.5-Q-CCTB-1: Wipe Clean

**Options:** Yes, No

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

**Description:** 3.5-Q-CCTB-2: Visual Inspection

**Options:** Yes, No

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

**Description:** 3.5-Q-CCTB-3: Record Readings

**Options:** Yes, No