

## INSTRUCTIONS FOR CREATING SUBFORM: 2.8-ATC-Annual-TORFI

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

### **STEP 1: Create a Single Select field**

**Description:** 2.8-A-ATC-12: Check to see that backup of digital control program is current. Update when it is not current.

**Options:** Yes, No

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

**Description:** 2.8-A-ATC-13: Check battery backup and verify proper operation. Clean and maintain batteries as needed.

**Options:** Yes, No

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

**Description:** 2.8-A-ATC-3: Change Automatic Temperature Control (ATC) interface user authentication passwords. Make the change.

**Options:** Yes, No