INSTRUCTIONS FOR CREATING SUBFORM: 2.3-CH-Monthly

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: CARRIER/TORFI

STEP 2: Create a Single Select field

Task Assignment: CARRIER/TORFI

Description: 2.3-M-CH-7: Controls: Perform an Automated Controls test. Controls: Record test results. Address any issues during test and re-test as necessary.

Options: Yes, No

STEP 3: Create an Info Text field

Content: CARRIER

STEP 4: Create a Single Select field

Task Assignment: CARRIER

Description: 2.3-M-CH-18: VERIFY CONTROL POWER IS ON Controls: For seasonal shutdown, do not disconnect control power.

Options: Yes, No