

INSTRUCTIONS FOR CREATING SUBFORM: 7.4-WIN-Weekly

Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Contractor: UBM

Description: 7.4-4M-WIN-1: WEEK1: Clean window.

Options: Yes, No

STEP 2: Create a Single Select field

Contractor: UBM

Description: 7.4-4M-WIN-1A: WEEK2: Clean window.

Options: Yes, No

STEP 3: Create a Single Select field

Contractor: UBM

Description: 7.4-4M-WIN-1B: WEEK3: Clean window.

Options: Yes, No

STEP 4: Create a Single Select field

Contractor: UBM

Description: 7.4-4M-WIN-1C: WEEK4: Clean window.

Options: Yes, No