# INSTRUCTIONS FOR CREATING SUBFORM: 4.6-IES-Annual

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

### STEP 1: Create an Info Text field

**Content:** TORFI

### STEP 2: Create a Single Select field

**Description:** 4.6-A-IES-1: Check to see that software is current. Update when it is not current.

**Options:** Yes, No

### STEP 3: Create a Single Select field

**Description:** 4.6-A-IES-2: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No