

## INSTRUCTIONS FOR CREATING SUBFORM: 3.4-LIGHT-Bi-Weekly

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

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

**Description:** 3.4-2M-LIGHT-1: WEEKA: Walk GCT Concourse and Caverns public areas, public entrances and TOC, TMC - document failed fixtures Replace lamp or ballast

**Options:** Yes, No

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

**Description:** 3.4-2M-LIGHT-1A: WEEKB: Walk GCT Concourse and Caverns public areas, public entrances and TOC, TMC - document failed fixtures Replace lamp or ballast

**Options:** Yes, No