## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-DDC-Monthly

## Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Contractor: GSH

Description: 2.16-M-DDC-12: Verify no equipment has been left in override

(hand/OFF instead of auto) either locally or through the ATC Make

corrections as required.

Options: Yes, No