

## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-ACU(TEC)-Monthly

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

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

**Description:** 2.16-M-ACU(TEC)-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