## INSTRUCTIONS FOR CREATING SUBFORM: 4.6-PPM-Annual

## Follow these steps to create the form fields:

## STEP 1: Create a Single Select field

**Description:** 4.6-A-PPM-4: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

Options: Yes, No

## STEP 2: Create a Single Select field

Description: 4.6-A-PPM-5: Check to see that softwate and backup of digital

control program is current. Update when it is not current.

Options: Yes, No