INSTRUCTIONS FOR CREATING SUBFORM: 2.16-DDC-Annual-TORFI

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: 2.16-A-DDC-8: Check to see that backup of digital control program is current. Update when it is not current.

Options: Yes, No

STEP 3: Create a Single Select field

Description: 2.16-A-DDC-11: Change Automatic Temperature Contol (ATC) interface user authentication passwords. Make the change.

Options: Yes, No