

INSTRUCTIONS FOR CREATING SUBFORM: 7.4-MEZ-Weekly

Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Description: 7.4-4M-MEZ-4: WEEK1: Inspect lighting fixtures & bulbs.
Replace as needed.

Options: Yes, No

STEP 2: Create a Single Select field

Contractor: DUPLICATE

Description: 7.4-4M-MEZ-4: WEEK1: Inspect lighting fixtures & bulbs.
Replace as needed.

Options: Yes, No

STEP 3: Create a Single Select field

Description: 7.4-4M-MEZ-4A: WEEK2: Inspect lighting fixtures & bulbs.
Replace as needed.

Options: Yes, No

STEP 4: Create a Single Select field

Description: 7.4-4M-MEZ-4B: WEEK3: Inspect lighting fixtures & bulbs.
Replace as needed.

Options: Yes, No

STEP 5: Create a Single Select field

Description: 7.4-4M-MEZ-4C: WEEK4: Inspect lighting fixtures & bulbs.
Replace as needed.

Options: Yes, No