

## INSTRUCTIONS FOR CREATING SUBFORM: 7.3-HATCH / MANHOLE-Bi-Annual

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

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

**Contractor:** GMS

**Description:** 7.3-BA-HATCH / MANHOLE-1: INSPECT ALL STRUCTURAL COMPONENTS (FLOORS, WALLS, CEILINGS) OF ASSET AS PER INSPECTION TASK NOTES IN ATTACHMENT 4.

**Options:** Yes, No