

## INSTRUCTIONS FOR CREATING SUBFORM: 7.2-SG-Bi-Annual

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

### **STEP 1: Create an Info Text field**

**Content:** KEYS FENCE

### **STEP 2: Create a Single Select field**

**Description:** 7.2-BA-SG-2: Lubricate bearings

**Options:** Yes, No

### **STEP 3: Create a Single Select field**

**Description:** 7.2-BA-SG-3: Inspect; V-belts, chain, sprokets, Lubricate

**Options:** Yes, No