

## INSTRUCTIONS FOR CREATING SUBFORM: 3.4-LIGHT.LED-Bi-Weekly

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

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

**Content:** UNITY

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

**Description:** 3.4-2M-LIGHT.LED-1: WEEKA: Walk GCT Concourse and Caverns public areas, public entrances and TOC, TMC - document failed fixtures Trouble shoot then repair or replace lighting fixture as required.

**Options:** Yes, No

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

**Description:** 3.4-2M-LIGHT.LED-1A: WEEKB: Walk GCT Concourse and Caverns public areas, public entrances and TOC, TMC - document failed fixtures Trouble shoot then repair or replace lighting fixture as required.

**Options:** Yes, No