

## INSTRUCTIONS FOR CREATING SUBFORM: 7.4-WIN-Weekly

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

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

**Content:** UBM

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

**Description:** 7.4-4M-WIN-1: WEEK1: Clean window.

**Options:** Yes, No

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

**Description:** 7.4-4M-WIN-1A: WEEK2: Clean window.

**Options:** Yes, No

### **STEP 4: Create a Single Select field**

**Description:** 7.4-4M-WIN-1B: WEEK3: Clean window.

**Options:** Yes, No

### **STEP 5: Create a Single Select field**

**Description:** 7.4-4M-WIN-1C: WEEK4: Clean window.

**Options:** Yes, No