## INSTRUCTIONS FOR CREATING SUBFORM: 3.4-PPSM-Annual

## 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-A-PPSM-1: Check values stored in electric submeter vs,

the values tabluated in the BMS system

Options: Yes, No