

## INSTRUCTIONS FOR CREATING SUBFORM: 4.6-IES-Annual

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

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

**Description:** 4.6-A-IES-1: Check to see that software is current. Update when it is not current.

**Options:** Yes, No

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

**Description:** 4.6-A-IES-2: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No