## INSTRUCTIONS FOR CREATING SUBFORM: 3.3-OLGV-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:** 3.3-A-OLGV-1: Inspect oil lever gate valve for any leaks, corrosion and seizing. Clean, lubricate and verify proper operation.

Options: Yes, No