

INSTRUCTIONS FOR CREATING SUBFORM: 7.2-SG-Bi-Annual

Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Contractor: KEYS FENCE

Description: 7.2-BA-SG-2: Lubricate bearings

Options: Yes, No

STEP 2: Create a Single Select field

Contractor: KEYS FENCE

Description: 7.2-BA-SG-3: Inspect; V-belts, chain, sprockets, Lubricate

Options: Yes, No