

INSTRUCTIONS FOR CREATING SUBFORM: 7.4-EL.PNL-Semi-Annual

Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Description: 7.4-SA-EL.PNL-1: Clean outer elevator glass

Options: Yes, No

STEP 2: Create a Single Select field

Description: 7.4-SA-EL.PNL-2: Clean interior elevator glass

Options: Yes, No