## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-TEC-Monthly

## Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: GSH

## STEP 2: Create a Single Select field

**Description:** 2.16-M-TEC-12: Verify no equipment has been left in override (hand/OFF instead of auto) either locally or through the ATC Make

corrections as required.

Options: Yes, No