

QuickGuide – Deleting a Form (Project and Form Owners)

Deleting a Form

This new feature enables all **Project Owners and Form Owners** to delete unused forms from a project. This includes any forms which have not been signed or submitted excluding the Provincial Initial Application.

To determine who is the Project Owner and/or Form Owner, select the collaborators tab for the form in question as seen in the image below:

Test Case - Deleting a Project

Project Tree ▼

- Test Case - Deleting a Project
 - Provincial Initial Application - Test Case - Deleting a Project -- Lead Institution
 - Centre Initial Application - Test Case - Deleting a Project --
 - Centre Reportable Event - - -

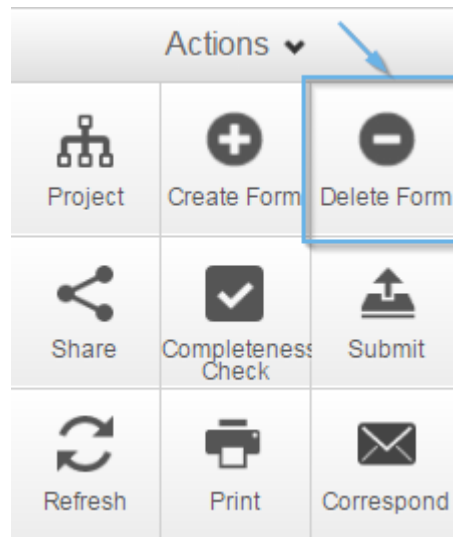
Form Status	Review Reference	Date Modified
Not Submitted	N/A	06-Dec-2016 13:45

Navigation Documents Signatures **Collaborators** Submissions Correspondence Centre History

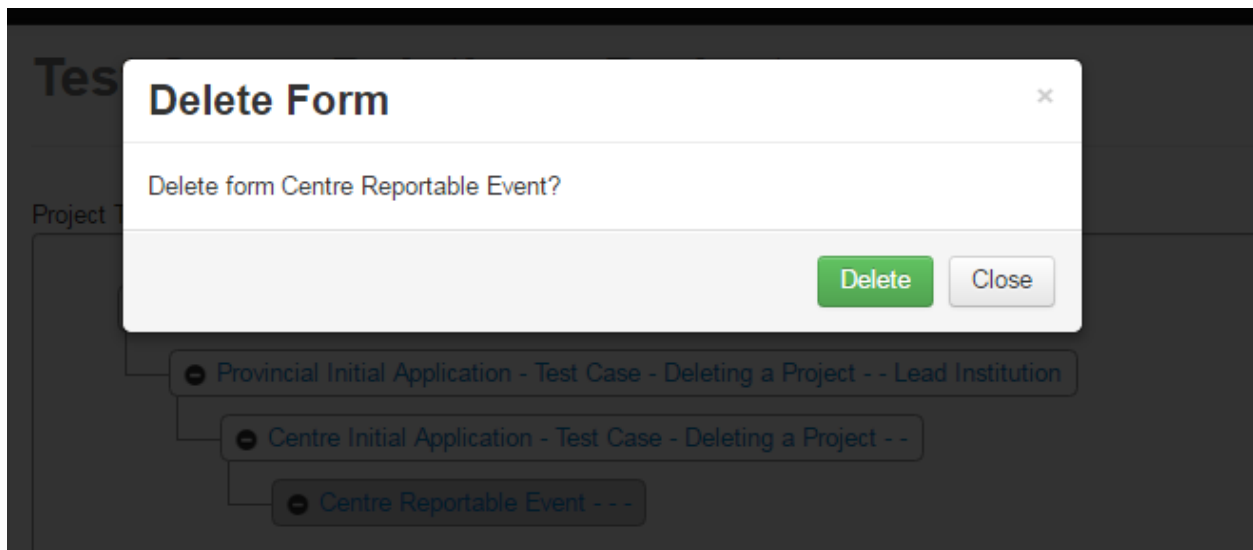
Collaborators

Name	Access	Edit Permissions
Mr. Matthew D'Ascanio	Read, Write, Submit, Share, Receive notifications	Edit Permissions
Mr. Scott Tomlinson	Project Owner and Form Owner	Edit Permissions

To delete an unused form the Project Owner/Form Owner must select the form from the tree view and click on the “Delete Form” button located on the left side of the screen under the actions toolbar.



The following pop-up window will appear:



Pressing the green "Delete" button will permanently delete the form. This action **CANNOT** be undone once finalized. Please ensure you are deleting the appropriate forms in your project