

## Important CTO Stream Applicant Notice - Duplicate Sub-Form Feature

### To: All Applicants Submitting Ethics Applications Through CTO Stream

Tomorrow morning CTO Stream will be updated to ERM V2.1.5.0. Once the update occurs, Applicant users will notice a new button in the Actions Menu called "Duplicate Form" when they login to the Apply side of the system.

We are asking users NOT to use this new button, as it may cause issues to the form being duplicated or the duplicate copy that is created.

We are working with our vendor to 'hide' this button from view, until then we ask that you refrain from using this new feature.



Feel free to contact the CTO Helpdesk if you have any questions.

Please share this message with team members as required.