

QuickGuide: Deleting a Form

Deleting a Form

When a user creates a new form for a project in CTO Stream, they become the 'Form Owner' for that specific application form, by default. Form Owners are the only users capable of deleting an application from a project. Only forms which have not been submitted, can be deleted from a project.

1. To find out who the form owner is: open a project, then select an application in the Project Tree and go to the Collaborators tab (Figure 1.0). One of the users listed will have the "Form Owner" access.

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 ---

2. To delete an unsubmitted form, the 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 menu.

Work Area ▼

Home 37138 Notifications

Actions ▼

- Project
- Delete Form**
- Share
- Completeness Check
- Automatic Submission
- Print

RCT A vs B

Project Tree ▼

- RCT A vs B
 - Clinical Trial Provincial Initial Application - RCT A vs B -- Lead Organization
 - Centre Initial Application - RCT A vs B - Hospital A - Carter
 - Centre Continuing Review Application -
 - Centre Initial Application - RCT A vs B - Hospital B - Dole

- The following pop-up window will appear:

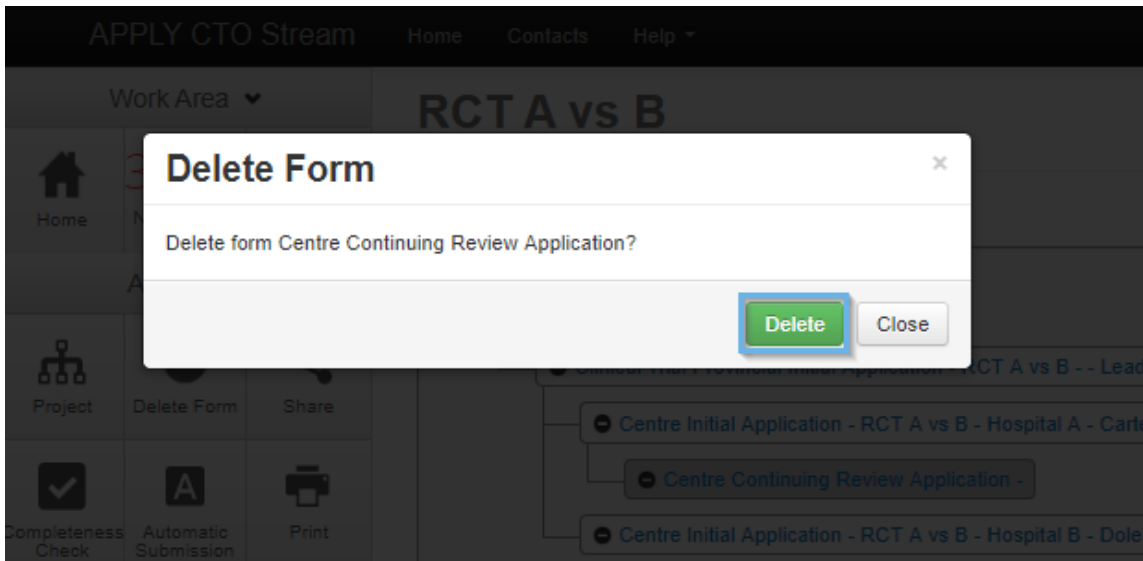


Figure 3.0

- Press the green 'Delete' button to permanently delete the form. Note that deleting a form **CANNOT** be undone. Please ensure you are deleting the appropriate forms in your project.

Remember: Only the Form Owner can delete an application form from within a project. Only forms in the project which have not been submitted, can be deleted.

Questions?

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