

QuickGuide: Deleting a Form

A user will become the ‘Form Owner’ of any new application form they create for a project within CTO Stream. It is important to know that once a form has been created, only the form owner can delete it from the project tree.

Note: only forms which have never been submitted, can be deleted.

Viewing the application “Form Owner”:

1. The first step in deleting an application form within a project is to check who created it in the first place. This person is referred to as the “Form Owner” and is the only one who can delete the form.
2. To view the form owner for a specific application, highlight the application form in the project tree by clicking it (it will become highlighted in grey).

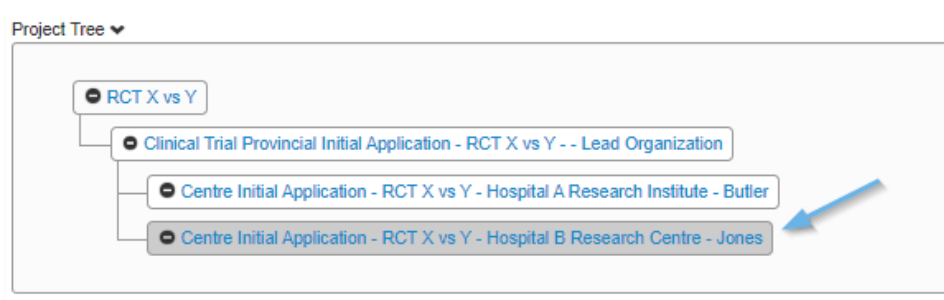


Figure 1

3. Go to the Collaborators tab (Figure 2) to view the list of users with access to the form. One of the users in the list will have the “Form Owner” access.

Note: This is the only user capable of deleting the form. If the user is no longer active on the project, [contact CTO](#) for assistance.

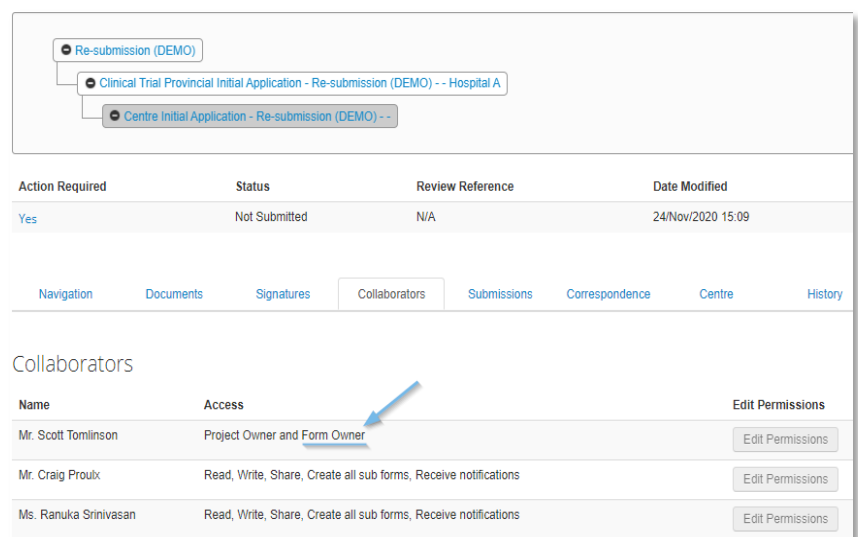


Figure 2

Deleting a form:

1. Open the project and select the application from the project tree that needs to be deleted. Click the “Delete” Form button from the Actions Menu.

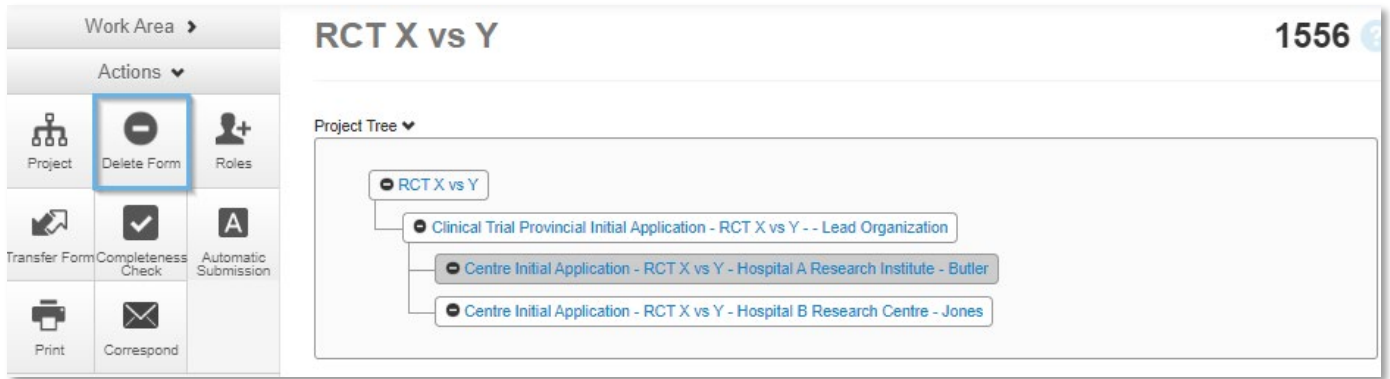


Figure 3

2. A pop-up window will then appear to confirm if you want to proceed with deleting the form. Press the green 'Delete' button to permanently delete the form.

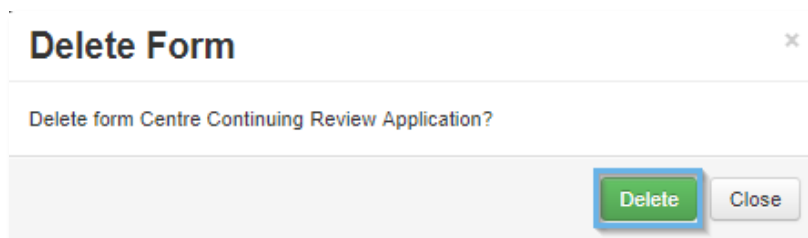


Figure 4

Note: deleting a form **CANNOT** be undone. Please ensure you are deleting the appropriate forms in your project.

Questions? Submit a support ticket at support.ctontario.ca