

QuickGuide: Transferring Sub-forms

When a new application form is created for a study in CTO Stream, it is a “Sub-form”. The user that created the sub-form is labelled as the “Form Owner”. Note: The only form not considered a sub-form is the **Provincial Initial Application**.

The Form Owner can transfer ownership of a sub-form to a different CTO Stream user at any point (i.e., the form may be approved, or not yet submitted). This can be useful when the original form owner is leaving the study and no longer wishes to receive email notifications about the study.

To transfer ownership of a sub-form:

1. Login to CTO Stream [here](#).
2. Click on the Project in your Work Area that contains the sub-form you wish to transfer.
3. From the project tree, select the specific sub-form you want to transfer (it is highlighted in grey in the Project Tree as in Figure 1 below).
4. With the form selected, press the ‘Transfer Form’ button found in the Actions Menu (*Figure 1*).

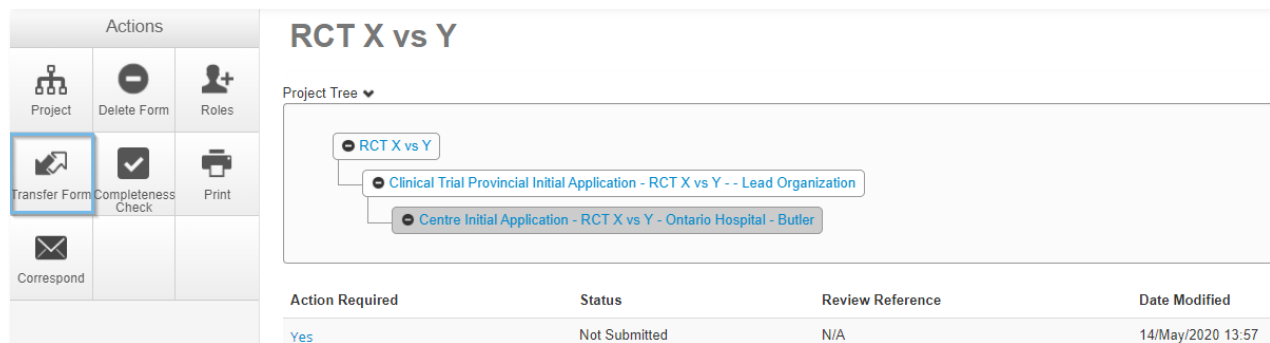


Figure 1

5. Enter the email address for user you want to transfer the sub-form to (they must have a CTO Stream account already), then press the blue ‘Transfer’ button.
6. If you are transferring a Centre Initial Application which has sub-forms, click the checkbox to also transfer ownership of the centre sub-forms (*Figure 2*).

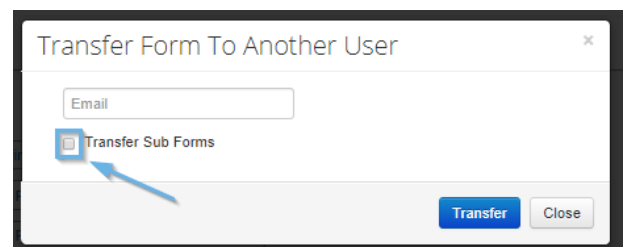


Figure 2

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