

QuickGuide: Updating a Project

When CTO revises the application forms in CTO Stream a new version of the forms is released, and all existing projects must be updated to the latest form version to see the revisions. **The Project Owner is the only user with the ability to update a project in CTO Stream.**

Once a project is updated all forms created after that point will show the form revisions. Any existing forms that have not yet been submitted will also be updated. **The Project Update process causes the signature(s) and signature request(s) on all unsubmitted forms to be invalidated** which means the signature(s)/signature request(s) would then need to be re-done after the project is updated. Forms that have already been submitted will not be affected by the project update.

To Update a Project:

1. **Login** to your CTO Stream account at apply.ctostream.ca
2. **Select your project** from the Work Area
3. **Press the update button at the top** of your screen (*Figure 1*)
NOTE: this button is only visible to the project owner
4. Press the blue Update button to confirm (*Figure 2*)

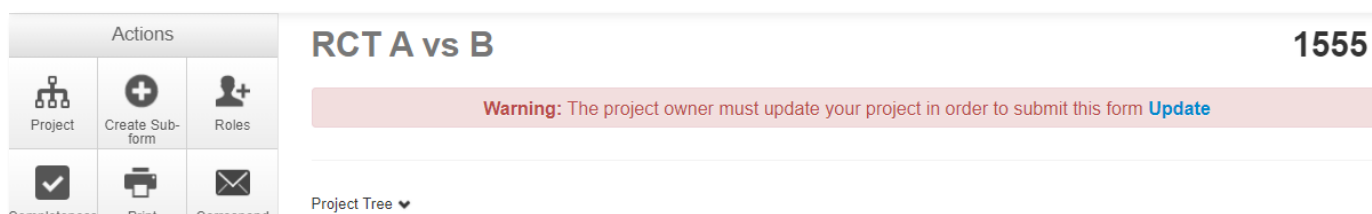


Figure 1

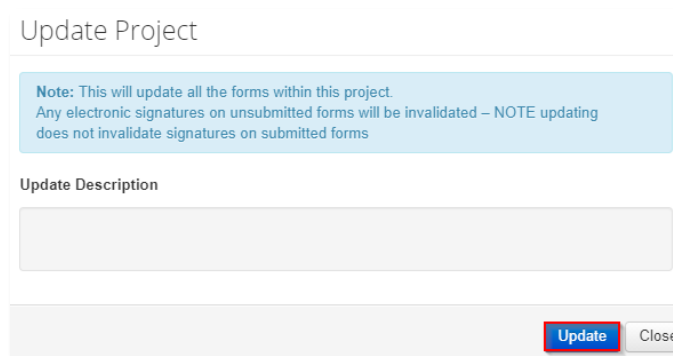


Figure 2

Tips:

1. Only the Project Owner can update the project. The Project Owner is listed in the Work Area and also under the 'collaborators' tab.
2. When the project is updated, any signatures/signature requests for un-submitted forms will be invalidated. We recommend checking un-submitted forms for signatures/signature requests prior to upgrading.

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