

QuickGuide: Deleting a Form

Only the **Form Owner** can delete a form within a Project in CTO Stream; the Form Owner refers to the user who created the application form. It is important to note that a form can only be deleted if it has never been submitted. Once the form in question has previously been submitted it can no longer be deleted, only withdrawn.

Viewing the Form Owner of an application form:

1. To check who created an application form for a project, select the application in the project tree by clicking on it (it should become highlighted in grey like in Figure 1 below).

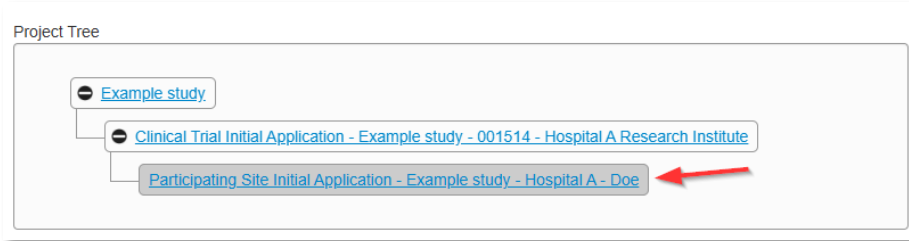


Figure 1

2. Next, scroll down the page and click on 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 If the user is no longer active on the project, [contact CTO](#) for assistance.

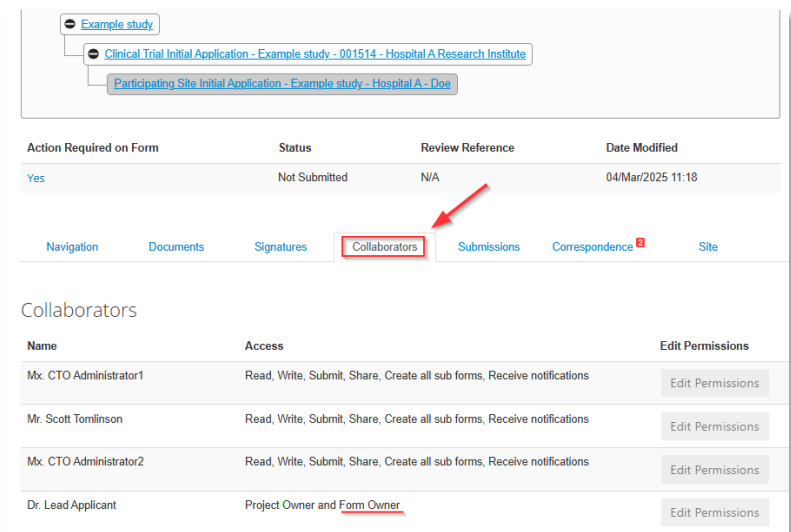


Figure 2

Deleting a form:

3. 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).

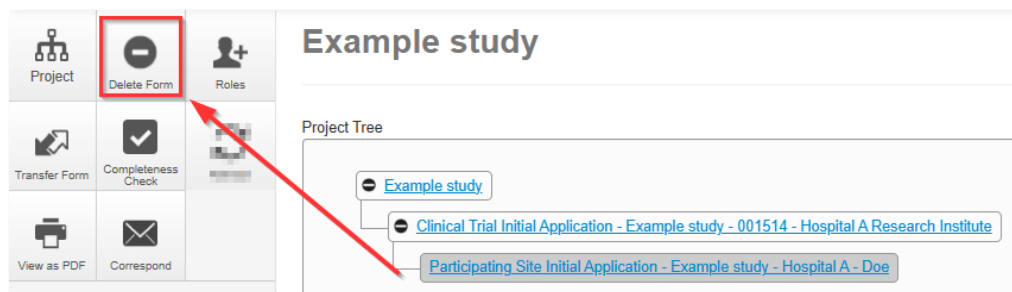


Figure 3

Note: A form that has been locked via signatures or signature request(s) cannot be deleted. The form must first be unlocked by navigating into any section and clicking the “unlock” button (Figure 4).

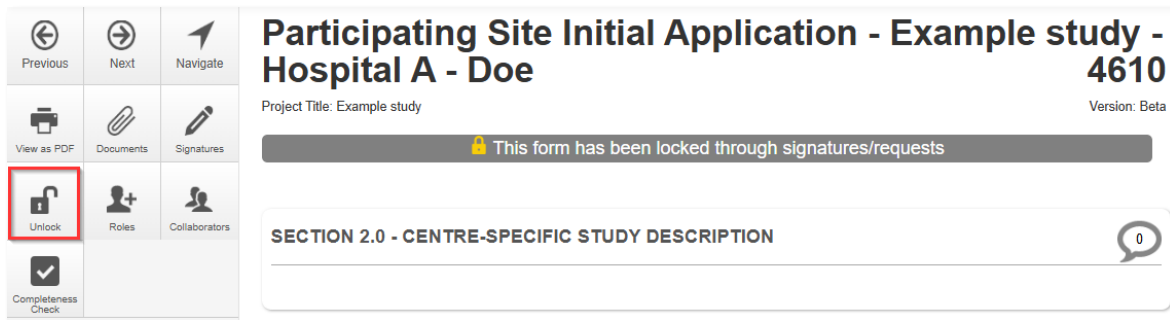


Figure 4

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