QuickGuide – How to Delete a Form

This QuickGuide outlines the steps for a **Project Owner** and/or **Form Owner** to delete an unused form from a project.

*NOTE:* This excludes the Initial Application form.

To delete a form:

1. Ensure the sub-form you wish to delete is highlighted as illustrated below (1); and determine the Project Owner and/or Form Owner by selecting the **Collaborators** tab (2):

2. Once determined you are the Project Owner and/or From Owner, delete an unused form by selecting the form from the tree view and click the ‘Delete Form’ button in the **Actions Toolbar**.

3. Click the green ‘Delete’ button to permanently delete the form.

*NOTE:* This action **CANNOT** be undone once finalized. Please ensure you are deleting the appropriate forms in your project.

Questions?
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