

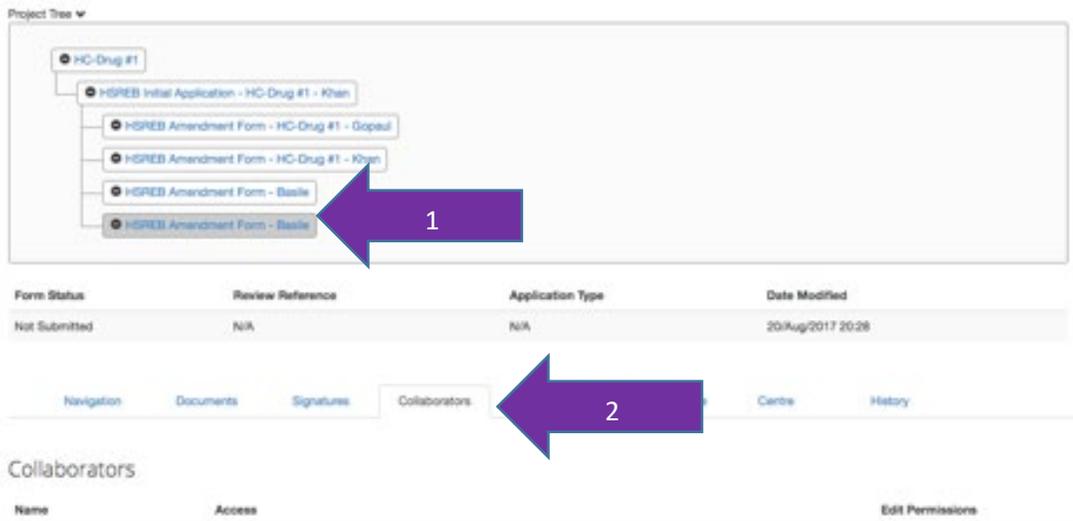
QuickGuide – How to Delete a Form

This QuickGuide outlines the steps for a **Project Owner** and/or **Form Owner** to delete an unused form from a project. Once a form has been submitted to the REB, it cannot be deleted.

***NOTE:** This excludes the Initial Application form.

To delete a form:

1. Ensure the sub-form (post-approval event) 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):

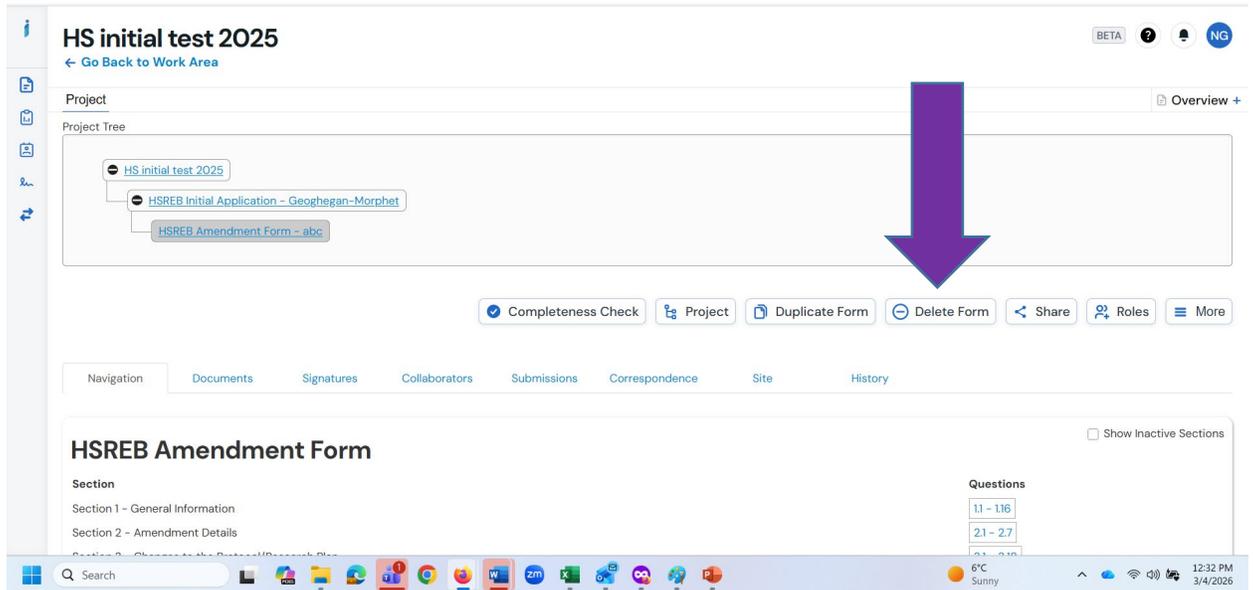


The screenshot displays the 'Project Tree' view with a tree structure of forms. The selected form is 'HSPREB Amendment Form - Baile'. Below the tree is a table with the following data:

Form Status	Review Reference	Application Type	Date Modified
Not Submitted	N/A	N/A	20/Aug/2017 20:28

Below the table is a navigation bar with tabs: Navigation, Documents, Signatures, Collaborators, Centre, and History. The 'Collaborators' tab is selected. Below the navigation bar is a 'Collaborators' section with columns: Name, Access, and Edit Permissions.

2. Delete an unused form by selecting the form from the tree view and click the **'Delete Form'** button in the **Actions Toolbar**. Only the Project Owner and/or Form owner can delete.
3. Click the **'Delete'** button to permanently delete the form.



HS initial test 2025

← Go Back to Work Area

BETA ? NG

Project Overview +

Project Tree

- HS initial test 2025
 - HSREB Initial Application - Geoghegan-Morphet
 - HSREB Amendment Form - abc

Completeness Check Project Duplicate Form Delete Form Share Roles More

Navigation Documents Signatures Collaborators Submissions Correspondence Site History

HSREB Amendment Form Show Inactive Sections

Section

Section 1 - General Information

Section 2 - Amendment Details

Questions

<input type="checkbox"/>	1.1 - 1.16
<input type="checkbox"/>	2.1 - 2.7
<input type="checkbox"/>	3.1 - 3.10

6°C Sunny 12:32 PM 3/4/2026

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

Questions?

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