

## QuickGuide: How to Delete a Form

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

**\*NOTE:** You cannot Delete the main MREB Application Form once it has been submitted and cleared.

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

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):

The screenshot shows a project tree on the left with a red arrow labeled '1' pointing to the 'Annual Report' sub-form. Below the tree is a table with columns: Action Required, Status, Review Reference, Application Type, and Date Modified. The table contains one row with values: Yes, Not Submitted, N/A, N/A, and Aug/24/2021 11:32. Below the table is a navigation bar with tabs: Navigation, Documents, Signatures, Collaborators, and History. A red arrow labeled '2' points to the 'Collaborators' tab. Below the navigation bar is a 'Collaborators' section with a table showing the user 'Ms Katerina Fraggoulls' as the 'Project Owner and Form Owner' with an 'Edit Permissions' button.

2. Once determined you are the Project Owner and/or Form 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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The screenshot shows the 'Actions' toolbar with a red arrow pointing to the 'Delete Form' button. The toolbar contains the following buttons: Project, Duplicate Form, Delete Form, Share, Transfer Form, Completeness Check, and View as PDF.