

QuickGuide: How to Delete a Form

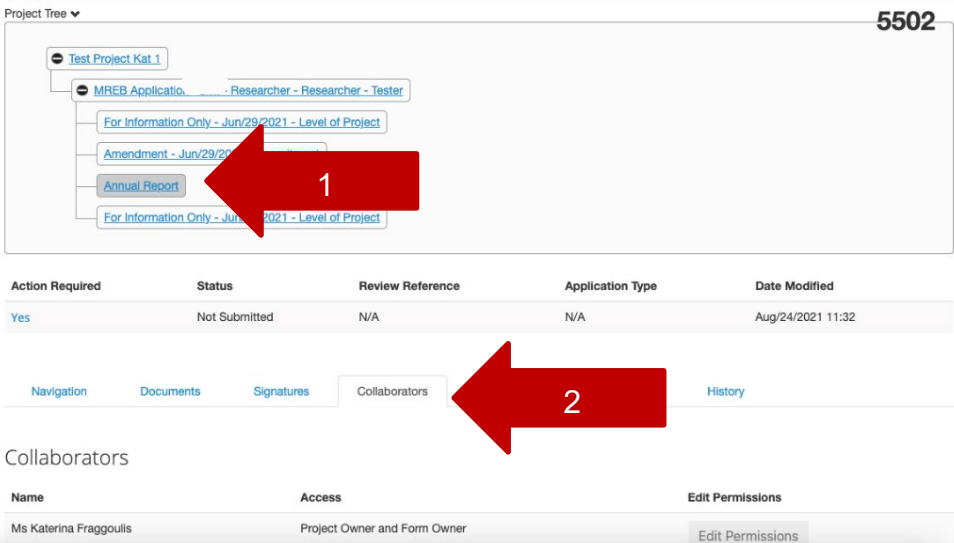
This QuickGuide outlines steps for a **Project Owner** and/or **Form Owner** to delete an unused form within a project.

***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 the 'Project Tree' on the left with a list of forms: 'Test Project Kat 1', 'MREB Application - Researcher - Researcher - Tester', 'For Information Only - Jun/29/2021 - Level of Project', 'Amendment - Jun/29/2021', 'Annual Report', and 'For Information Only - Jun/29/2021 - Level of Project'. A red arrow labeled '1' points to the 'Annual Report' form. Below the tree is a table with columns: 'Action Required', 'Status', 'Review Reference', 'Application Type', and 'Date Modified'. The table shows one row with 'Yes', 'Not Submitted', 'N/A', 'N/A', and 'Aug/24/2021 11:32'. Below the table are tabs: 'Navigation', 'Documents', 'Signatures', 'Collaborators', and 'History'. A red arrow labeled '2' points to the 'Collaborators' tab. Below the tabs is a 'Collaborators' section with a table showing 'Name', 'Access', and 'Edit Permissions'. The table shows one row for 'Ms Katerina Fraggoulis' with 'Project Owner and Form Owner' access and 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**.

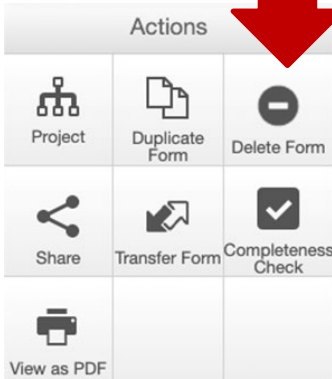
3. Click the green Delete button to permanently delete the form.

***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 grid of buttons. The buttons are: 'Project' (tree icon), 'Duplicate Form' (document icon), 'Delete Form' (minus icon), 'Share' (share icon), 'Transfer Form' (arrow icon), 'Completeness Check' (checkmark icon), and 'View as PDF' (printer icon). A large red arrow points down to the 'Delete Form' button.