

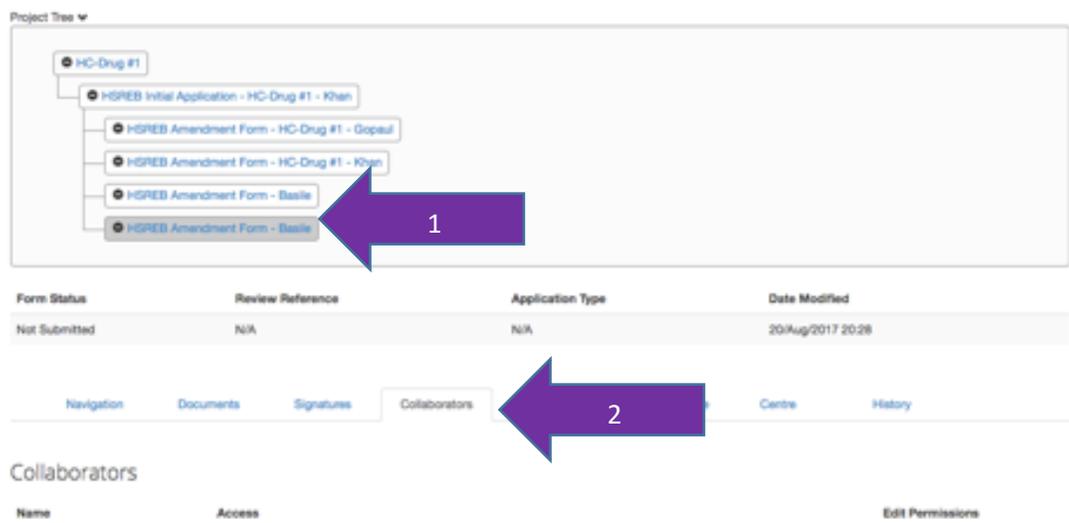
QuickGuide – How to Delete a Form

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.

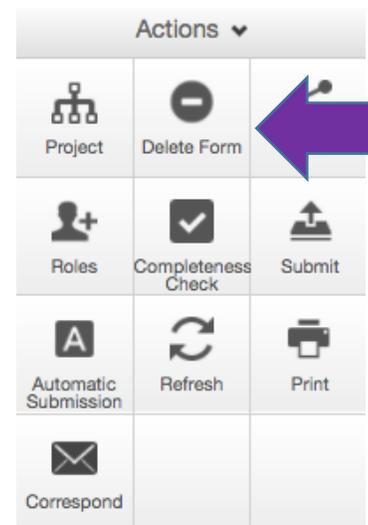
To delete a form:

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 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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