

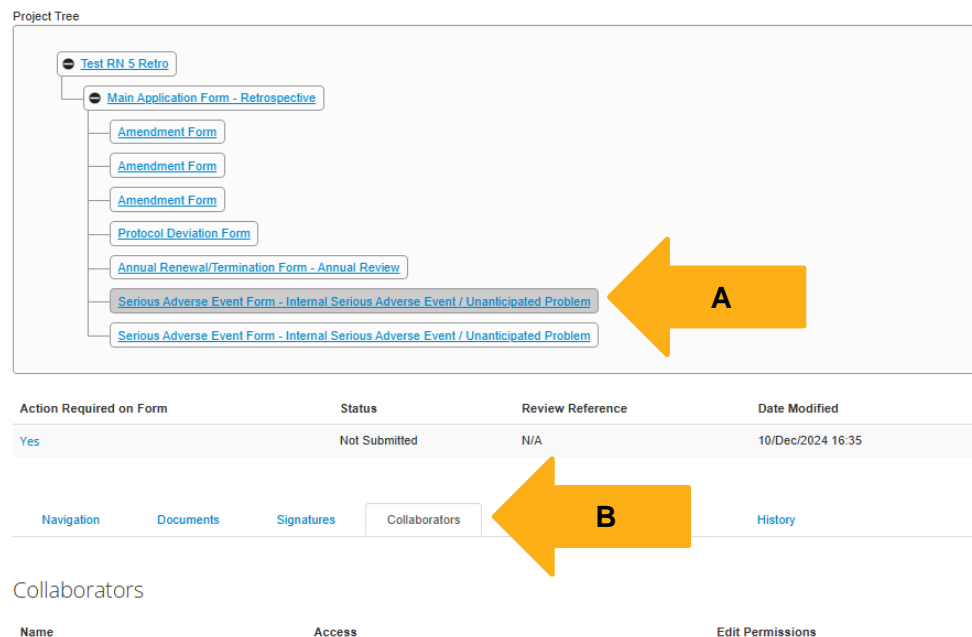
## QuickGuide: Deleting a Form

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 Main Application Form.

To delete a form:

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



**Project Tree**

- Test RN 5 Retro
  - Main Application Form - Retrospective
    - Amendment Form
    - Amendment Form
    - Amendment Form
    - Protocol Deviation Form
    - Annual Renewal/Termination Form - Annual Review
    - Serious Adverse Event Form - Internal Serious Adverse Event / Unanticipated Problem
    - Serious Adverse Event Form - Internal Serious Adverse Event / Unanticipated Problem

**Action Required on Form**      **Status**      **Review Reference**      **Date Modified**

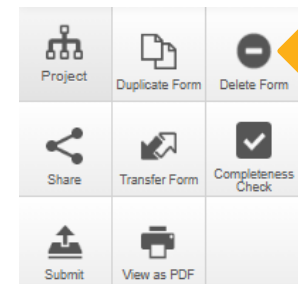
Yes	Not Submitted	N/A	10/Dec/2024 16:35
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**Navigation**    **Documents**    **Signatures**    **Collaborators**    **History**

**Collaborators**

Name	Access	Edit Permissions
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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.



**Actions Toolbar**

- Project
- Duplicate Form
- Delete Form
- Share
- Transfer Form
- Completeness Check
- Submit
- View as PDF

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

### Questions?

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