How to delete partially saved records in eQSuite®

If there are partially saved records that are over 90 days old, you will receive the below error message.

Error Message:
"There are partially saved records that are more than 90 days old.

You must process or delete them before creating a new record.'"

To delete these records, click on the **"Search"** tab in your eQSuite® Account. You will be able to see all **"Partially Saved Reviews"** that have been entered by anybody within your organization.

You will need to delete any records that are over 90 days to move forward.

If you receive an error message that does not allow you to delete the record, please contact us directly and provide Customer Service with the Review ID for the case that needs to be deleted.