

## 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.



Review ID	Request Date	From Date	To Date	Requester Name	Requester ID	First Name	Last Name	Request Type	Setting	Therapy Type	Patient Type	eQSuite Case ID	Admin Case	Provider ID	Review Status	Units Certified	Left Cert. Certified	Actions
11449304	05/02/2012			Ingr Trainer	406	JANE	DOE	Retrospective	Acute IP Rehab			729932	02/01/2012	020087101	Web Partial	0		Delete
11449305	05/05/2012			Ingr Trainer	406	JANE	DOE	Retrospective	Acute IP Med/Surg			729937	02/01/2012	020087101	Partial	0		Delete
11449306	05/05/2012			Ingr Trainer	406	JANE	DOE	Retrospective	Acute IP Med/Surg			729938	02/01/2012	020087101	Web Partial	0		Delete
11449307	05/05/2012			Ingr Trainer	406	JANE	DOE	Retrospective	Acute IP Med/Surg			729939	02/01/2012	020087101	Web Partial	0		Delete



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