

## 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.



Request ID	Request Date	From Date	To Date	Requestor Name	Request ID	First Name	Last Name	Request Type	Setting	Therapy Type	Subst Type	eQHealth Case ID	Admission Date	Provider ID	Review Status	Units Certified	Last Day Certified
458	05/02/2012			Inpt Trainer	458	JANE	DOE	Retrospective	Acute IP Rehab			729892	02/01/2012	020087201	Partially Saved	0	02/01/2012
458	05/05/2012			Inpt Trainer	458	JANE	DOE	Retrospective	Acute IP Med/Surg			729891	02/01/2012	020087201	Partially Saved	0	02/01/2012
458	05/05/2012			Inpt Trainer	458	JANE	DOE	Retrospective	Acute IP Med/Surg			729890	02/01/2012	020087201	Partially Saved	0	02/01/2012
458	05/05/2012			Inpt Trainer	458	JANE	DOE	Retrospective	Acute IP Med/Surg			729889	02/01/2012	020087201	Partially Saved	0	02/01/2012

