

## 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.



The screenshot shows the eQSuite Search interface. A red circle highlights the 'Delete' button in the first row of the table. The table has columns for Review ID, Request Date, Review Date, Reviewer Name, Request ID, Review ID, Review Name, Request Type, Setting, Therapy Type, Patient Type, eQSuite Case ID, Review Case ID, Review Status, Units Certified, Last Day Certified, and Action. The first row shows a review with ID 1140904, dated 05/02/2012, by Inpt Trainer, with a Review ID of 406, Review Name of JANE DOE, Request Type of Retrospective, Setting of Acute IP Rehab, Therapy Type of Acute IP Med/Surg, Patient Type of Acute IP, eQSuite Case ID of 729892, Review Case ID of 02/01/2012, Review Status of Web Partial, Units Certified of 0, Last Day Certified of 02/01/2012, and a Delete button.

Review ID	Request Date	Review Date	Reviewer Name	Request ID	Review ID	Review Name	Request Type	Setting	Therapy Type	Patient Type	eQSuite Case ID	Review Case ID	Review Status	Units Certified	Last Day Certified	Action
1140904	05/02/2012		Inpt Trainer	406	JANE DOE	Retrospective	Acute IP Rehab				729892	02/01/2012	Web Partial	0	02/01/2012	Delete
1140905	05/02/2012		Inpt Trainer	406	JANE DOE	Retrospective	Acute IP Med/Surg				729893	02/01/2012	Web Partial	0	02/01/2012	Delete
1140906	05/02/2012		Inpt Trainer	406	JANE DOE	Retrospective	Acute IP Med/Surg				729894	02/01/2012	Web Partial	0	02/01/2012	Delete
1140907	05/02/2012		Inpt Trainer	406	JANE DOE	Retrospective	Acute IP Med/Surg				729895	02/01/2012	Web Partial	0	02/01/2012	Delete

