

# Days to keep incomplete forms before deleting

## What it does:

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Sets the number of days a document can be incomplete before it is automatically deleted.

## Adding the table entry

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Menu | Tables | Generic Validation Tables | Defaults

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Code: KEEPINCOMPLETE

Short description:\*

Long description:\*

Active:\*  Yes  No

Notes:

The short description should be used to specify the number of days to keep incomplete forms prior to them being automatically deleted.

The report: Delete old documents looks at the short description to send messages to staff notifying them that a document is about to reach this mark.