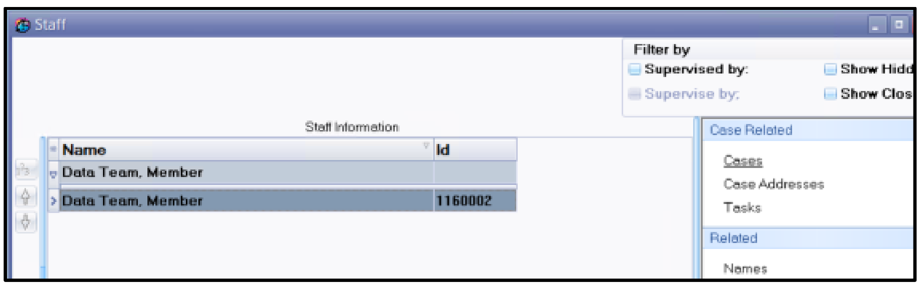
Quick Steps

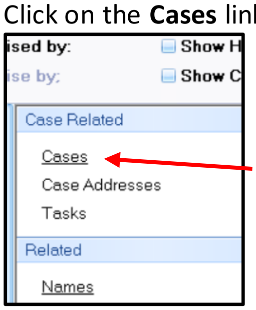
- Open the Case List Screen (if you are not already in it)
- Select the Case you Want to Discharge
- Click Close Case Button
- Enter the Discharge Date
- Select the Reason for Discharge under the drop down menu next to Reason Field
- Click the Discharge Case/Members & Member Clients Button
- Click Yes to Save Discharge
- Click OK

Detailed Steps:

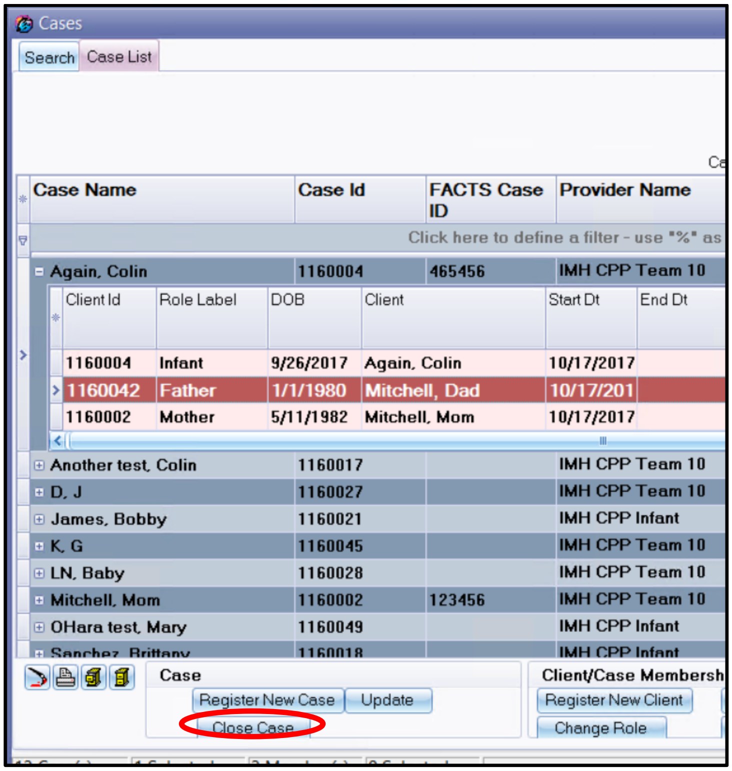
1. After logging into the database, the Staff window appears and the system identifies your name on the staff list.



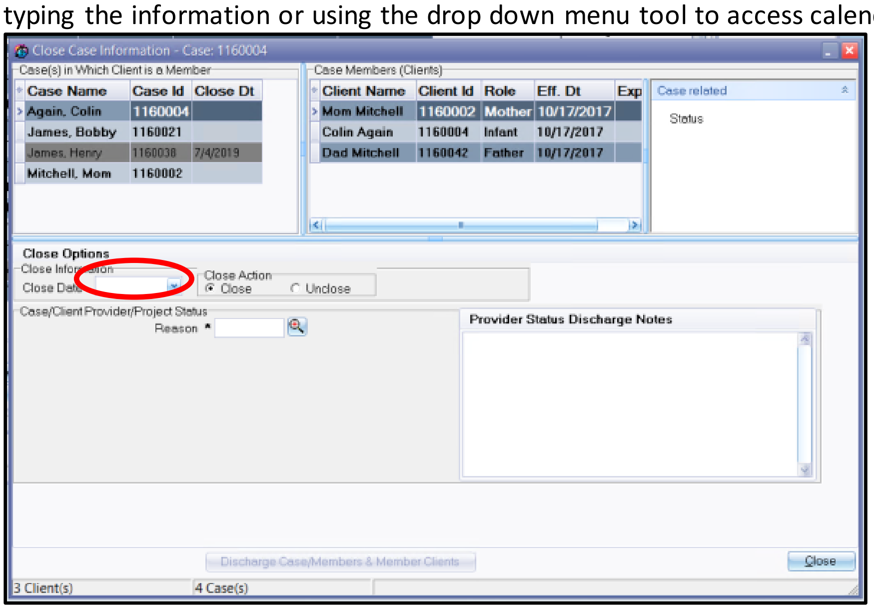
2. Click on the **Cases** link (on the side menu bar) to get to your open case list.



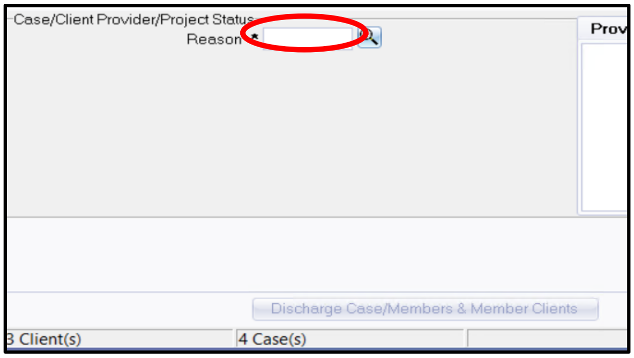
3. Under the case list, select the case you are wanting to close. Then click the **Close Case** button.



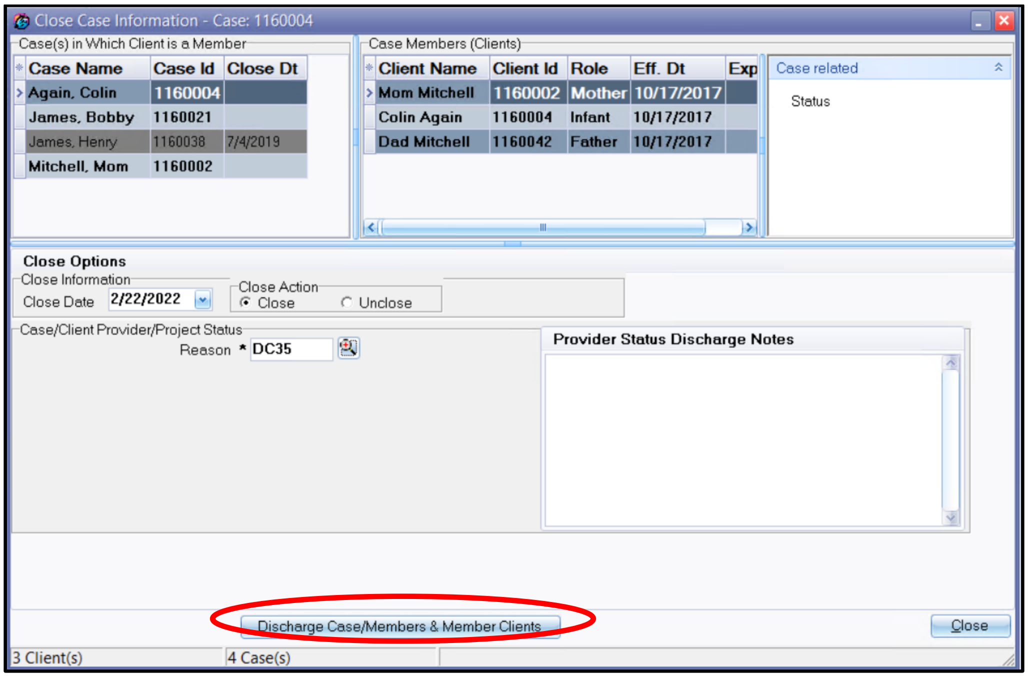
4. In this form, navigate to the **Close Date** field and enter the date the case was discharged by either typing the information or using the drop down menu tool to access calendar.



5. In the same form, navigate to the **Reason** field and use the magnifying glass tool to select the reason you are discharging the case, select, and click **OK**.



6. Click the **Discharge Case/Members & Member Clients** button at the bottom of the screen.



7. A confirmation screen will appear to discharge the case.
   Click **Yes** to save the discharge.

8. Click **OK** on the final confirmation form.

If you need further assistance please contact ECSC Data & Web Services:

ecscdata@unm.edu