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## Head Office Statistics Discharges Screen

*Updated on August 2017*



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### Business Purpose:

The Head Office Statistics Discharges page displays aggregate discharge disposition (major discharge category) and a more detailed discharge reason statistical data for the entire system. The columns represent the various time periods including yesterday, current month to date, same full month last year, previous full month, current quarter to date, same full quarter last year, previous full quarter, current year to date and previous entire year.

All stats are as of the official SMIS 4:00 a.m. threshold time. Therefore, yesterday's stats were/are taken as of 4:00 a.m. today.

### How to:

1. Each row in the **Discharge Dispositions** tab table is for one disposition type or a major category of discharge.
2. Each row in the Discharge Reason tab table is for one detailed reason.
3. If necessary, click on the  **Export to Excel** action button to export the client services data to an MS Excel file.
4. Click on the  **Back to General** action button to go back to the General screen.

### Important Notes: