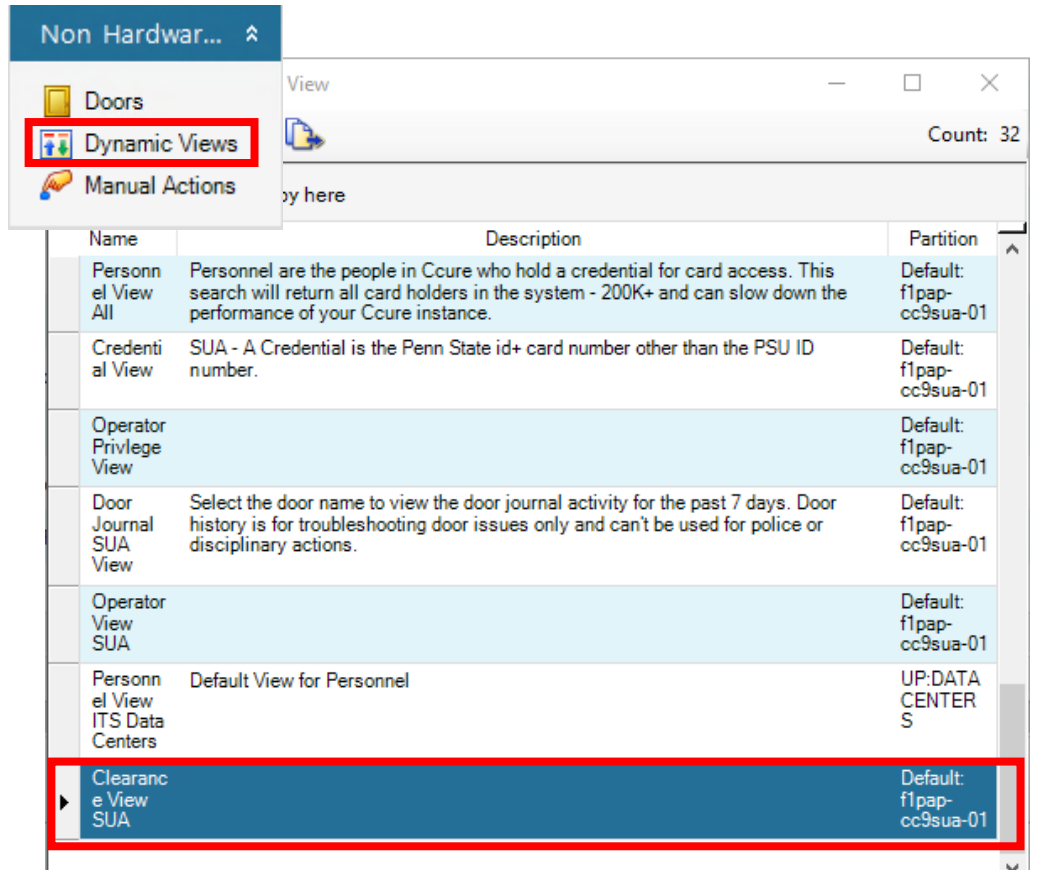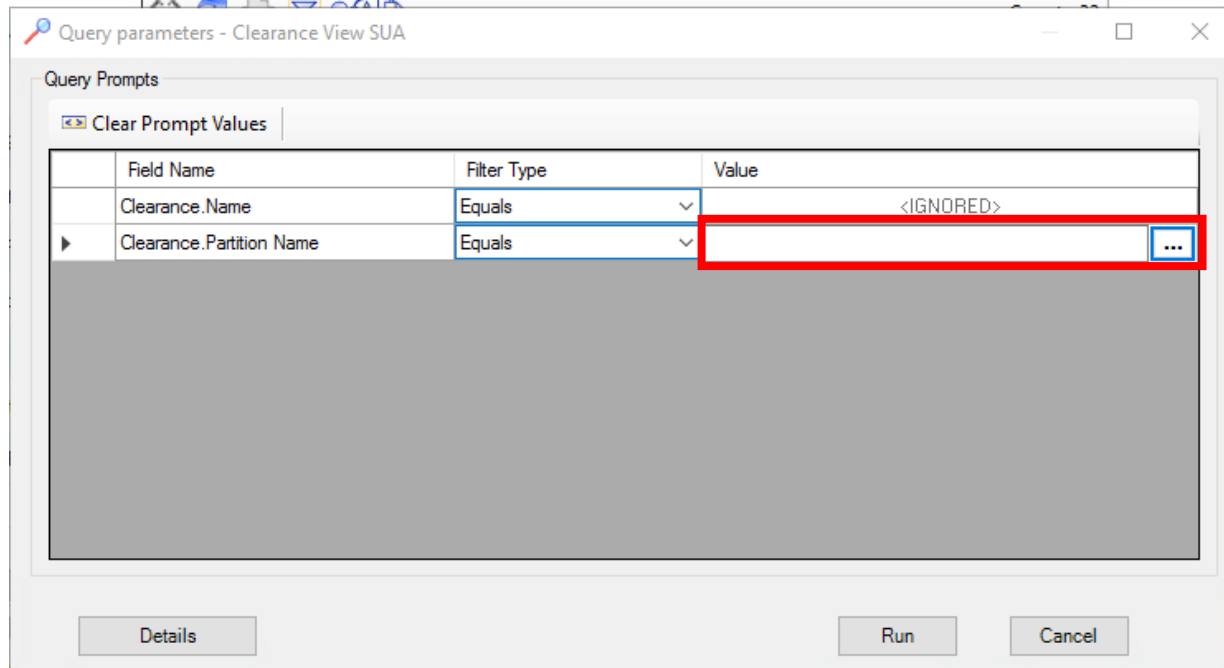# PennState
University Police and Public Safety

Ccure 9000: How to Bulk Remove Personnel from a Clearance

1. Select "Dynamic Views."

2. Double click "Clearance View SUA" (SCW or SUO) to open.

3. Click "..." to open Partition Names.

Ccure 9000: How to Bulk Remove Personnel from a Clearance

4. Type your partition name in "Name" box to filter.

5. Click your partition name.

Name Selection

Object Selection

Select Type: Partition

Name starts with: [   ] Search

Drag columns to Group by here

Name	Application Server	Is Global Partition	Description
physical security			
UP:Physical Security Partition	f1pap-cc9sua-01	☐	

6. Click "Run."

Query parameters - Clearance View SUA

Query Prompts

Clear Prompt Values

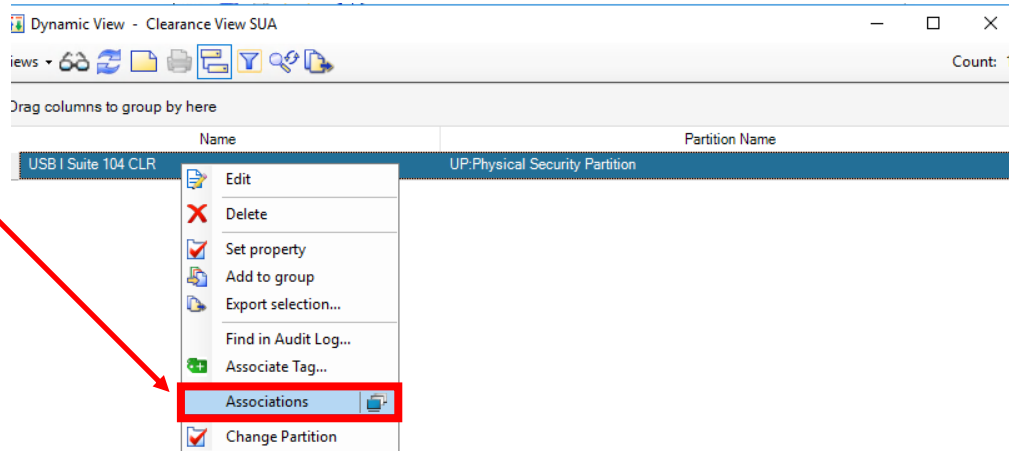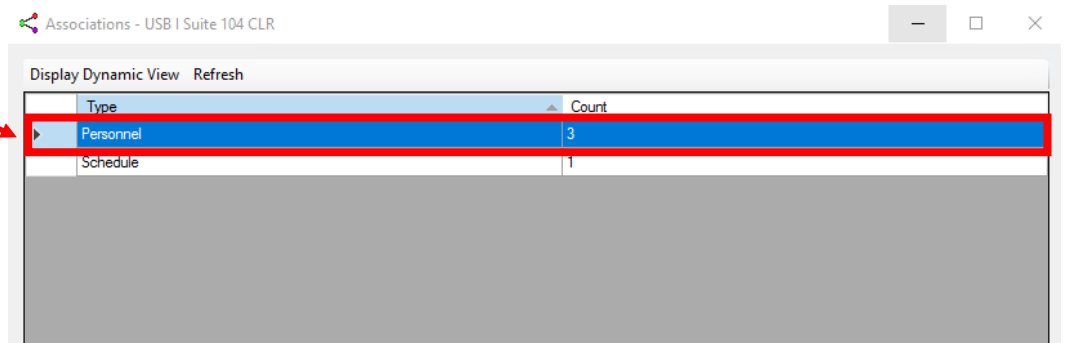| Field Name	Filter Type	Value
Clearance.Name	Equals	<IGNORED>
Clearance.Partition Name	Equals	UP:Physical Security Partition

Details   Run   Cancel

Ccure 9000: How to Bulk Remove Personnel from a Clearance

7. Select clearance, right click, and select "Associations."
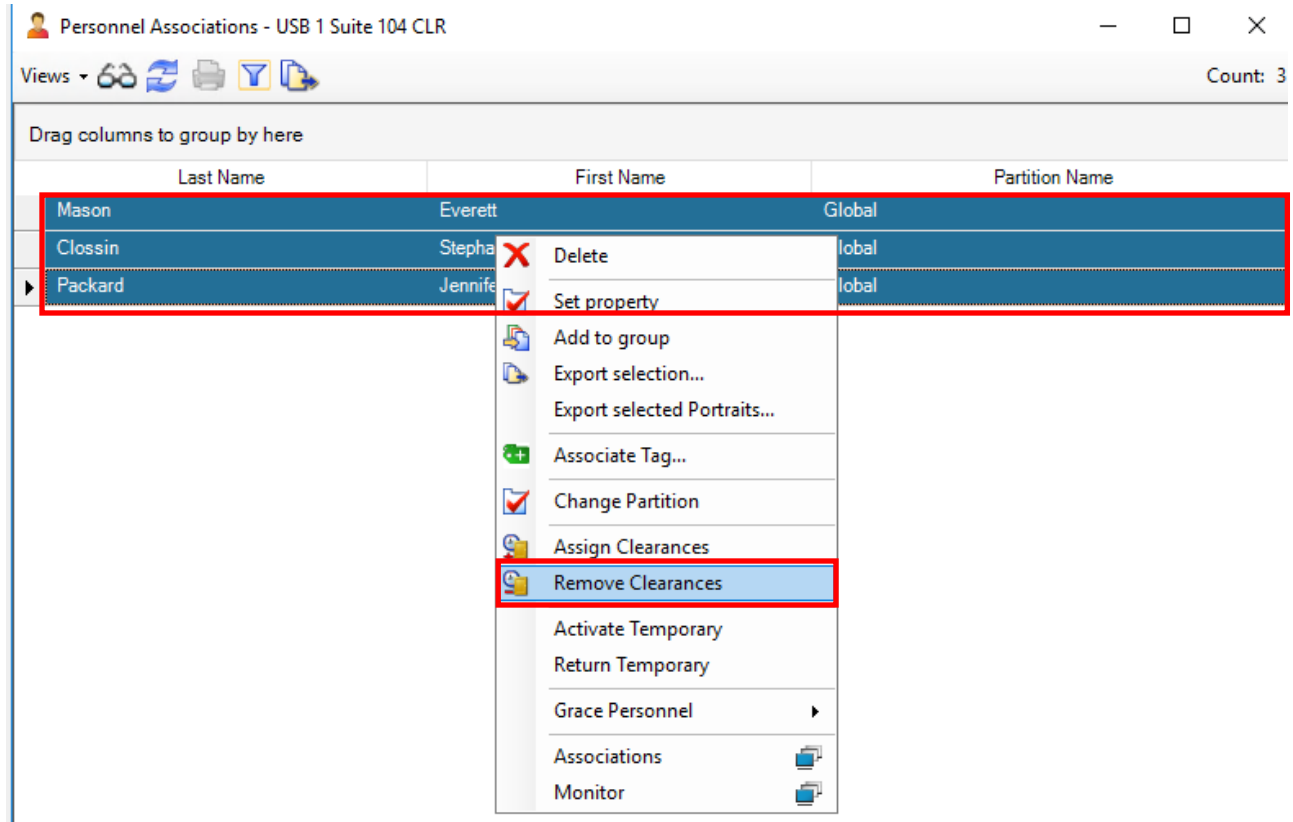
8. Click your partition name.
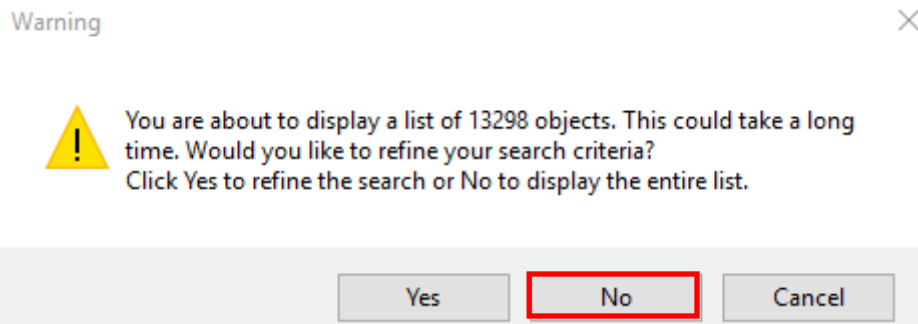

9. Double click "Personnel."

Ccure 9000: How to Bulk Remove Personnel from a Clearance

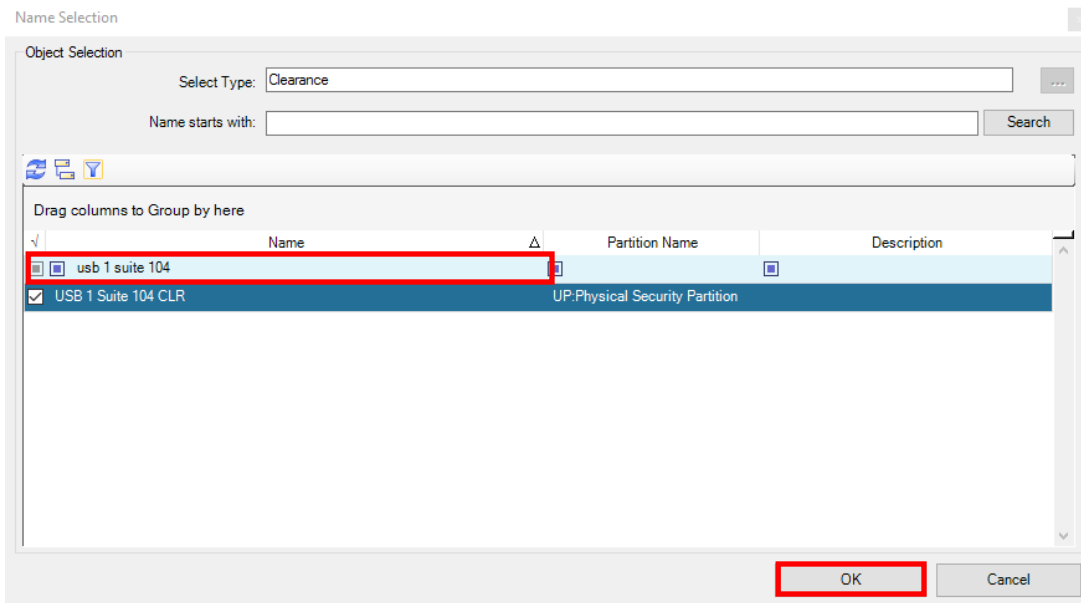10. Highlight all personnel using "Ctrl + A," right click and select "Remove Clearances."

11. Select "No."
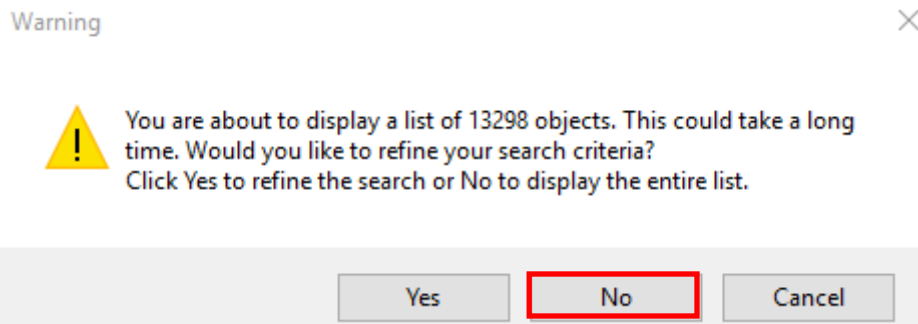
Ccure 9000: How to Bulk Remove Personnel from a Clearance

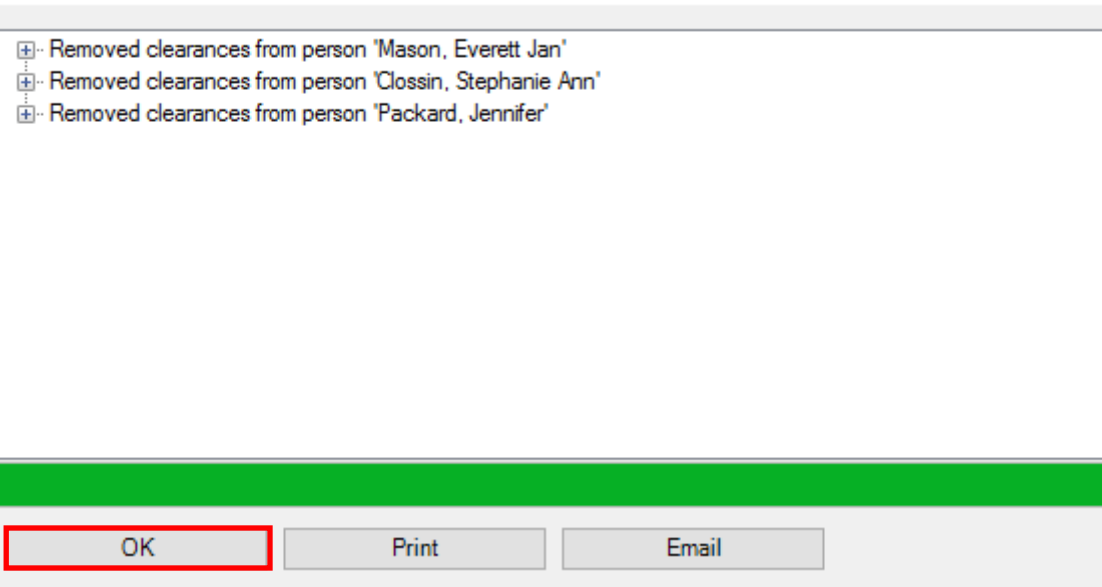12. Type name of clearance, select clearance, then select "OK."

13. Select "No."

Ccure 9000: How to Bulk Remove Personnel from a Clearance

14. Select "OK." You have successfully removed the clearance from all selected personnel.