1. Select “Dynamic Views.”
2. Double click “Clearance View SUA” (SCW or SUO) to open.
3. Click “...” to open Partition Names.
4. Type your partition name in “Name” box to filter.

5. Click your partition name.

6. Click “Run.”
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7. Select clearance, right click, and select “Associations.”

8. Click your partition name.

9. Double click “Personnel.”
10. Highlight all personnel using “Ctrl + A,” right click and select “Remove Clearances.”

11. Select “No.”
12. Type name of clearance, select clearance, then select “OK.”

13. Select “No.”
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14. Select “OK.” You have successfully removed the clearance from all selected personnel.