

How to force clearance for Omnibase

Old System RMC85:

1. Log in as Admin 998
2. Go into actual cause and press shift F7.
3. This will take you into Omnibase Processing screen.
4. Press Ctr+F8 to manually clear all dates.
5. Press Ctr+F3 to Manually add first three dates.
6. Press F3 to insert Exit Request.
7. Exit current screen back to main menu and transmit to Omnibase, printout should have person's name followed by Force Clearance.

New System IADT:

1. Go into case that needs the Force Clearance.
2. Click on Omnibase processing on left hand side.
3. From this screen click on Manually Clear All Dates on left.
4. Click Manually add first three dates.
5. Click Generate Exit Request.
6. After that is done Exit current screen back to main menu and go transmit Omnibase.
7. Printout should have person's name followed by Force Clearance.