About the Exception Requests Page

The **Exception Requests** page is a grid consisting of both local and global exceptions in which you are a stakeholder. The operations you perform in this grid depend on the permissions assigned to your role. You can use the **Exception Requests** page to perform one or more of the following tasks:

- Create a global exception;

- Update the general information;

- Transition the workflow;

- View workflow history;

- Enter additional comments;

- Manage attachments;

- Synchronize the changes made to the workflow of an exception; and

- Delete an exception.

The Exception Request page.

Local exceptions can be created in the **Questionnaire** window or the **Control Results** tab of the **Assessment Details** page. For more information, see the *Questionnaire Responder's Guide*.