

## Requesting Global Exceptions

This section explains how to request global exceptions for entities that are out-of-compliance with a control or subcontrol and you want to override the questionnaire and check results in the compliance and risk scores. The RiskVision solution applies the exception to all assessments with the entity-subcontrol pair. Setting an exception at the control level propagates the override to the subcontrols. If the questionnaire contained a subcontrol only, the global exception applies. You can also create an exception for a finding to override the finding's risk score. In order to request an exception, you must have Exception View and Exception Request permissions.

To request Local exceptions, that is, exceptions for a particular assessment, use the questionnaire. Stakeholders can access the questionnaire from

Folder	Sub-Folder
My Exceptions	By Stage
	Review Sign Off Closed
	By Type
	Control, Finding, Vulnerability
All Exception	My Exceptions Delegated To Others
	My Undelegated Exceptions
	By Stage
	Review Sign Off Closed
	By Type
	Control, Finding, Vulnerability
	All Delegated Exception s
	All Undelegated Exceptions

**Note:**

1. The folder name under the **By Stage** depends on the workflow stage names
2. All Exception folders is available only if users have the object Mange permission privilege

To request an exception:

1. Go to **Home > Exception Requests** and click **New**.
2. The Exception Request wizard appears.

The screenshot shows a window titled "Exception Request" with a sidebar on the left containing three steps: "1. Basic Details", "2. Recurrence", and "3. Attach File". The main area is titled "Step 1: Enter Exception Request Information" and includes a legend "\* = required". The form contains the following fields:

- Title\***: A text input field.
- Vulnerability Scope\***: A dropdown menu with "Select Vulnerability Scope" selected.
- Entities Scope\***: A dropdown menu with "Select Entities Scope" selected.
- Reason for Exception**: A large text area.
- Start Date**: A date picker showing "2016-10-25".
- End Date**: A date picker.
- Next Review**: A date picker.

At the bottom of the window, there are three buttons: "Cancel", "< Back", and "Next > Finish".

3. In the **Basic Details** wizard page, enter the exception information.

Click **Next** to continue.

The Recurrence wizard page appears. Specify when you want the exception to be applied again. But, the recurrence is applicable only when you select a start date and end date in the Basic Details wizard page.



### Exception Request ✕

- 1. Basic Details
- 2. Recurrence**
- 3. Attach File

#### Step 2: Optionally Schedule Recurrence \* = required

Set the date, time, and duration of the next time that you want to apply the exception. You can set up to two occurrences. Only available for exceptions for which you specified a start and end date in the General settings.

#### Recurrence (Optional)

Reapply Exception again on   for  days  
and again on   for  days

Click Next to continue.

Canceling the attachment seems to cancel the entire Exception Request, but it displays after a few moments without an attachment.

4. The Attach File wizard page appears. Add a document from your desktop, link to a document in repository, or URL.

Exception Request
⊞ ×

**1. Basic Details**

**2. Recurrence**

**3. Attach File**

**Step 3: Optionally Attach File** \* = required

Add a Document or Link

**Add a document**

**Document Location\***

No files selected.

**Document Caption**

**Description**

**Expires On**

Add a link to a document in repository

Add a web link

Add a Network Path

Added Documents and Links

▾

Name	Caption	Tags	Description	Uploaded By	Uploaded On	Size	Expires On	Version

5. Click Finish to exit the wizard and to add an exception on Home > Exceptions page

The exception has been created, but not requested. Go to the workflow page and submit the exception request. See [Managing Your Exception Requests](#).