

Exception Requests Page Overview

The **Exception Requests** page is a grid consisting of both local and global exceptions for which you are a stakeholder. The operations that 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 tasks described below:

- [Create a global exception](#);
- Update the [general](#) information;
- [Transition the workflow](#);
- View workflow history;
- Enter additional comments in addition to the comments that you enter while transitioning the workflow;
- [Manage attachments](#);
- Synchronize the changes made to the workflow of an exception; and
- Delete an exception.

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