

Force Stage Transition

Any user with appropriate permissions can force the stage transition of a workflow for objects such as tickets, exceptions, findings, or incidents, when the stage stakeholder fails to transition the workflow to the next stage in time. Only a primary policy owner can force a stage transition in a policy workflow. When a workflow stage is set to advance automatically to the next stage after a certain number of stakeholders have performed a particular action, force transition allows you to override this requirement. The following table lists the objects and the permission or ownership criteria required to force a stage transition.

Object	Criteria
Ticket	Manage permission
Exception	Approve permission
Incident	Manage permission
Finding	Manage permission
Policy	Primary ownership

To force a stage transition:

1. Select an object.
2. Go to the **Workflow** section.
3. Check the **Force Transition** checkbox, then the desired action to complete the transition.

