Default Exception Workflow

The following table describes the default exception workflow:

Stage	Options	Next Stage	Status	Description
Requested	Request	Review	Requested	Start of workflow stage, exception automatically transitions to Executive owner of the entity for Review.
	Close	Closed	Expired	When rejected by stakeholders of the review or sign off stage, gives the requestor the opportunity to add more information and request again or close the ticket as rejected. **Note**: Exception permissions are required.
Review	Sign off	Sign off	-	Transitions the request to Security owner of the entity for Sign off.
	Reject	Requested	Rejected	Returns the request to Exception Requestor and transitions the request back to the Requested stage.
	Delegate	-	Delegated	Assigns the request to another user and allows that user to sign off or reject the exception as the temporary stakeholder of the Review stage. **Note**: If the delegate rejects the request, it moves back to the requestor.
Sign off	Accept	Closed	Accepted	Closes the request with an accepted status and removes the out-of-compliance results from related reports and assessments.
	Rejected	Rejected	Rejected	Returns the request to Exception Requestor and transitions the request back to the Requested stage.
Closed				Terminal stage, either Accepted or Expired

				depending on the action that closed the ticket.