

Exception Request Basic Details

The following fields in the **Basic Details** wizard page of **Exception Request** must be specified when creating an exception.

The screenshot shows a software window titled "Exception Request" with a blue header bar. On the left, there is a sidebar with two tabs: "1. Basic Details" (selected) and "2. 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.
- Affected Entities**: A list box with a grey background and two buttons, "+" and "-", for adding and removing items.
- Control**: A dropdown menu with a downward arrow and a "+" button.
- Reason for Exception**: A large text area for entering comments.
- Start Date**: A date picker field showing "2020-07-06".
- End Date**: A date picker field.
- Next Review Date**: A date picker field.
- Override Compliance Score**: A text input field followed by "(%)".

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

The Basic Details section of the Exception Request wizard.

- **Title.** Enter the text to name the exception request.
- **Affected Entities.** Select entities for which you want to create an exception.
- **Applicable Controls.** Select controls that are applicable to the exception.
- **Reason for Exception.** Enter comments that explain why the exception is required.
- **Compensatory Controls.** Select subcontrols to compensate the non-performing subcontrol.
- **Start Date.** Select a date from when you want to start applying the exception.
- **End Date.** If the exception is for a specific period, select an end date. Otherwise, leave the End Date field empty if the exception is on-going.
- **Next Review.** Select the date and time that you want to automatically send a reminder to review the exception.
- **Override Compliance Score.** Enter a value to override the compliance score.