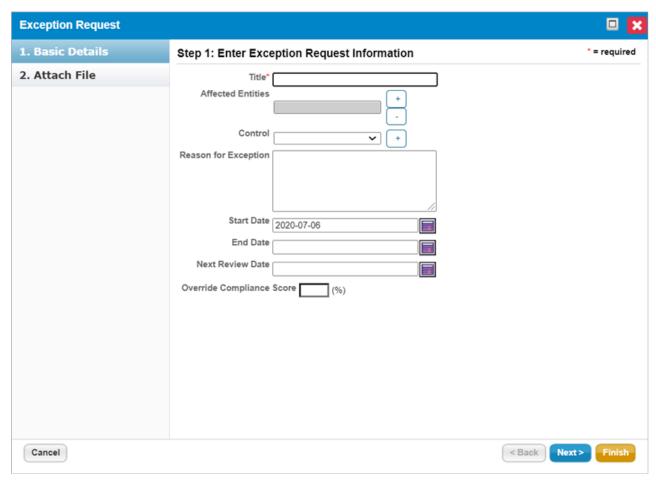
## **Exception Request Basic Details**

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



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.