

Transition Exception Requests

Only workflow stage stakeholders can modify settings and transition an exception to another stage. The user who submits a global request must manually move the exception into the next stage of the workflow.

To transition an exception to the next stage:

1. Go to **Home > Exception Requests**.
2. Click the **My Exceptions** folder.
3. Click the name of the exception.
4. Click the **Workflow** tab.
5. Click an action button to transition the exception to another workflow stage.
6. Enter a comment.
7. Click **OK**.

Your comment is added to the log and the exception is transitioned to the next stage.