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.