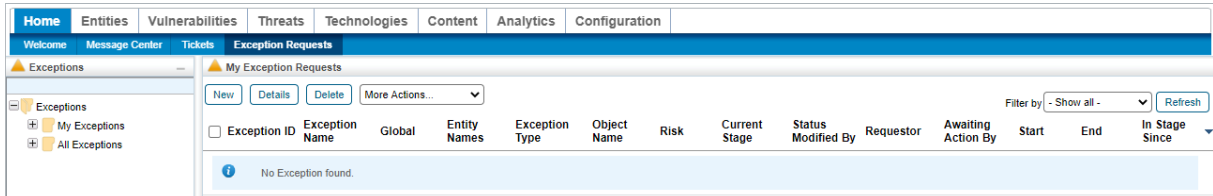## Create a Vulnerability Exception Request

Vulnerability instances with approved exceptions will have their risk scores reduced to 0 until there are no longer any valid exceptions applied to them.
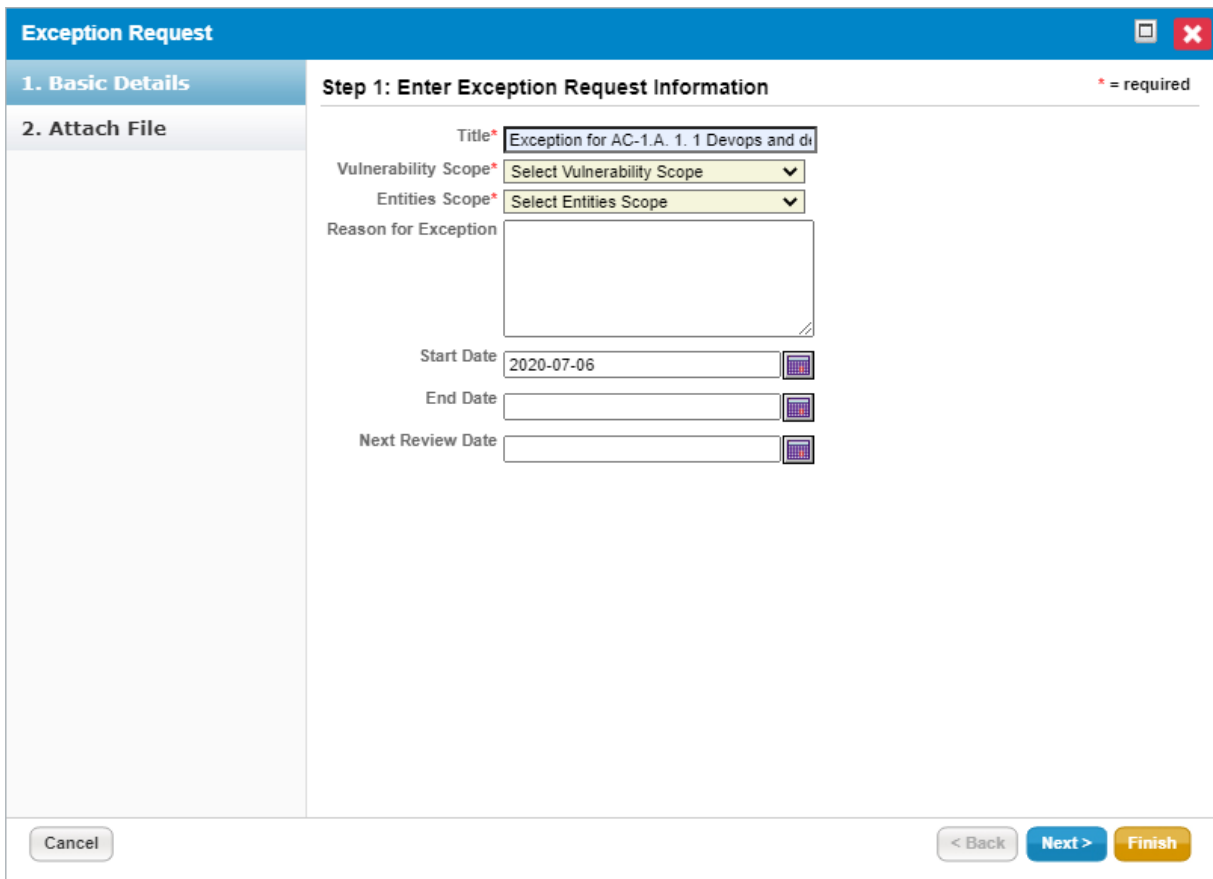
To create an exception:

1. Open the RiskVision Threat and Vulnerability Manager.

2. Go to **Home** > **Exception Requests**.

The Exception Requests tab.

3. Click **New** to launch the **Exception Request** wizard.

The Basic Details section of the Exception Request wizard.

4. Enter the basic details of the exception, then click **Next**.

5. **Optional**: Add a document, link to a document in the repository, or provide a URL. For more information, see Exception Request Attachments.

The Attach File section of the Exception Request wizard.

> ⓘ   If you cancel the attachment, it will initially appear as if the entire exception request has been cancelled. Wait a few moments and the exception request will reappear.

6. Click **Finish** to exit the wizard and to add an exception on **Home** > **Exceptions** page.