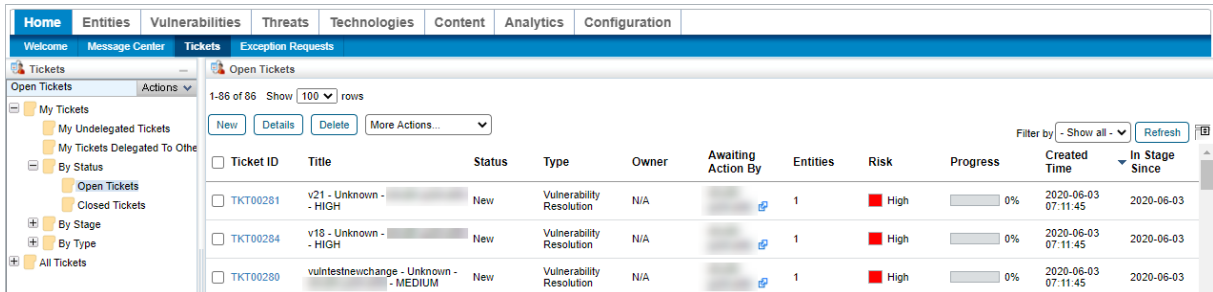## Create a Vulnerability Exception on a Ticket

If required, users can request an exception to be placed on specific vulnerability instances attached to a ticket.

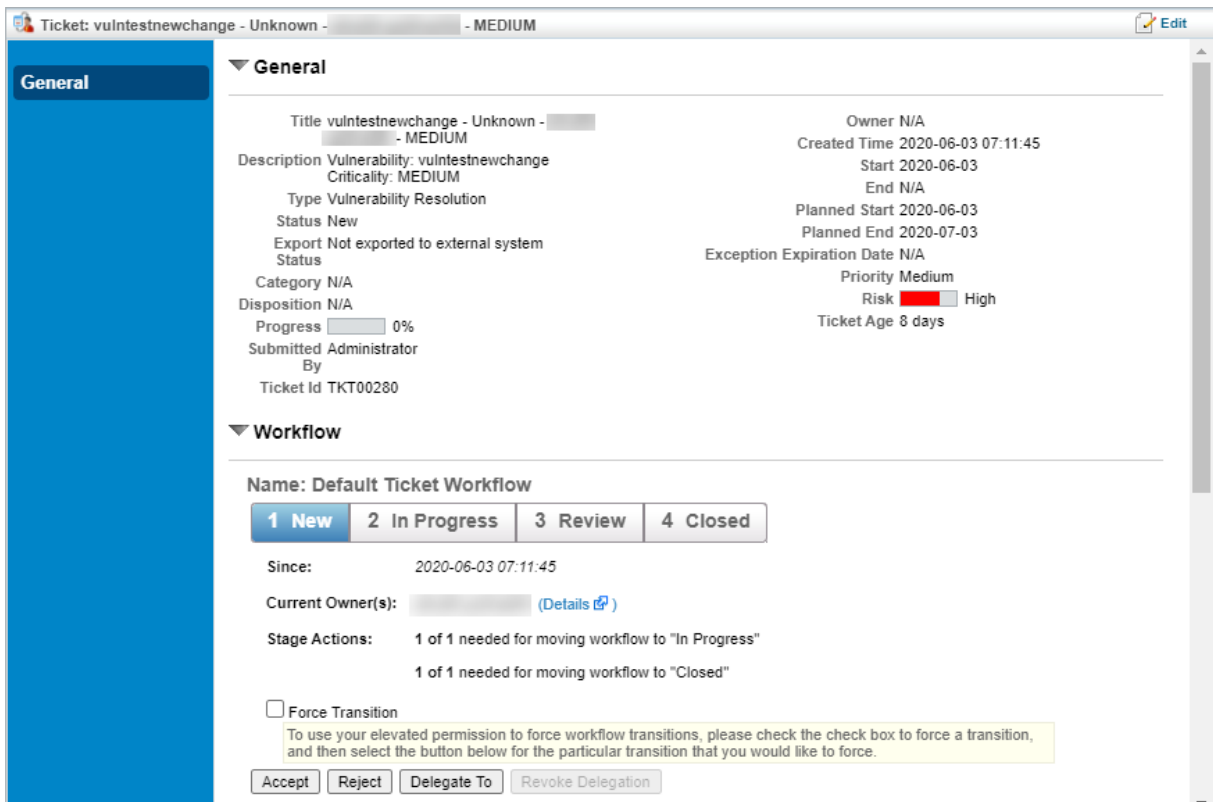# To create a vulnerability exception from a ticket:

1. Go to **Home** > **Tickets**.

The Tickets page.

2. Select the desired ticket and click **Details**.

The Tickets Details page.

3. Open the **Linked To** section and click the **Vulnerability Instances** tab.

The Vulnerability Instances tab.

4. Select the vulnerability instance you wish to add an exception to and click **Create Exception**.

The Basic Details section of the Exception Request wizard.

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

> ⓘ   Because this exception is being applied to specific vulnerability instances, there are no **Vulnerability Scope** or **Entities Scope** fields in this version of the Exception Request wizard.

6. Review the vulnerability instances the exception will be applied to and click **Next**.

The Vuln Instances section of the Exception Request wizard.

7. **Optional:** Add a document from your desktop, link to a document in the repository, or add a URL. For more information, see Exception Request Attachments.

The Attach File section of the Exception Request wizard.

8. Click **Finish**.