

Create an Exception Request - Assessment

You can create an exception for an entity, a failed control, or any control that is not compliant. An exception for a failed control can be created on the **Assessment Details** page > **Control Results** tab or **Exception** tab, or on the **Home** > **Exceptions** page.

To create an exception:

1. Go to **Assessments** > **Assessments**.
2. Select an assessment to open the **General** tab on the **Assessment Details** page.
3. Click the **Control Results** tab, then select a control or subcontrol.
4. Click **New Exception** to launch the **Exception Request** wizard.

The screenshot shows a web application window titled "Exception Request" with a close button in the top right corner. The window is divided into two main sections. On the left is a sidebar with two tabs: "1. Basic Details" (which is active) and "2. Attach File". The main content area is titled "Step 1: Enter Exception Request Information" and includes a legend indicating that a red asterisk (*) denotes a required field. The form contains the following fields and controls:

- Title***: A text input field.
- Affected Entities**: A text input field with a grey background, accompanied by "+" and "-" buttons.
- Control**: A dropdown menu with a "+" button.
- Reason for Exception**: A large text area for providing details.
- Start Date**: A date input field with the value "2020-07-06" and a calendar icon.
- End Date**: A date input field with a calendar icon.
- Next Review Date**: A date input field with a calendar icon.
- Override Compliance Score**: A text input field followed by a percentage sign (%).

At the bottom of the window, there are three buttons: "Cancel" on the left, "< Back" in the center, and "Next >" and "Finish" on the right.

The Exception Request wizard.

5. Enter the exception information, then click **Next**.
6. **Optional:** Add a document from your desktop, link to a document in the repository, or URL. For more information, see [Exception Request Attachments](#).

Exception Request

1. Basic Details

2. Attach File

Step 2: Optionally Attach File * = required

Add a Document or Link

Add a document

Document Location*
 No file chosen

Document Caption

Description

Expires On

Add a link to a document in repository

Add a web link

Add a Network Path

Added Documents and Links

▼

| Name | Caption | Tags | Description | Uploaded By | Uploaded On | Size | Expires On | Version |
|---------------------|---------|------|-------------|-------------|-------------|------|------------|---------|
| No Documents found. | | | | | | | | |

The Attach File section of the Exception Request wizard.

If you cancel the attachment, it will appear to cancel the entire exception request. Wait a few moments and the exception request will appear without the attachment.

7. Click **Finish** to exit the wizard and to add an exception on [Home > Exceptions](#) page.