Exception Request Attachments

The **Attach File** wizard page of an exception request allows you to add documents to an exception. Stakeholders requesting an exception, or exception workflow stage stakeholders, can attach documents or web links.

To attach documents to an exception:

Select one of the following options:

1. **Add a document** Specify the following fields:

   - **Document Location**: Click **Browse** to select the document.

   - **Document Caption**: Enter the text to name the document.

   - **Description**: Enter the text that describes the document.

   - **Expires On**: Select the date when the document will expire.

2. **Add a link to a document in repository** Click **Browse** to select a document collection.

3. **Add a web link**, specify the following fields:

   - **URL**: Enter a complete URL including the protocol HTTP or HTTPS.

   - **Link Caption**: Enter the text to name the URL.

   - **Description**: Enter the text that describes the URL.

   - **Expires On**: Select the date when the document will expire.

4. **Add a Network Path**, specify the following fields:

   - **URL**: Enter a complete Network Path.

   - **Link Caption**: Enter the text to name the Network Path.

   - **Description**: Enter the text that describes the Network Path.

   - **Expires On**: Select the date when the document will expire.

5. Click **Add** to display the documents in the **Added Documents and Links** grid. Click **Clear** to clear the selection.