DUCO

EXCEPTIONS WORKFLOW WORKSHEET

DATA SET: Equities Day-Over-Day

Complete the tasks below.

CONFIGURING EXCEPTIONS WORKFLOW

Configuring the exceptions workflow requires two straightforward steps. Once this feature has been enabled you will need to run the process for it to take effect.

- ☐ Go to the **Configuration** menu and select **Exceptions** workflow.
- ☐ Select a **Default group** and enable Exceptions workflow.

USING EXCEPTIONS WORKFLOW

The exceptions workflow has a series of review stages than an exception will progress through. Work through the checklist below to explore this functionality.

- ☐ Assign an **Unreviewed** exception to yourself.
- ☐ Move the exception to an **Under Review** status.
- ☐ Add a **comment** to the exception.
- ☐ **Apply** a **label** to the exception.
- ☐ Mark the exception as **Pending**.
- ☐ Close an exception.
- ☐ Assign an exception to a different **Group**.
- ☐ **Break apart** a partially matched exception.
- ☐ **Manually Match** two unmatched exceptions.
- ☐ **Pin** an exception.

CONFIGURING WORKFLOW RULES

Workflow rules are a tool for customizing aging, automating exception categorization and assignment. Work through the checklist below to explore this functionality.

- ☐ Create a rule that automatically triages your breaks using labels.

- ☐ Create a rule that automatically assigns exceptions based off their labels.

- ☐ Create a rule that automatically closes small breaks.

- ☐ Create a rule that ages the exceptions based off the Trade date.

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ABOUT DUCO

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