



# DUCO CERTIFIED EXCEPTIONS HANDLER CHECKLIST

The Duco Certified Exceptions Handler Exam will test you on the functionality listed below. Use this checklist as you prepare for your exam, to ensure you have the skills necessary to pass!

## I KNOW HOW TO...

- ☐ Filter and sort exceptions, including filtering by breaks
- ☐ Assign exceptions to both individuals and groups
- ☐ Take an exception through the full review lifecycle
- ☐ Move an exception to an earlier step in the review lifecycle
- ☐ Identify an exception's age
- ☐ Comment and add labels to an exception
- ☐ Close or Force Close an exception
- ☐ Manually match and break-apart an exception
- ☐ Mark items as not duplicates
- ☐ Perform bulk actions
- ☐ Action on exceptions across multiple pages
- ☐ Pin an exception
- ☐ Identify where roll-ups have occurred

- ☐ Look at underlying rolled-up items
- ☐ Identify the pass an item was matched by, where applicable
- ☐ Access the audit log for an exception
- ☐ Create a custom view for my results
- ☐ Access historic runs
- ☐ Export my results
- ☐ Interpret the history gadget on an exception (Record Tracking)
- ☐ Enable full screen mode
- ☐ View exceptions across processes
- ☐ View outstanding exceptions by age
- ☐ View outstanding exceptions by run
- ☐ Mark a run as failed