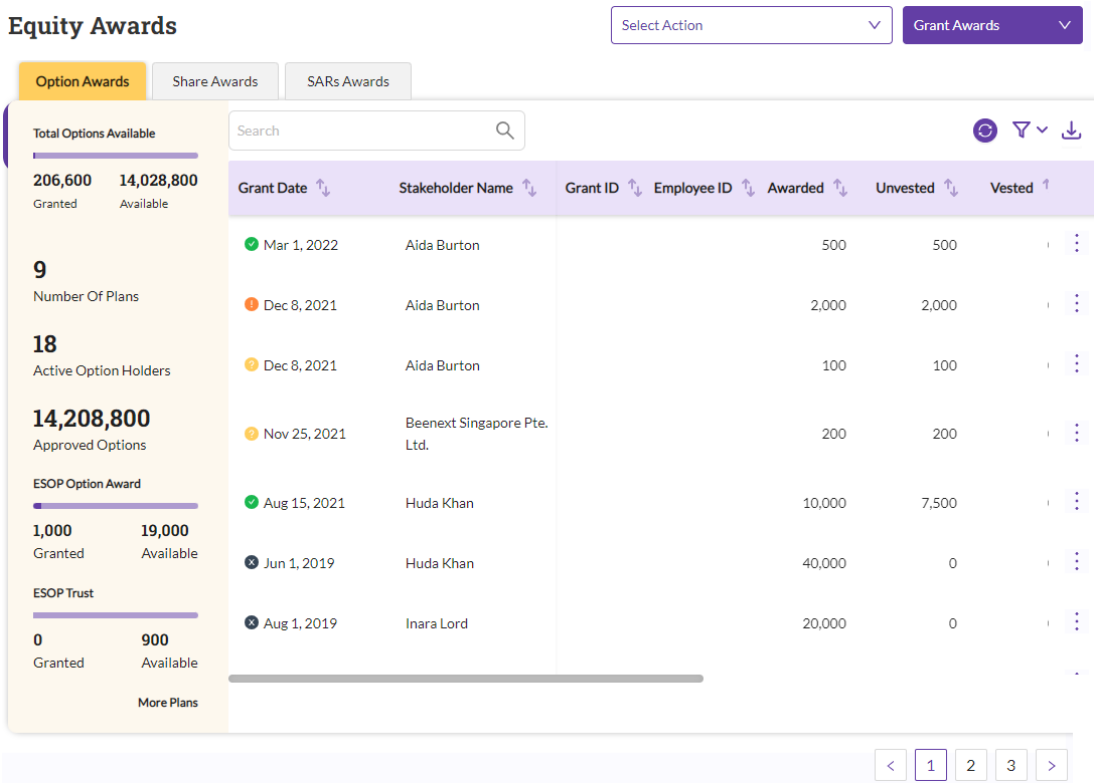


Grants - Introduction

Modified on: Thu, 26 May, 2022 at 3:22 PM

QapMap helps you manage equity including common stock, restricted stock units, bonus awards, stock appreciation rights and performance-based stock awards and how they are disbursed.

To view the grants awarded for your organization, click **Equity Awards** in the menu on the left, and select **Grants**. By default, the organization's Option Awards are displayed.











Here is a description of the main **Equity Awards - Grants** screen.

Provides a summary of the stock options available, plans, active option holders, ESOP awards and the total ESOP trust.

Grant Date	Stakeholder Name	Grant ID	Employee ID	Awarded	Unvested	Vested
<div>✔</div> Mar 1, 2022	Aida Burton			500	500	<div></div> <div></div>
<div>⚠</div> Dec 8, 2021	Aida Burton			2,000	2,000	<div></div> <div></div>

Provides the summary of stakeholders within the company. You can view the number of shares that have been awarded, vested or unvested.

Status	<div><div> The stakeholder record is a draft.</div><div> The stakeholder is Rejected.</div><div> The stakeholder is Cancelled.</div><div> The stakeholder is Disapproved.</div><div>The stakeholder has accepted options.</div><div>The stakeholder has some options pending acceptance (by the employee).</div><div>The stakeholder has some options pending approval (by the company).</div><div>The stakeholder has been terminated.</div></div>
	Click this to view actions that can be performed on the stakeholder award option.
<div><div>Select Action</div><div><div>Reminder For Acceptance & Approval</div><div>Reminder For Acceptance</div><div>Reminder For Approval</div><div>Activate Grants</div><div>None</div></div></div>	Send reminder for acceptance, or reminders for approval or both.
	Click this to refresh the list.
<div><div>All</div><div>All▼</div><div><div>All</div><div>Active</div><div>Draft</div><div>Rejected</div><div>Disapproved</div><div>Pending Approval</div><div>Pending Acceptance</div><div>Cancelled</div><div>Terminated</div></div></div>	Use this to filter records that meet the specific criteria.
	Click to Download the Option awards list in Microsoft Excel format.
	Use this to locate specific Grant.