

Summary Report

Modified on: Fri, 3 Jun, 2022 at 12:46 PM

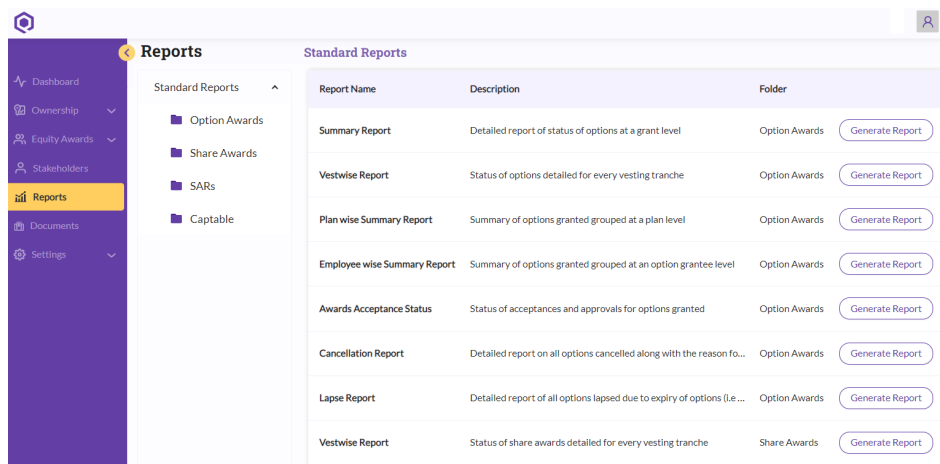
The Summary report provides a detailed status of all current options at the grant level.

Using this report, you can view:

1. Status of one employee or a group of employees
2. One or multiple award plans
3. Status of grants

To generate the Summary Report:

1. Click **Reports** in the left menu. By default, all standard reports available in QapMap are displayed.



2. Click **Generate Report** against Summary Report.

The screenshot shows the 'Summary Report' generated for Shane Coates, Eira Morally on 03 June 2022. The report is titled 'Option Awards of Start-X as on 03 June 2022' and 'Generated as on 03 June 2022'. It includes a table with columns: Award Plan Name, Employee ID, Stakeholder Name, Award Status, Grant Certificate ID, Date of Grant, Exercise Price, Grant Status, Type of Grant, Grant Acceptance Status, Accepted by, Accepted/Rejected Date, Granted, and Unvested. The table lists various award plans and their details.

Award Plan Name	Employee ID	Stakeholder Name	Award Status	Grant Certificate ID	Date of Grant	Exercise Price	Grant Status	Type of Grant	Grant Acceptance Status	Accepted by	Accepted/Rejected Date	Granted	Unvested
-	-	Shane Coates	Active	-	11 Apr 22	SGD 10.0	Active	Record Grant	Accepted	-	-	1,000.0	0
SX001	-	Aida Burton	Active	-	01 Apr 22	SGD 1.0	PendingApproval	Record Grant	-	-	-	10.0	0
-	-	Aayeshi Rajani	Active	-	01 Apr 22	SGD 1.0	PendingAcceptance	Record Grant	PendingAcceptance	-	-	10.0	0
SX002	-	Colin Cruz	Active	-	01 Apr 22	SGD 1.0	PendingAcceptance	Record Grant	PendingAcceptance	-	-	10.0	0
-	-	Shane Coates	Active	-	01 Apr 22	SGD 1.0	PendingApproval	Record Grant	-	-	-	19.0	0
-	-	500 Startups Singapore L	Active	-	01 Apr 22	SGD 0.0	PendingApproval	Record Grant	-	-	-	1.0	0
-	-	Narendra Damera	Active	-	01 May 22	SGD 10.0	Active	Record Grant	Accepted	-	21 May 22	100.0	0
ESOP 2020	-	Test	Active	GT21122020	19 Dec 19	SGD 12.4	Unapproved	Record Grant	Accepted	-	-	1,000.0	2
-	-	Test	Active	GT03	01 Dec 20	SGD 300.0	Unapproved	Record Grant	Accepted	-	-	3,000.0	0
-	-	Ryan Lee	Active	131	08 Feb 21	SGD 100.0	Active	Record Grant	Accepted	-	-	1,000.0	0
-	-	Shane Coates	Active	-	09 Mar 21	SGD 15.0	Active	Record Grant	Accepted	-	-	1,000.0	0
-	-	Shane Coates	Active	-	09 Mar 21	SGD 15.0	Active	Record Grant	Accepted	16 Mar 21	09 Mar 21	1,000.0	0
-	-	Test	Active	-	17 Mar 21	SGD 100.0	Active	Record Grant	Accepted	16 Mar 21	06 Sep 21	500.0	0
-	-	Shane Coates	Active	-	17 Mar 21	SGD 100.0	Active	Record Grant	Accepted	24 Mar 21	17 Mar 21	10.0	0
-	-	Shane Coates	Active	-	17 Mar 21	SGD 100.0	Active	Record Grant	Accepted	24 Mar 21	17 Mar 21	10.0	0

3. Click to change the **As on date** of the Report. By default, the report is generated for the current date.
4. Click **Employee Name** to select one or more employees.
5. Click **Award Plan** to select one or more plans.
6. Click **Grant Status** to view grants by their status.
7. Click **View Report**.