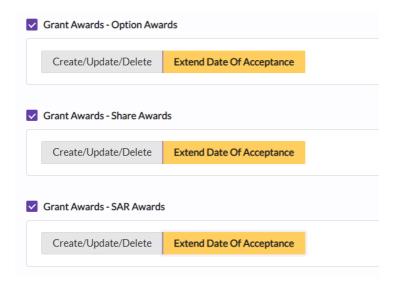
## Bulk Upload – Extending Last Date of Acceptance for Options, Share, SAR Awards.

Modified on: Thu, 3 Nov, 2022 at 1:54 PM

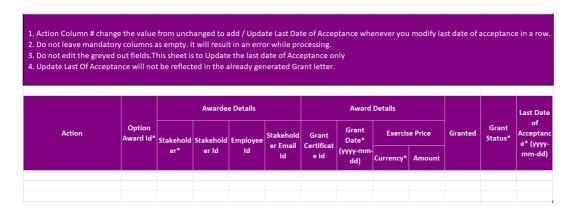
You can now extend the last date of acceptance for Options, Share & SAR Awards for multiple Awardees via Bulk Upload functionality.

- 1. Sign in to your Qapita Account
- 2. Click Settings on the left menu and select Bulk Upload
- 3. Select Grant Awards Option Awards/ Share Awards / SAR Awards

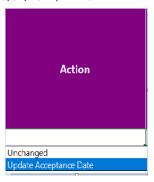


- 4. Select "Extend Date of Acceptance" as shown in the above image.
- 5. Scroll down and select "Download Template with Data"

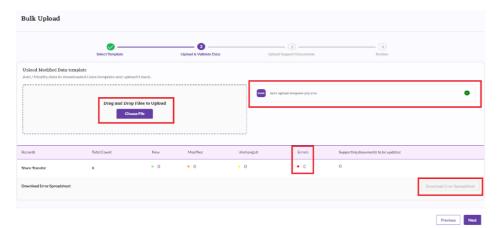
Note: The downloaded template will have data only when the application has grants that are in Draft or Pending for approval or pending for acceptance status.



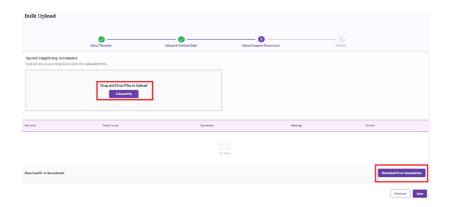
A. Click on **Action** dropdown and change the value from "unchanged" to "update Last Date of Acceptance"



- B. Do not edit the Greyed fields. This field is to update the Last Date of Acceptance only. Scroll to the last column and update the Last Date of Acceptance in the format (yyyy-mm-dd)
- 6. Save the file.
- 7. On the Bulk Upload page of your Qapita Account, please click on **Upload File** at the right bottom of the page. Click on **Choose File** and upload the saved file



## 8. Click on Save



Upon submitting, the last date of acceptance for the grants will be modified and can be viewed for the corresponding grant.