Cancellation Report

Modified on: Fri, 3 Jun, 2022 at 12:45 PM

The Cancellation report provides details of grants cancelled by Stakeholders.

Using this report, you can view:

- · Status of option awards cancelled
- · Details by one or multiple award plans

To generate the Cancellation Report:

- 1. Click Reports in the left menu. By default, all standard reports available in QapMap are displayed.
- 2. Click Generate Report against Cancellation Report.
- 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.

