Exercise Report

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Exercise Report provides the summary of all options exercised and approved for the chosen time period.

Using this report, you can view:

- · Status of Options exercised by an employee
- · One of multiple employees
- · Details by one or multiple award plans
- · Details of exercise status: issued or pending

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

