Option Awards - All Exercises

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Exercises

For your employees and other equity awardees to realise their gains on their awarded options, they will first have to exercise their vested options to receive shares.

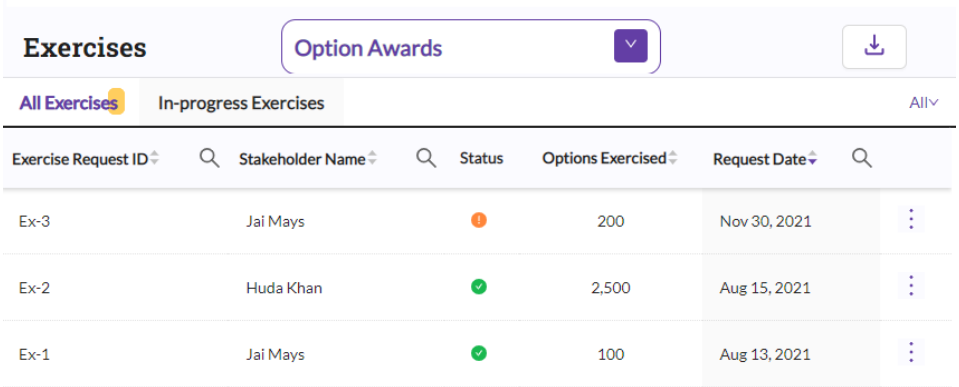
QapMap simplifies the exercise process.

Option Awards - All Exercises

To view all exercise options in Option awards:

Click **Equity Awards** in the menu on the left,and select **Exercises**.

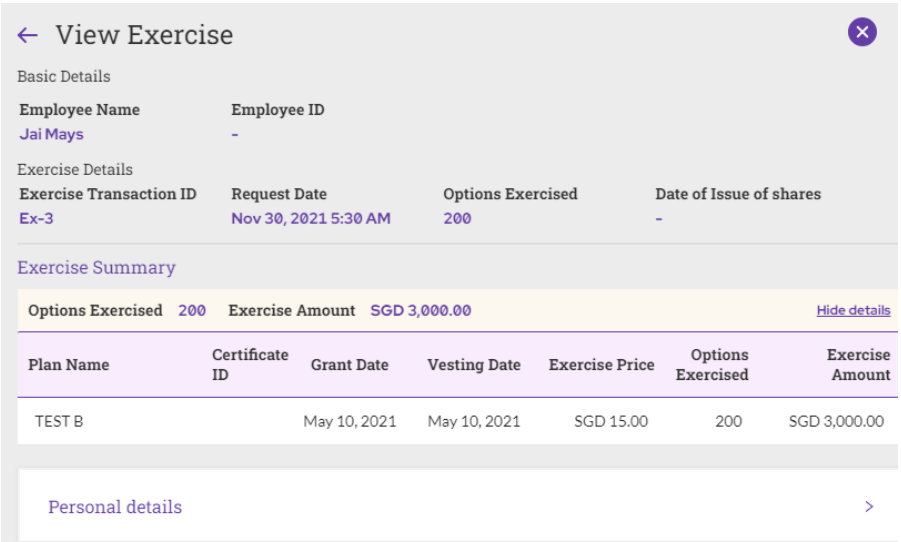
By default, you view the **All Exercises** in Option Awards.



The status displayed means the following:

- The exercise request **pending for issuance**.
- The exercise request for which **shares have been issued**.
- The exercise request **in-progress**.

To view an exercise, click any row in the list.

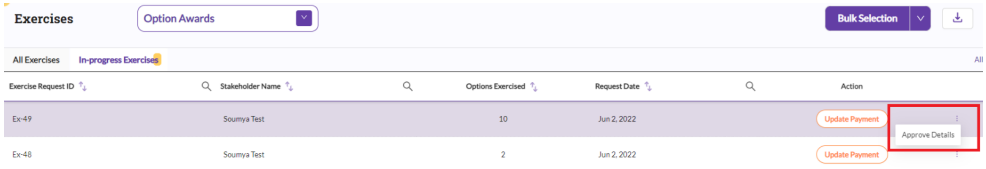


Page Break

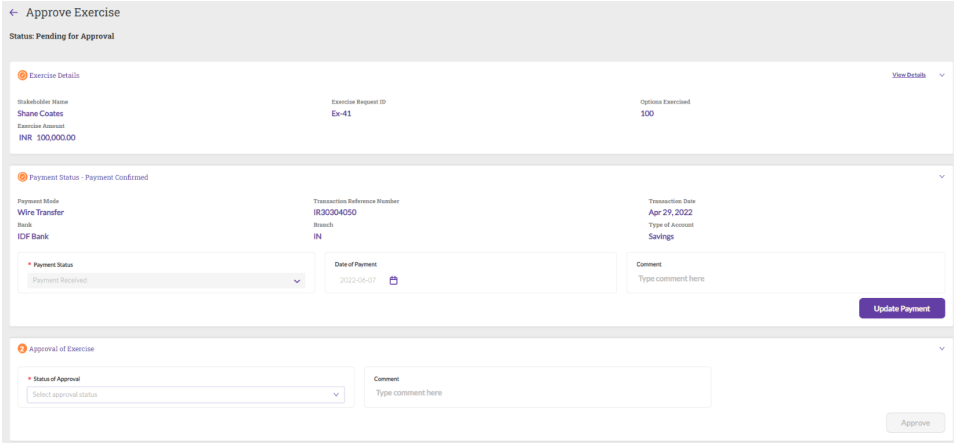
Option Awards In-progress exercises

All the exercise requests submitted by the employees or the equity awardees can be viewed on this page, for the admin to verify the Exercise Requests and approve or disapprove them.

To view the details of each Exercise request, click on the **more option and select Approve Details**



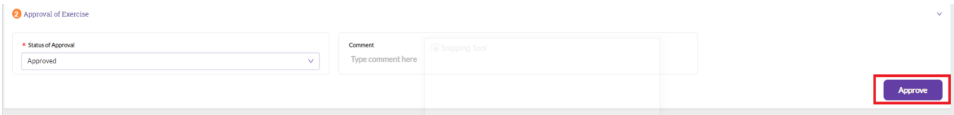
When you select **Approve Details,** you will be redirected to **Approve Exercise** page.



Admin can verify the **Exercise Details** and **Payment information**.

Upon verifying the payment details, admin can confirm the **Payment Status, Date of Payment and type in comments if any** and click on **Update Payment.**

Select the **Status of Approval** and click on **Approve/Disapprove.**



Bulk Operations - Update Payment

As an administrator, you can approve exercises and update payments for a set of stakeholders.

To update payment for a set of stakeholders:

Click **Equity Awards** in the menu on the left, and select **Exercises**.

Select **Option Awards**.

Click **In-progress Exercises**.

From the **BulkSelection** dropdown select **Update Payment**

Select required exercises by clicking the checkboxes against them.

Click **Update Payment**.

Bulk Operations - Approve Exercise

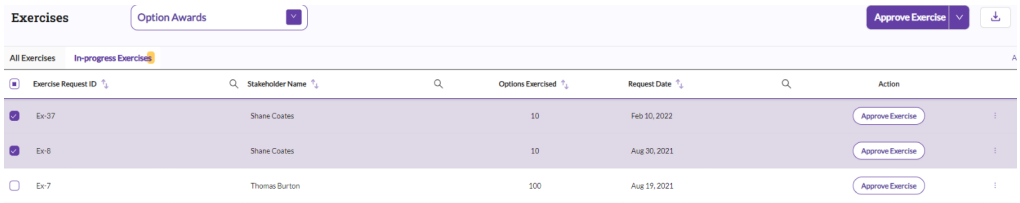
To approve exercise options for a set of stakeholders:

Click **Equity Awards** in the menu on the left and select **Exercises**.

Select **Option Awards**.

Click **In-progress Exercises**

From the **BulkSelection** dropdown select **Approve Exercise**.

Select required exercises by clicking the checkboxes against them.

Click **Approve Exercise**.