# Transactions

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The Summary of Transactions report provides details of transactions of stakeholders by security class.

Using this report, you can view:

- Status of option awards transactions employee wise
- Summary of each security class
- Status of each transaction type

To generate the Transactions Report:

1. Click **Reports** in the left menu. By default, all standard reports available in QapMap are displayed.
2. Click **Generate Report** against **Transactions Report**.
3. Click ▦ to change **From date** and **To date** of the Report.
4. Click **Stakeholder** to select one or more employees.
5. Click **Security Class** to select one or more plans.
6. Click **Transaction Type** to view grants by their status.
7. Click **View Report**.