

Lapse Report


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The Lapse report provides details of grants that lapsed because stakeholders did not exercise their options before the exercise period.

Using this report, you can view:

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

To generate the Lapse Report:

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