

# Employee wise Summary Report


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The Employee wise summary report provides a detailed status of all Option Awards granted according to each employee (grantee).

Using this report, you can view:

- Status of option awards by employee
- One or multiple employees
- Status of grants

To generate the Employee wise summary Report:

1. Click **Reports** in the left menu. By default, all standard reports available in QapMap are displayed.
2. Click **Generate Report** against **Employee wise Summary 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**. As displayed, the report is categorized by the plan. Click a plan name to view further details.

Employee wise Summary Report

As On Date: 03 Jun 2022

Employee Name: Shane Coates,Eira McNally Grant Status: Accepted,Terminated,Unq Award Plan: StartX Option Award Plan VIEW REPORT

Employee Level Summary of StartX as on 03 June 2022  
Generated as on 03 June 2022

Stakeholder Name	Employee ID	Date of Grant	Exercise Price	Granted	Unvested	Vested	Exercises Pending for Approval	Exercised	Surrenders Pending for Approval	Surrendered	Cancelled	Lapsed	Unvested Cancelled
500 Startups Singapore LP	-	01 Apr 22	SGD 0.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Aayushi Ajmani	-	07 Apr 22	SGD 100.0	100.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
ABC Test	-	01 Apr 22	SGD 1.0	10.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Aida Burton	SX001	09 May 22	SGD 1.0	10.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
				37,875.0	27,125.0	750.0	0.0	0.0	0.0	10,000.0	0.0	10,000.0	0.0
		07 Jun 18	SGD 1.0	10,000.0	10,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		08 Jul 21	SGD 1.0	10,000.0	10,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		01 Dec 18	SGD 10.0	1,500.0	750.0	750.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		12 Jan 22	SGD 25.0	500.0	500.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		01 Jan 20	INR 10.0	1,000.0	1,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		01 Mar 20	SGD 10.0	10,000.0	0.0	0.0	0.0	0.0	0.0	0.0	10,000.0	0.0	10,000.0
		11 Mar 22	SGD 10.0	1,000.0	1,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		24 Mar 22	SGD 4.0	555.0	555.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0