# Summary Report

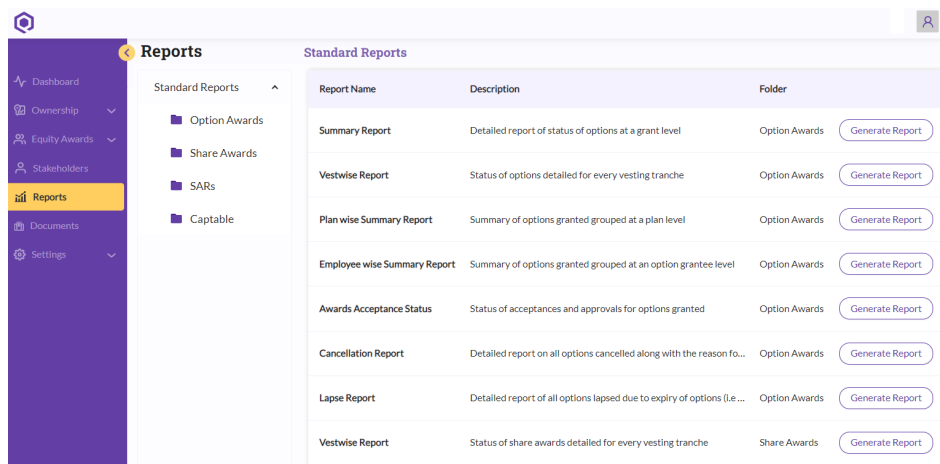Modified on: Fri, 3 Jun, 2022 at 12:46 PM

The Summary report provides a detailed status of all current options at the grant level.

Using this report, you can view:
1. Status of one employee or a group of employees
2. One or multiple award plans
3. Status of grants

To generate the Summary Report:
1. Click **Reports** in the left menu. By default, all standard reports available in QapMap are displayed.



2. Click **Generate Report** against 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**.