Plan wise Summary Report

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The Plan wise summary report provides a detailed status of all Option Awards granted according to each plan.

Using this report, you can view:

- · Status of option awards by plan
- · One or multiple award plans
- · Status of grants

To generate the Plan 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 Plan 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.

