## Awards Acceptance Status

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The Awards Acceptance Status report provides details of grants accepted by stakeholders.

Using this report, you can view:

- · Status of option awards accepted
- · Details by one or multiple award plans
- · Status of grants

To generate the Awards Acceptance Status Report:

- 1. Click Reports in the left menu. By default, all standard reports available in QapMap are displayed.
- 2. Click Generate Report against Awards Acceptance 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 Exercise Status to select Shares Issued or Pending for share issuance or select both.
- 7. Click View Report.

