

# Exercise Window Configuration

Modified on: Thu, 23 Mar, 2023 at 2:08 PM

This document gives you an insight into different configurations that are available for Employee Exercise workflow.

Navigation: Go to Settings -> Configurations -> Exercise Window configurations

## Exercise Window

This setting allows you to permit Option holders to exercise their options. The changes you make in these settings will impact on your employees' ability to transact on their awards visible in the employee login.

← **Exercise Configurations - Option Awards**

**Exercise Window**   Option Holder Details   Exercise Consent   Payment Configurations   Tax

**Set Exercise Window**



Do you want to enable the Exercise Window?

☒ Yes   ☐ No

By selecting YES, Option holders will be permitted to exercise.

Do you want to enable exercise window for specific time?

☒ Yes   ☐ No

* Enable from	* Enable until
24-Jan-23 	24-Jan-23 

Do you want to notify option holders?

☒ Yes   ☐ No

📧 Email shall be triggered immediately to option grantees whose user logins are created and have vested awards on the exercise window opening date.

Back   Reset   **Update**

1. Click **Yes** in the **Do you want to enable the Exercise Window?** field to permit Option holders to exercise their options.
2. If you want to set a time duration, click **Yes** in the **Do you want to enable exercise window for specific time?** field.
3. Select the appropriate dates in **Enable from** and **Enable until** field to specify the allowed timeframe for your employees to transact.
4. Click **Yes** in the Do you want to notify option holders? Email will be triggered to the option grantees on the exercise window opening date.
5. Click **Update**.

## Option Holder Details

This tab allows admin to configure the fields s/he wants to display for their employees while exercising the vested options. Create your own custom fields and make them Mandatory or Optional as per your choice.

The changes you make in this setting are visible while the employee is trying to exercise their options.

← Exercise Configurations - Option Awards

Exercise Window

Option Holder Details

Exercise Consent

Payment Configurations

Tax

Configuration for Option holder details

Select fields for Option holder details while exercising options.  
Please select the checkbox to select required fields to be displayed on Option holder details page while exercising options. Also click on buttons to select mandatory fields.  
*Note: Please select and mark "Account Number" and "Bank Name" as mandatory if at least one field in "Bank Details" is selected.*

☒ Personal Details

☒ Mobile Number

Mandatory

Optional

☒ Date of Birth

Mandatory

Optional

☐ Address Details

☐ Address Line 1

☐ Address Line 2

☒ Email

Mandatory

Optional

Back

Reset

Update

6. Select the checkbox to select required fields to be displayed on Option holder details page while exercising options.
7. Click **Mandatory** if you want to make a field compulsory.
8. To add more custom fields, refer to the Stakeholder document for more information.
9. Click **Update** to complete the process.

Exercise Consent

This tab allows admin to configure an additional form to the exercise flow which helps company to communicate the terms and conditions involved while exercising the vested options.

10. The default option is set to “No” for Exercise Form.
11. Click on “Yes” to enable the Exercise Form.
12. Select the Created or Default Template available and Click on Update button to save the configuration.

← Exercise Configurations - Option Awards

Exercise Window

Option Holder Details

Exercise Consent

Payment Configurations

Tax

Set Exercise Form

Do you want to enable the Exercise Form to option holders ?

Yes

No

\* Exercise Form Template

Default Template

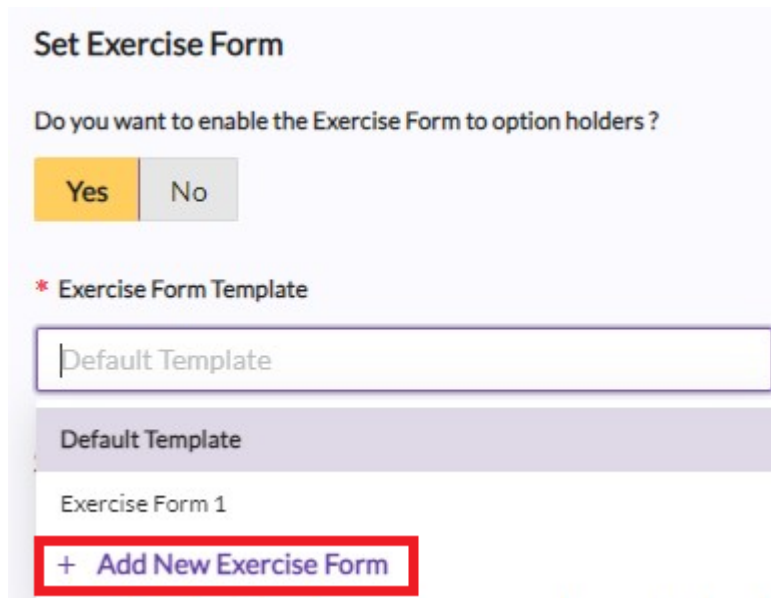
Default Template

Exercise Form 1

+ Add New Exercise Form

is submitted.

13. If you want to create a New Exercise Form template, click on the Exercise Form Template drop-down and click “+ Add New Exercise Form”, you will be redirected to the Templates module for creating a new document.



14. Select **Default** to display the standard message.

15. If you want to display a custom message, select **Custom Message**, type the message, and click **Update**.

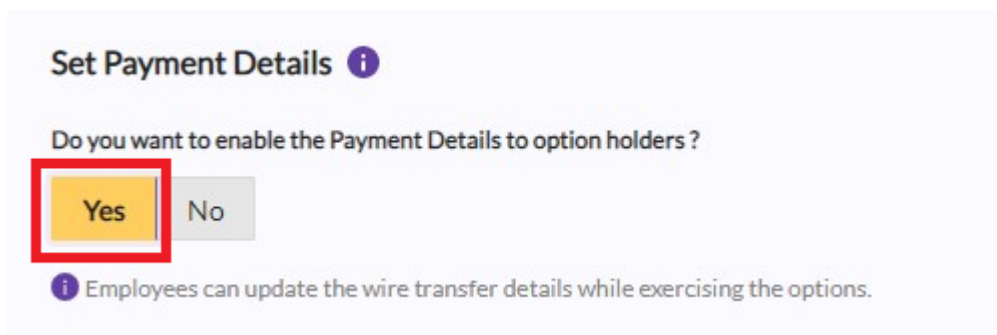
### Payment Configurations

16. You can now configure the Payment Details tab on the Exercise Window (employee login), which will let the employee update the wire transfer details during the time of Exercise Submission.

a) Default option is set to NO.

b) Click on YES, to enable the payment details window.

c) Click on the Update button to save the configuration.



17. You can now notify the option holders upon configuring the Notify Payment Confirmation to YES.


a) Default option is set to NO.

b) Click on YES, to enable the notify option.

c) Click on the Update button to save the configuration.

### Payment Confirmation

Do you want to notify payment confirmation to option holders ?

 Email will be triggered to Exercised Option Holders upon updating the payment confirmation.

#### Tax Configuration:

18. You can refer to the following **Help Article** (<https://qapita-fintech.freshdesk.com/support/solutions/articles/72000543628-equity-award-tax-configuration>), for configuring Tax Setting on Exercise Window.