

Grant Configurations

Modified on: Thu, 12 May, 2022 at 11:34 AM

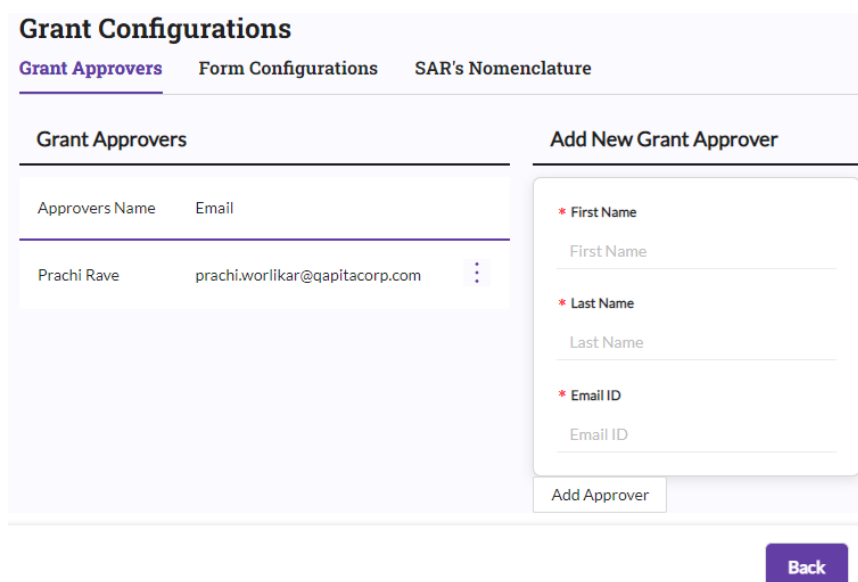
You can configure all grant related settings in the Grant Configurations window. These settings will help you add approvers for your Grant letters, Adding Custom fields to track additional information for your employees' equity grants.

Add Grant Approvers

Using the Grant Approvers page, you can set the list of approvers to sign or approve the grant letters.

To add a Grant Approver:


1. Type the first name, last name, and email ID of the designated approver.
2. Click **Add Approver**. Their name will be added to list of approvers. You can select this approver while awarding an ESOP to your employees.



The screenshot displays the 'Grant Configurations' interface. At the top, there are three tabs: 'Grant Approvers' (selected), 'Form Configurations', and 'SAR's Nomenclature'. Below the tabs, the 'Grant Approvers' section shows a table with columns 'Approvers Name' and 'Email'. One approver is listed: 'Prachi Rave' with email 'prachi.worlikar@qapitacorp.com'. To the right, the 'Add New Grant Approver' dialog box is open, featuring input fields for 'First Name', 'Last Name', and 'Email ID', each with a red asterisk indicating it is a required field. Below these fields is an 'Add Approver' button. At the bottom right of the main interface is a 'Back' button.

Edit Grant Approvers

To edit a Grant approver:

1. Click  against the approver, and select **Edit Approver**.
2. In the displayed dialog box, make the relevant changes.
3. Click **Edit Approver**.

Edit Approver

Edit Details of Prachi Rave

* **First Name**

Prachi

* **Last Name**

Rave

* **Email ID**

prachi.worlikar@qapitacorp.com


Cancel

Edit Approver


Delete Grant Approvers

Please be mindful that deleting Approvers is permanent and cannot be reversed. Please ensure that there are not grants pending approval for the Approver before proceeding.

To delete a Grant approver:

1. Click  against the approver, and select **Delete Approver**.
2. In the displayed dialog box, confirm the action by clicking **Delete Approver**.

Confirm Delete



Do you want to delete this Approver?

Approver Details:

Approver Name :

Prachi

Cancel

Delete Approver