

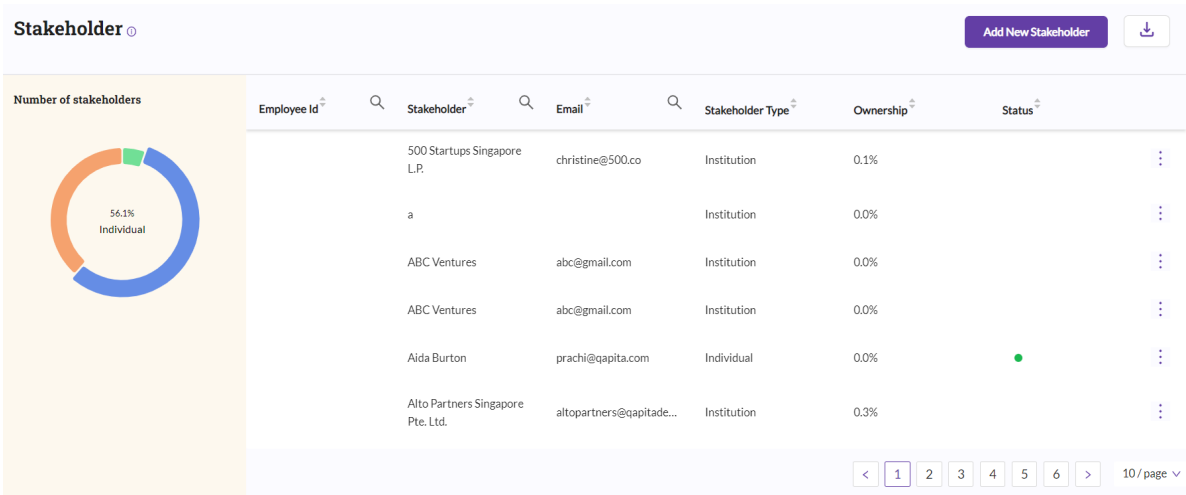
# Introduction to Stakeholders

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Stakeholders are individuals or organizations that have a 'stake' in your company. Typically, stakeholders can be owners and shareholders, and employees of the company.

In QapMap, you can add, delete, and edit stakeholders to reflect changes.

You can access the Stakeholder page by clicking **Stakeholders** in the menu on the left.



Here is a description of the main Stakeholder screen.

Field	Description
Number of Stakeholders	Displays the classification of current stakeholders into Employees, Individual Investors, Institutional investors.  You can view the details of each type of stakeholder by clicking the Stakeholder name.
Stakeholder	Lists the legal name of the stakeholder as registered on QapMap.
Email	Lists the email address of the stakeholder as registered on QapMap.
Stakeholder Type	Lists the type of stakeholder it is. A stakeholder can be an individual or institution.
Ownership	Displays the percentage stake the stakeholder has in the company.
Status	Displays status of individual stakeholder, and if they active or inactive. Inactive indicate: the employee has resigned from the company.
	Displays more options available: <ul style="list-style-type: none"><li>View Stakeholder</li><li>Edit Stakeholder</li><li>Delete Stakeholder</li><li>Mark Separation</li></ul>
Add New Stakeholder	Displays the screen to add new stakeholders.
	Allows you to download the stakeholder details as an Excel sheet.