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Using this report, you can view:

- Status of option awards, Share Awards and SARs
- One or multiple award plans
- Status of grants

1. Click **Reports** in the left menu. By default, all standard reports available in QapMap are displayed.
2. Click **Generate Report** against Vestwise 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**.

<https://gapita-fintech.freshdesk.com/support/solutions/articles/72000554745-vestwise-report-option-awards-share-awards-and-...> 1/1