



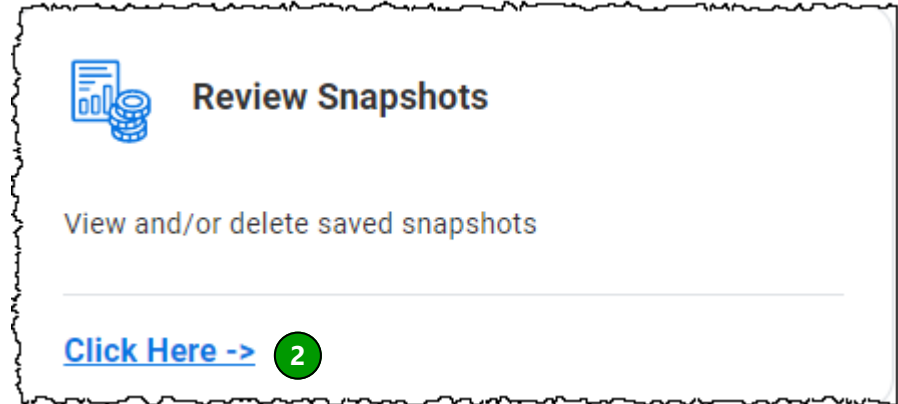
Review Snapshots

Capital Planning Step 6b

VUMC Leaders can view and/or delete saved snapshots in the Capital Planning tool. Follow the steps below to access previously created snapshots in Workday.

From the Workday Homepage:

1. Type **Capital Planning** into the **search bar** and press **enter** on your keyboard.
- Note:** Capital Planning will be found under **Tasks and Reports**.
2. Under **Review Snapshots**, select **Click Here ->**.
 3. Under **Review Snapshots**, all previously created snapshots will appear in a list. Select **View** next to a snapshot you wish to view.
 4. If you wish to remove a snapshot, select **Delete** next to the snapshot.
 5. Select **Take me home** to return to the Capital Planning Task page.



Review Snapshots		
Take me home 5		
Review Snapshots 3 items		
Snapshot Name	View Snapshot	Delete Snapshot
ASC_2023-02-08 05:16:11.660	View	Delete
ASC2_2023-02-08 07:12:09.503	View 3	Delete 4
FY18_2023-02-10 10:56:24.511	View	Delete

QUESTIONS?

Please email BusinessEducation@vumc.org.