View Snapshot

Capital Planning Step 6b

VUMC users can view the saved version of snapshots created in the Capital Planning Tool. Follow the steps below to view 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 **View Snapshot**, select **Click Here ->.**

3. A new window will appear. Use the prompt icon to **Select a version** (*).

4. Select **OK**.

5. A table will appear based on the version you selected.

6. Select **Take me home** to return to the Capital Planning Task page.

Note: You can select **Reset Filters** to view a different snapshot.

Search: capital planning **1**

View Snapshot

View the saved versions of snapshots that have been created

Click Here -> **2**

View Snapshot

Select a version * **3**

OK **4**   Cancel

View Snapshot

6 ↺ Take me home

Reset Filters

Snapshot Name

FY18_2023-02-10 10:56:24.511

Snapshot Data 11 items

	Exec/Leadership Rank	Entity Rank	PCC Rank	Org Area	Operating Entity	PCC/Dept	Fiscal Year	Capital Request ID Number	Capital Request Name	Capital Request Status	Capital Request Description	Routine or Strategic	Modifier	Intensity Factor
5	103	0	11	Clinical Enterprise	Vanderbilt University Adult Hospital-VUAH (OEVUH)	Heart and Vascular	FY18	1,190	CONVERSION_*H * ULTRASOUND SYSTEM, POC, Sonosite CVICU	Approved	Enter detailed information about your request	Routine	Anesthesiology Radiology Urology	Non-Emergent
	105	0	22	Clinical Enterprise	Vanderbilt University Adult Hospital-VUAH (OEVUH)	Lab	FY18	2,851	CONVERSION_*H * PURCHASED - Blood Bank	Approved	Blood Bank freezers are used to store frozen plasma and ...	Routine	Psychiatry	Emergency

QUESTIONS?

Please email BusinessEducation@vumc.org.