This job aid displays the functionality of the ‘Find My Capsule’ Tableau tool. To access Find My Capsule, go to the Contact Us page on the Sponsored Research website.

**DISPLAY CAPSULE FOR A DEPARTMENT**

Once you’ve selected your department, the Capsule number and Sponsored Research team members will appear.

Hover over a Capsule team member circle to display the role they play in the Sponsored Project Lifecycle.

Click on **Display Team for a Capsule** or **Contracts & Negotiation Teams** to switch to a different view. Click **Learn More about Capsules** to go to the Sponsored Research website.
**HOW TO USE ‘FIND MY CAPSULE’**

**DISPLAY TEAM FOR A CAPSULE**

The View my Capsule Team allows you to search by Capsule number.

Click on the purple Capsule squares to switch between capsules.

Hover over the C&N Team dots to see the individuals who make up that team.

**CONTRACTS & NEGOTIATIONS TEAM**

Lastly, the Contract & Negotiations Team view allows you to see the assigned Capsules for the different C&N teams.