# How to Save and Load Decisions

When working in teams, communication is essential when it comes to decision-making. Team members need to be aware of the decisions they are saving, reassuring themselves they are not overwriting a team member's decision. This document will walk you through the steps of how to save, and how to upload a team member's decision.

1. How to Save

All decisions made within Capstone 2.0 will be saved to your "rough draft." In other words, no one will see these decisions until they are officially saved. Any time a decision is made within the simulation, the File tab in the top right corner will turn blue – indicating that you have work that needs to be officially saved.
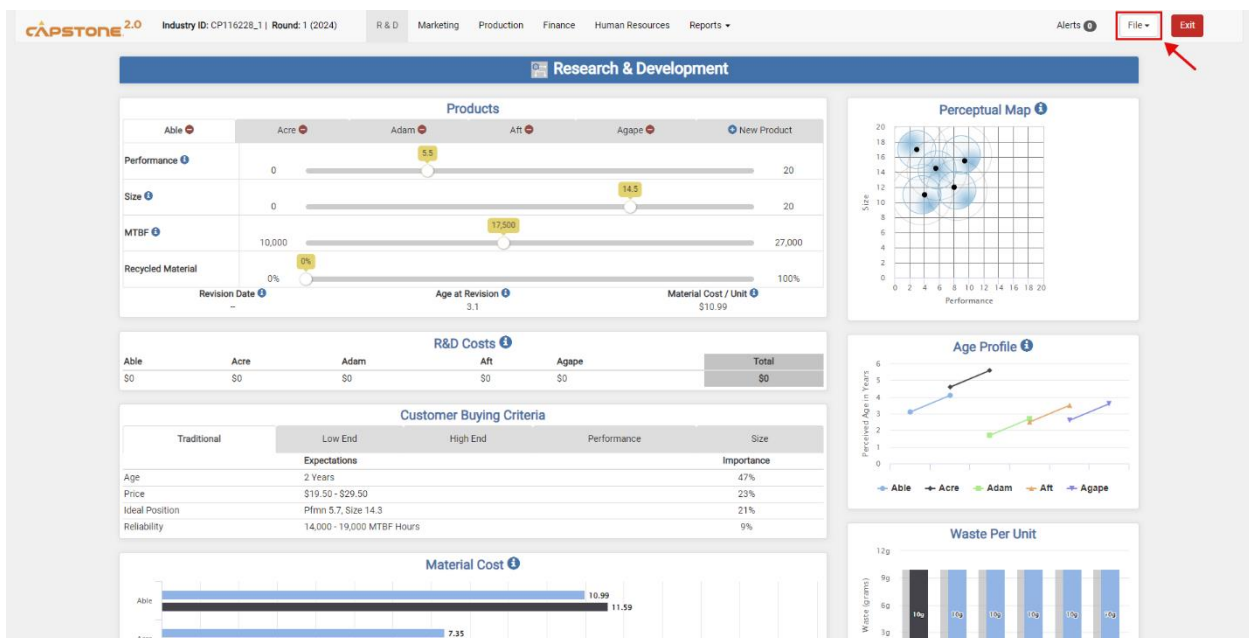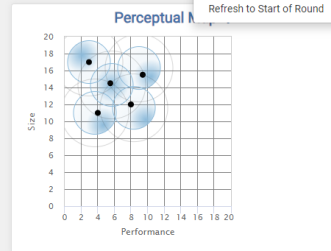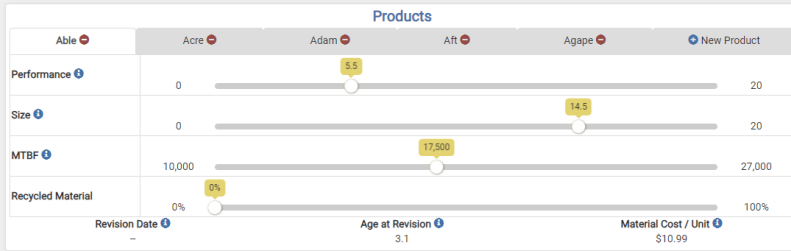

Clicking on the File tab will expand into a dropdown menu, and from there, you will need to save your decisions either by department or "all decisions" (we recommend saving by department in a team setting).

Screenshot 1

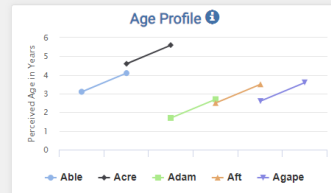CAPSTONE 2.0 Industry ID: CP116228_1 | Round: 1 (2024) R & D | Marketing | Production | Finance | Human Resources | Reports ▾   Alerts 0 File ▾ Exit

⬆ Save Decisions
⬇ Load Last Decision File
Refresh to Start of Round

Research & Development

Products

Able ⊖	Acre ⊖	Adam ⊖	Aft ⊖	Agape ⊖	⊕ New Product

Performance ⓘ   0 ———— 5.5 ———— 20
Size ⓘ   0 ———— 14.5 ———— 20
MTBF ⓘ   10,000 ———— 17,500 ———— 27,000
Recycled Material   0% — 0% ———— 100%

Revision Date ⓘ	Age at Revision ⓘ	Material Cost / Unit ⓘ
--	3.1	$10.99

R&D Costs ⓘ

Able	Acre	Adam	Aft	Agape	Total
$0	$0	$0	$0	$0	$0

Customer Buying Criteria

Traditional	Low End	High End	Performance	Size

	Expectations	Importance
Age	2 Years	47%
Price	$19.50 - $29.50	23%
Ideal Position	Pfmn 5.7, Size 14.3	21%
Reliability	14,000 - 19,000 MTBF Hours	9%

Material Cost ⓘ

Able 10.99 / 11.59
Acre 7.35

Perceptual Map
Size / Performance

Age Profile ⓘ
Perceived Age in Years
Able, Acre, Adam, Aft, Agape

Waste Per Unit
Waste (grams)
10g 10g 10g 10g 10g 10g

Screenshot 2

CAPSTONE 2.0 Industry ID: CP116228_1 | Round: 1 (2024) R & D | Marketing | Production | Finance | Human Resources | Reports ▾   Alerts 0 File ▾ Exit

Are you sure you want to save?   ✕

Saving will overwrite any department decisions!
To save your decisions, select which areas you wish to save and click the save button. After saving you can continue working or return later to save your decisions.
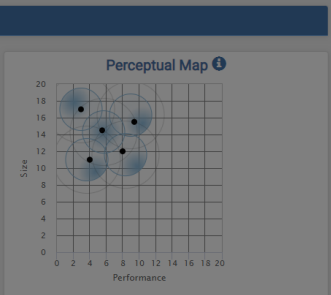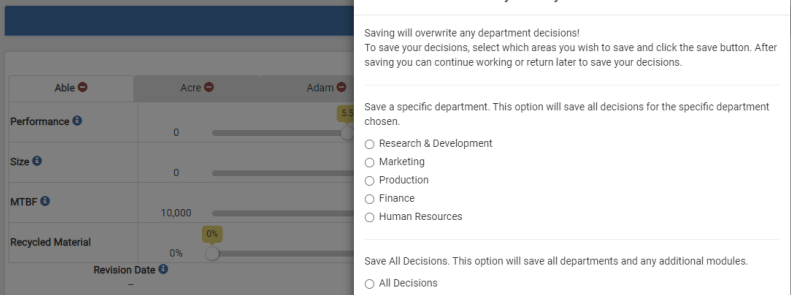
Save a specific department. This option will save all decisions for the specific department chosen.

○ Research & Development
○ Marketing
○ Production
○ Finance
○ Human Resources

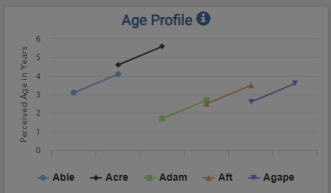Save All Decisions. This option will save all departments and any additional modules.
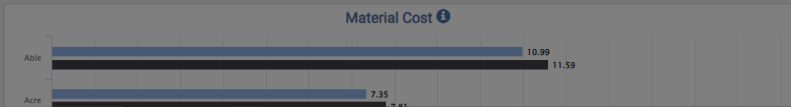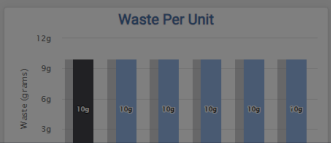
○ All Decisions

[Close] [Save]

Able ⊖	Acre ⊖	Adam ⊖

Performance ⓘ   0 ———— 5.
Size ⓘ   0 ————
MTBF ⓘ   10,000
Recycled Material   0% — 0%
Revision Date ⓘ

Able	Acre	Adam	Aft	Agape	Total
$0	$0	$0	$0	$0	$0

Customer Buying Criteria

Traditional	Low End	High End	Performance	Size

	Expectations	Importance
Age	2 Years	47%
Price	$19.50 - $29.50	23%
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Material Cost ⓘ

Able 10.99 / 11.59
Acre 7.35

Perceptual Map
Size / Performance

Age Profile ⓘ
Perceived Age in Years
Able, Acre, Adam, Aft, Agape

Waste Per Unit
Waste (grams)
10g 10g 10g 10g 10g 10g

2. How to load decisions

Once a team member has saved decisions, a notification will appear in the top right corner of the page, asking if you would like to dismiss or review the most recent save to your team's decision file. Dismissing the notification will close the alert, but the File tab will stay yellow – indicating that a team member has saved a decision to team file. The File tab will continue to stay yellow until the decisions have been uploaded.
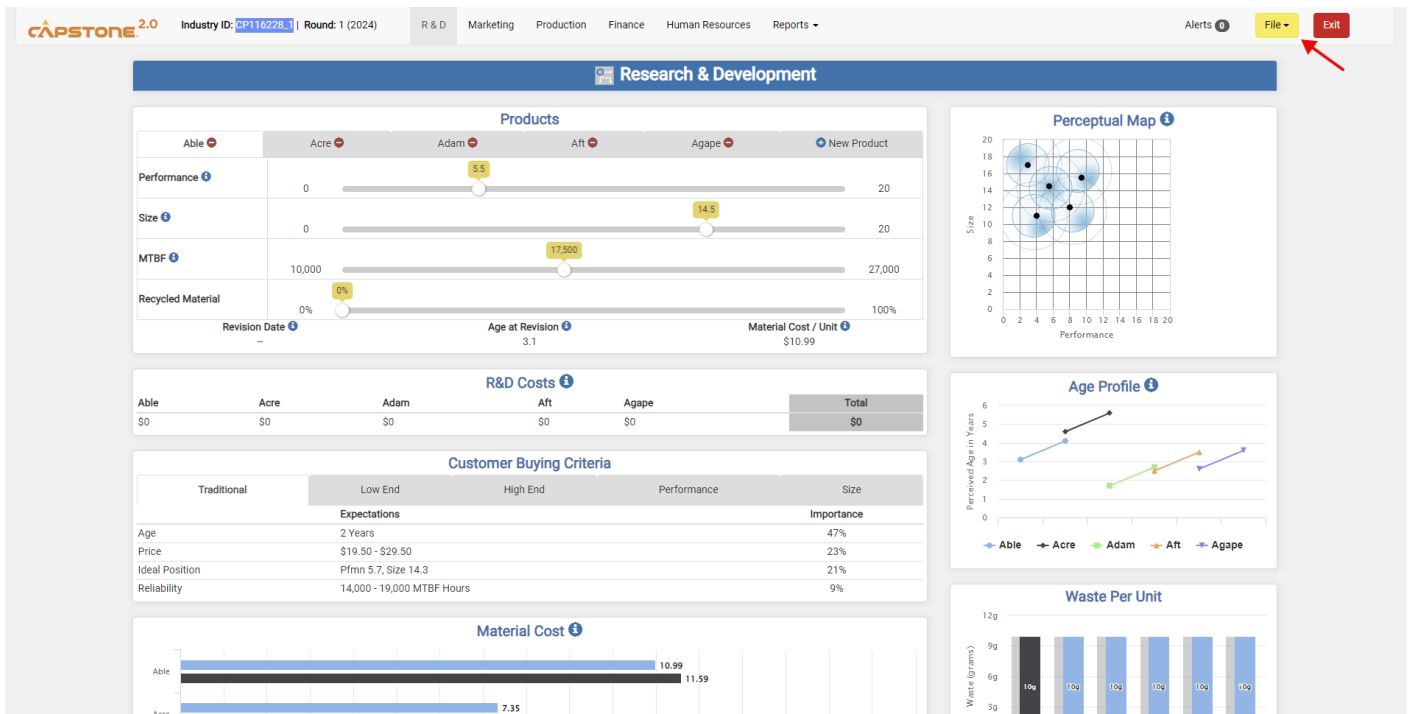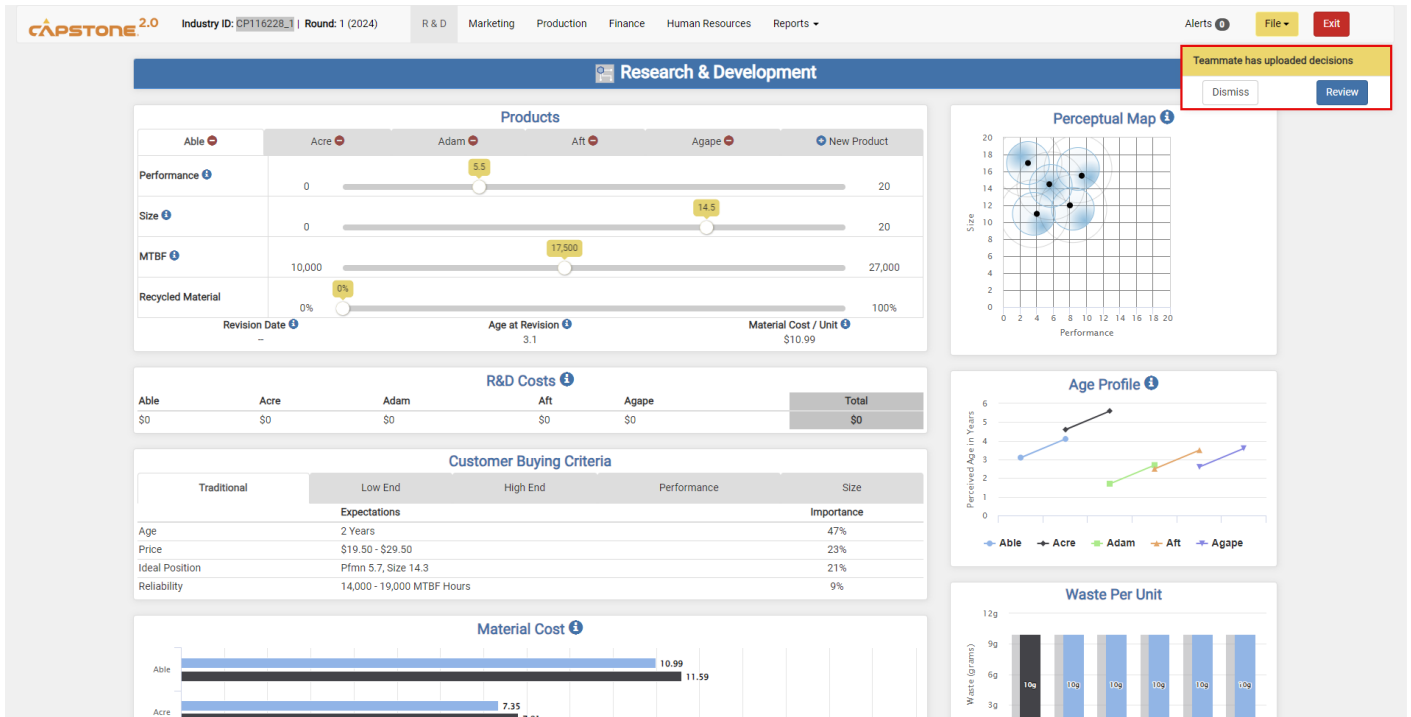
Clicking on the File tab will expand into a dropdown and choosing "Load Last Decision File" will open the Load pop-up. From here, you can see which teammate has saved which decisions, and the option to load these decisions by department or "all" departments. After you load the decisions, the File tab will default back to gray, until a new decision has been made by yourself or a team member.
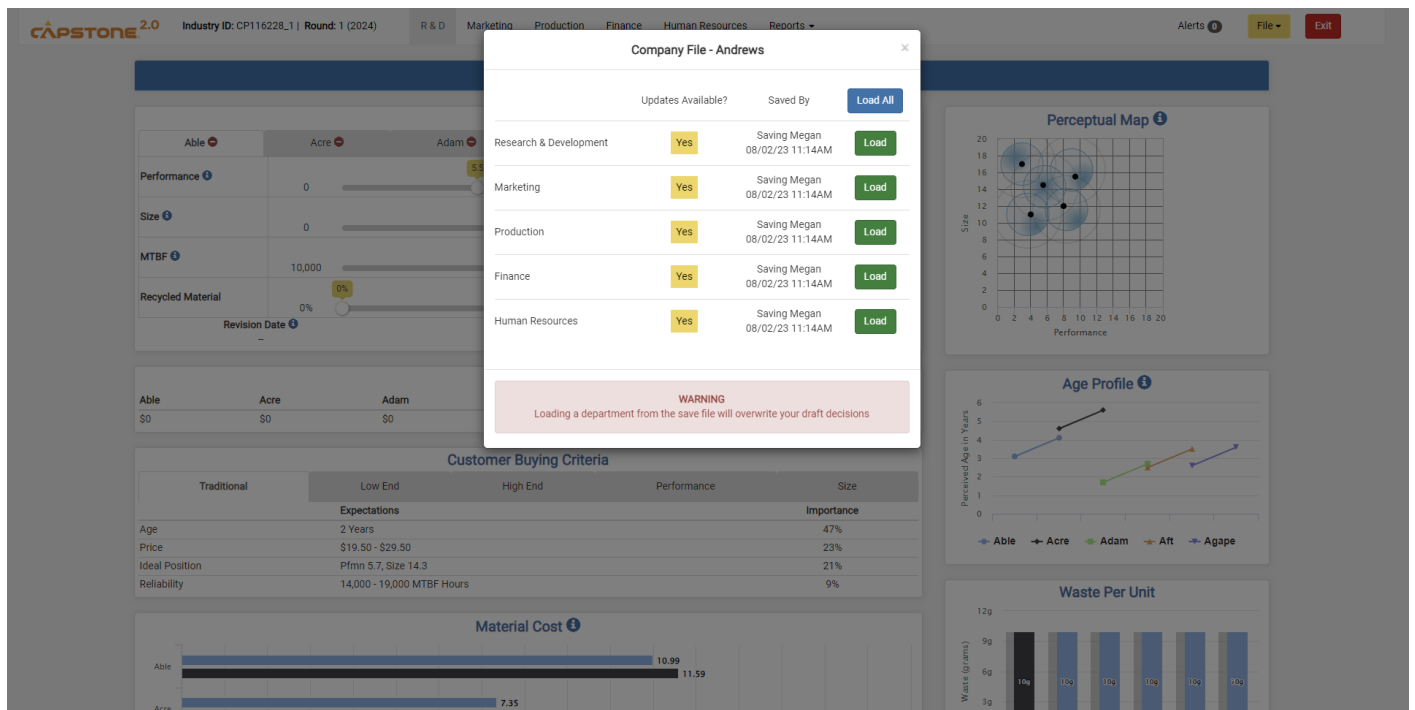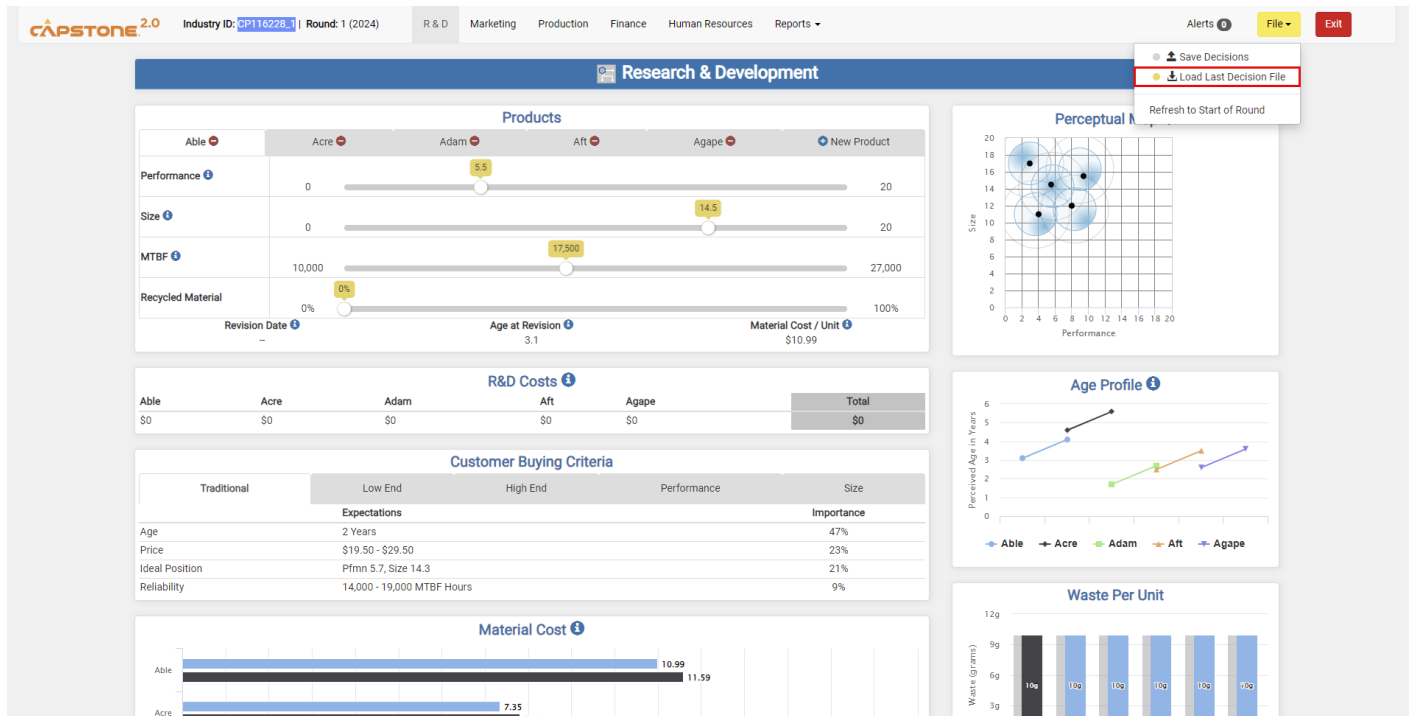
Lastly, if there ever is an accidental save, please follow these steps:

1. Communicate to your teammates to ignore the most recent save.

2. Have a team member save their decisions for that department, since they will have the appropriate decision set.

Note: all saved decisions will be logged in the Decision Summary – under the Reports tab.

If you have any questions or concerns regarding saving or how to load a team member's decision, then please reach out to our support team at 312.477.7200 or support@capsim.com.