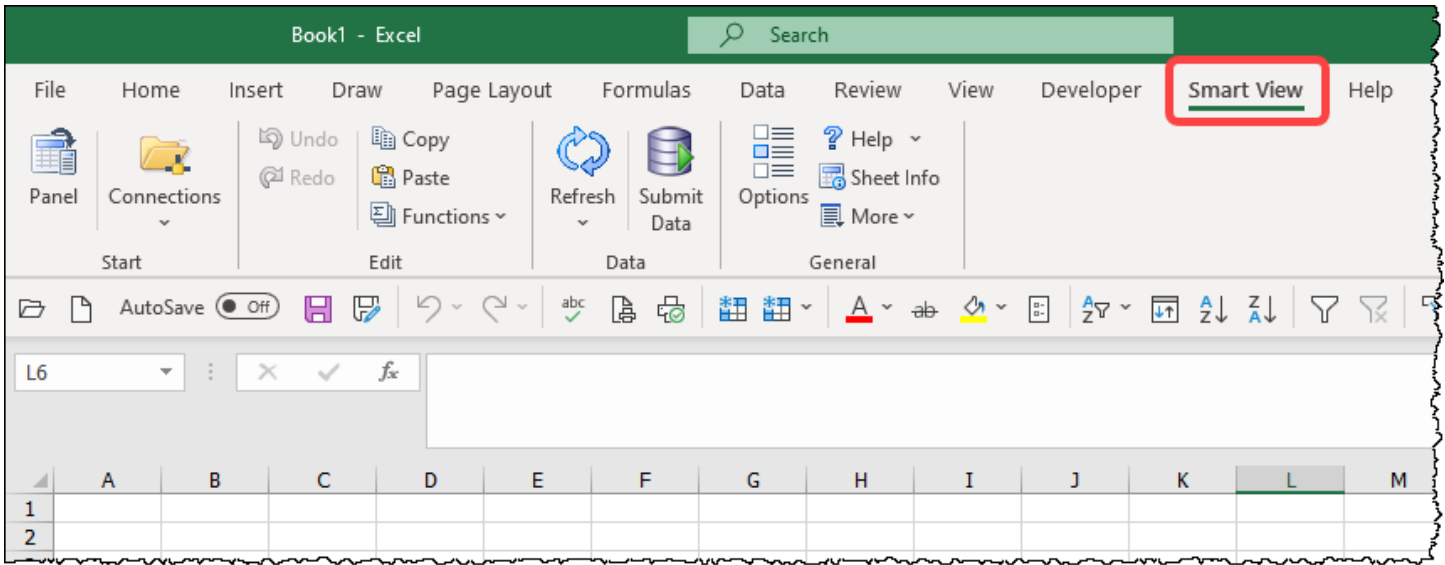
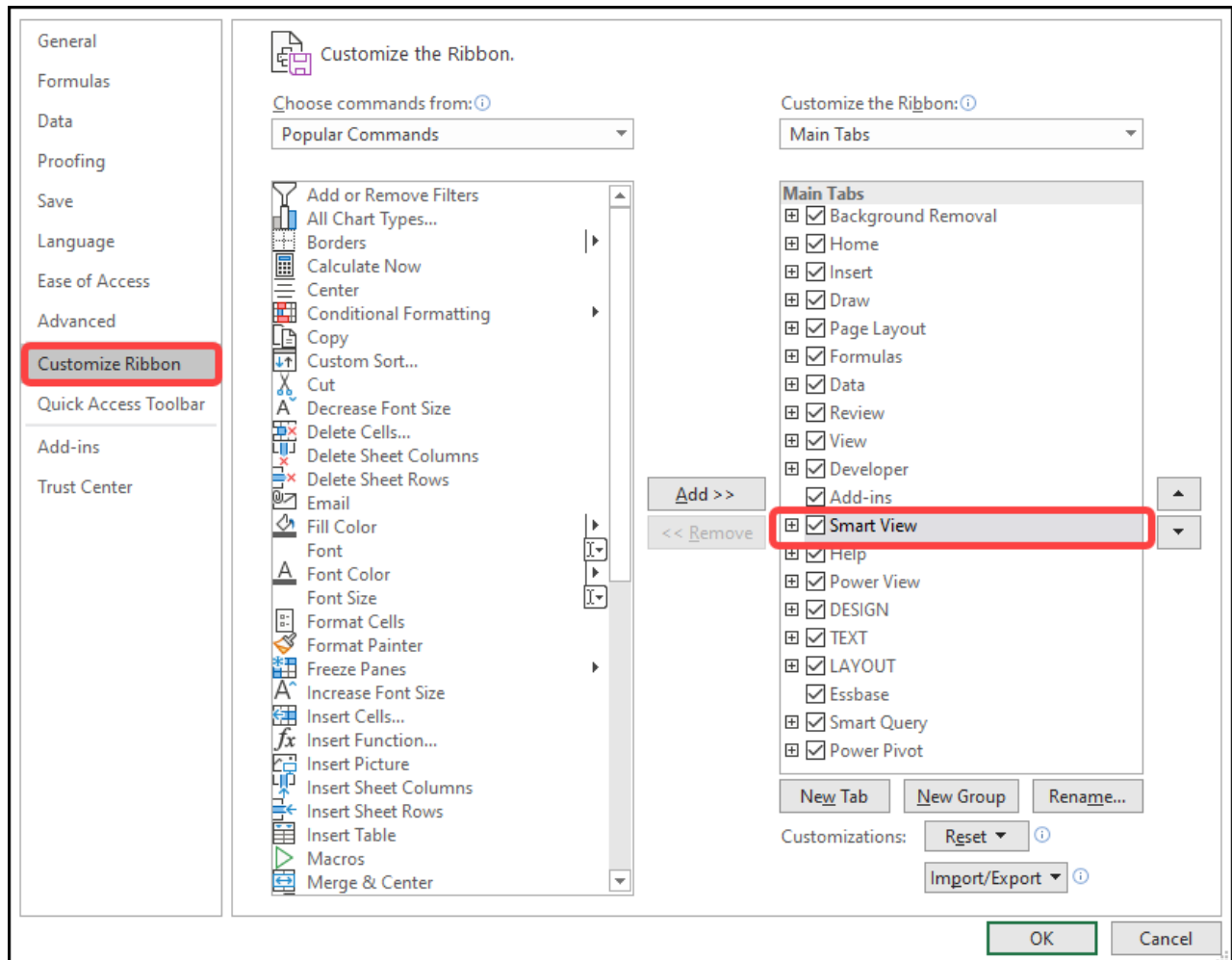


Smart View Software Installation Work Aid

One way to verify whether Smart View is installed on your computer is to open an existing Excel spreadsheet or start a new spreadsheet. If you see the "Smart View" tab on the Menu Bar then "Smart View" is installed:

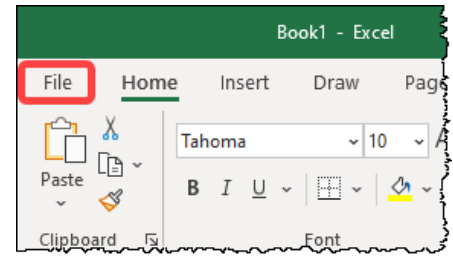


In some cases, "Smart View" may be installed but the Smart View tab is not active so you cannot see it. Another method to verify installation is to view Excel "Options":



Smart View Software Installation Work Aid

If you are not sure where to find "Options" in Microsoft Excel <click> on the "File" menu (along the top left) then you should see "Options" on the next screen.



If you have Smart View installed and available to you on the ribbon in Excel, it is still wise to update Smart View. If following the previous steps did not show Smart View, follow these steps to install Smart View. Regardless of whether you are installing or updating, follow the steps below:

1. Go to the Budget webpage: <https://inside.nku.edu/budgetoffice/forms-instructions.html> then scroll to the bottom until you see the section labeled "Smart View for Office (Oracle PBCS)".

A screenshot of the Northern Kentucky University (NKU) website, specifically the 'Forms/Instructions' page. The page header includes the NKU logo and navigation links like 'HEALTHY@NKU', 'ABOUT', 'ACADEMICS', 'ADMISSIONS', 'ATHLETICS', 'LIFE @ NKU', and 'WAYS'. The main content area is titled 'FORMS/INSTRUCTIONS' and features a sidebar with a dropdown menu. The 'FORMS/INSTRUCTIONS' option is selected and highlighted. The main content area lists various budget-related documents and resources. A red rounded rectangle highlights a section titled 'Smart View for Office (Oracle PBCS)'. This section is divided into two columns: 'Instructions/Work Aids' and 'Software Files'. The 'Software Files' column lists several files, with 'SmartView.exe' highlighted by a red box. A red callout bubble with the number '2' points to this file.

2. Under the column labeled "Software Files" <click> on the file named "SmartView.exe".

A close-up screenshot of the 'Smart View for Office (Oracle PBCS)' section from the previous image. It shows two columns: 'Instructions/Work Aids' and 'Software Files'. The 'Software Files' column lists: 'Smart View for Office svc20200 (December 2020).zip', 'smart_view_20200_readme.html', 'SmartView.exe', and 'version.xml'. The 'SmartView.exe' file is highlighted with a red box. A red callout bubble with the number '2' points to this file. Below the list is a link: '[Oracle Smart View Download Page]'.

Smart View Software Installation Work Aid

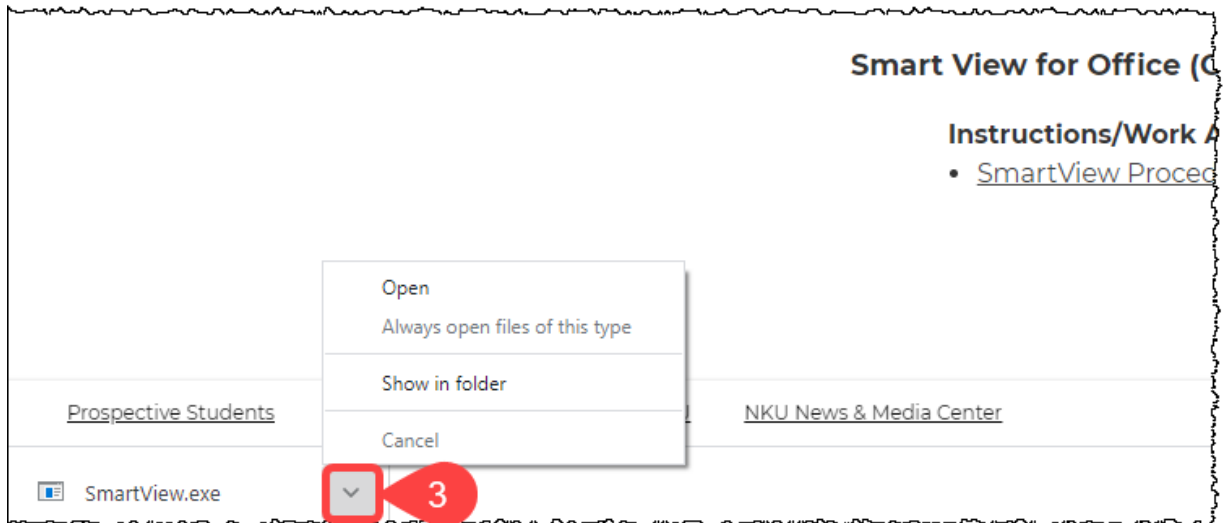


Before starting the installation process, please close-out/exit any open/active Microsoft Office applications (e.g., Word, Excel, Outlook, etc.). Once the installation is complete you may re-start/open any of the Microsoft Office applications.

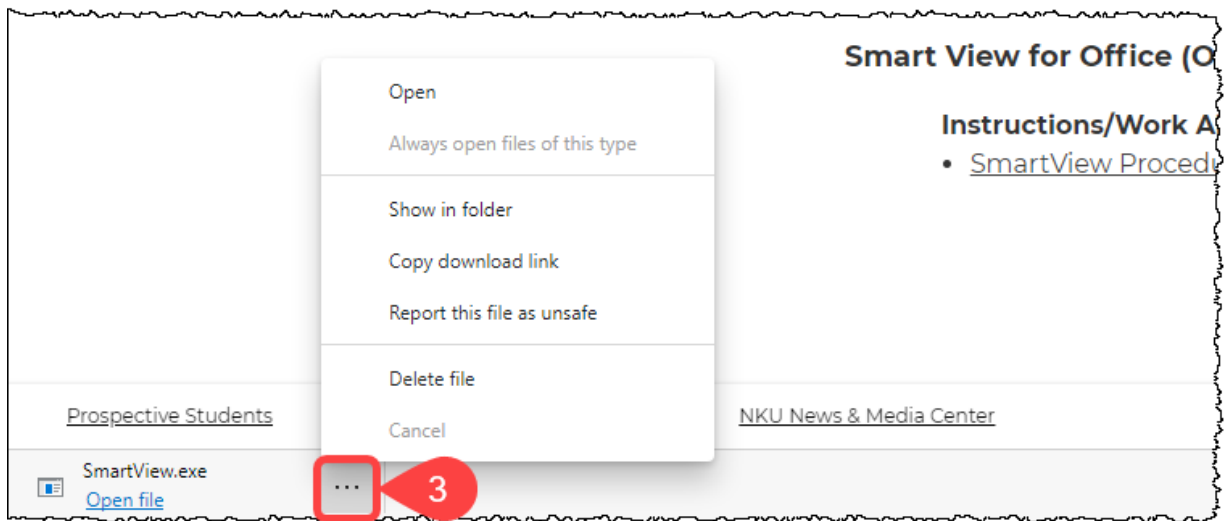


3. Once the file download is completed “Open” the file (depending on the web browser your using)

Chrome:



Edge:



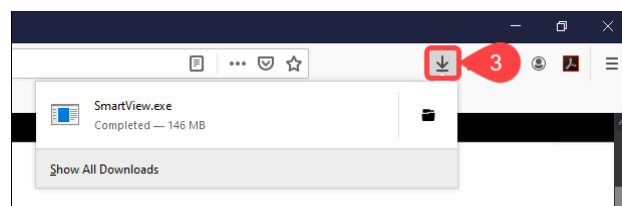
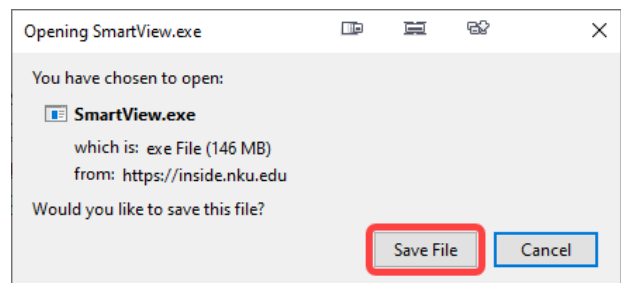
Firefox:

This browser has a few more steps when downloading files.

When you <click> on the file “SmartView.exe” this browser will display a window like the image to the right:

<Click> on the “Save File” button to initiate the file download.

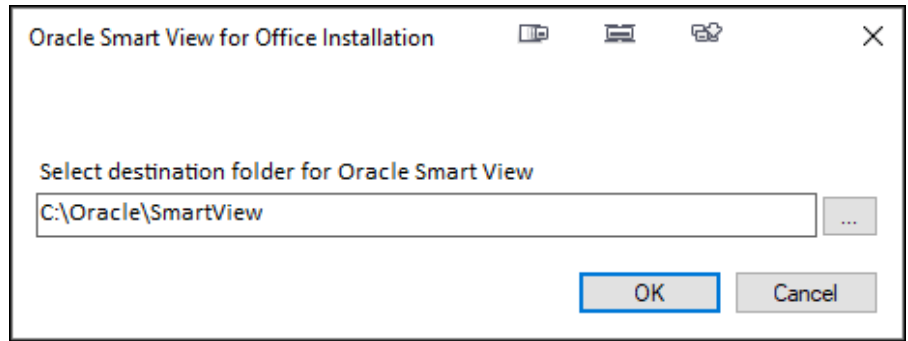
Along the top right corner area, you will see an arrow with a line below it is showing you the download progress. Once complete the arrow and line will flash (↓).



Smart View Software Installation Work Aid

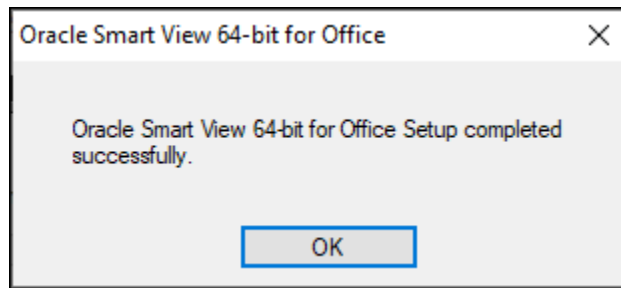
4. When the installation starts you will be prompted with this window:

Make no changes to the destination folder and <click> the "OK" button.



NOTE: Some users may not have sufficient access to install software on their computer. In this situation, please enter a Service Request with IT (<https://inside.nku.edu/it.html>) to install this software.

Once the software installation is finished, you will get the following message:



You can verify the installation following the steps on page #1.