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:

		Book1 -	Excel		I	∕⊃ Sear	rch					:
File H	iome In	isert Drav	v Page	Layout	Formulas	Data	Review	View	Develope	er Sma	art View	Help
Panel Co	nnections ~	්බ Undo @ Redo	🛍 Copy 🛍 Paste 된 Functions	Refre	sh Submit	t Option:	PHelp ∖ Bheet Ir ■ More ~	nfo				
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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":

General	Customize the Ribbon.			
Formulas	Choose commands from:			Customize the Ribbon (i)
Data	Popular Commands	-		Main Tabs
Proofing	r opular commands			Wall 1003
Data Proofing Save Language Ease of Access Advanced Customize Ribbon Quick Access Toolbar Add-ins Trust Center	Popular Commands Add or Remove Filters All Chart Types Borders Calculate Now Center Conditional Formatting Copy Custom Sort Cut A Decrease Font Size Delete Cells Delete Sheet Columns Email Fill Color Font Color Font Color Fornat Cells Freeze Panes A Increase Font Size Insert Function Insert Function Insert Sheet Columns		Add >> << Remove	Main Tabs Main Tabs Background Removal Home Home Insert Draw Page Layout Formulas Otata Otata Review View Developer Add-ins Smart View Power View Power View OESIGN TEXT LAYOUT Essbase Smart Query Power Pivot
	Macros	-		Import/Export 🔻 🛈
				OK Cancel

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

NORTHERN KENTUCKY			<u>HEALTHY@NKU</u>	ABOUT	ACADEMICS	ADMISSIONS	ATHLETICS	<u>LIFE @ NKU</u>	WA
Inside NKU > Budget Office > Forms/Instructions									
FORMS/INSTRUCTI	ONS								
ANNUAL BUDGET DOCUMENTS	~ t	The Forms and Instructions link heir unit's budget. For informa	k includes the ation on NKU	e tools and Budget P	d resources u Policies, pleas	itilized in the e be sure to r	budget pro	ocess to assis Budget Polic	st staf cies/A
ABOUT THE PROCESS	✓	nnual Operating Budget Deve	lonment For	ms and In		lease Note: E:	- ach Vice Pre	sident admi	iniste
FORMS/INSTRUCTIONS	ť	heir Division. Please direct que	stions regard	ing your s	specific proc	esses, forms,	and timelin	es to the app	propri
POLICIES/AGREEMENTS	*								
ORGANIZATIONAL MANAGEMENT	*	neural Dudget Dresses							
STAFF	<i>F</i>	Innual Budget Process							
FY21 AD HOC REPORT	•	Budget Calendar FY21xlsx Budget Degree FY21							
FAQ		Fee-Service Charge Instructio	ons.docx						
		Fees and Service Charge Reg	uest Form.xls	x					
	- - - -	Additional Budget Docume FY21 Position Compensation I Position Subtypes Listing.pdf Request For Staff Position Bar Request For Staff Position Bar	ents, Inform Budget Work se Revision Fe se Revision Fe	nation, a sheet (20 orm.docx orm Instru	nd Resourd 21-01-01).xlsx uctions & Exa	res ample.pdf			
	s	mart View for Office (Orac	cle PBCS)						
		Instructions/Work Aids SmartView Procedure 	s <u>s - 1.6.20.doc</u> x	<u>.</u>	Software File Smart View smart_view SmartView version.xm	es v for Office sv v_20200_read v.exe ll	<u>/c20200 (De</u> dme.html	ecember 202	<u>20).zip</u>
					[Oracle Sm	art View Dow	nload Page	2]	

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

Smart View for Office (Oracle PBCS)	
Instructions/Work Aids • SmartView Procedures - 1.6.20.docx 2	Software Files Smart View for Office svc20200 (December 2020).zip smart_view_20200_readme.html SmartView.exe version.xml [Oracle Smart View Download Page]



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:		ᢣᢉᠧᡵᡵᠵᠧ᠆᠆ᡔ᠆ᡔ᠆᠆᠆᠆᠆᠆᠆᠆᠕᠋᠆᠆᠆᠆᠆᠆᠆	
			Smart View for Office (
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		Open	
		Always open files of this type	
	Prospective Students	Show in folder	NKU News & Media Center
	<u>Prospective Students</u>	Cancel	
	SmartView.exe		* ************************************

Edge:

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ways open files of this type	Instructions/W
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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 (\checkmark).



4.	When the installation starts you will be prompted with this window:	Oracle Smart View for Office Installation		II	말	×
	Make no changes to the destination folder and <click> the "OK" button.</click>	Select destination folder for Oracle Smart \ C:\Oracle\SmartView	/iew			
				OK		Cancel

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

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

Oracle Smart View 64-bit for Office	Х
Oracle Smart View 64-bit for Office Setup completed successfully.	
ОК	

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