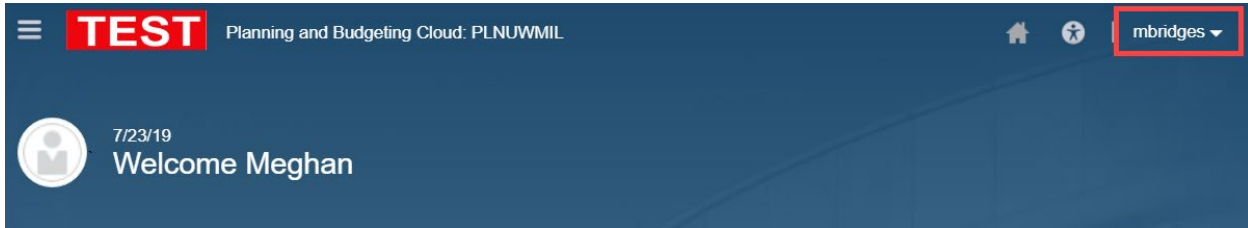


Smart View Install

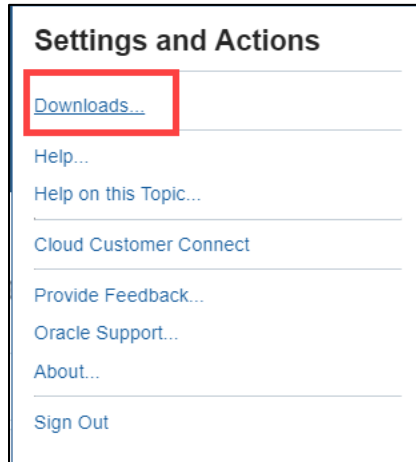
The following steps walk through how to install Smart View.

****Note: The Smart View Add-In for Excel will need to be installed by your IT contact or Help Desk, as Administrator Rights are required.**

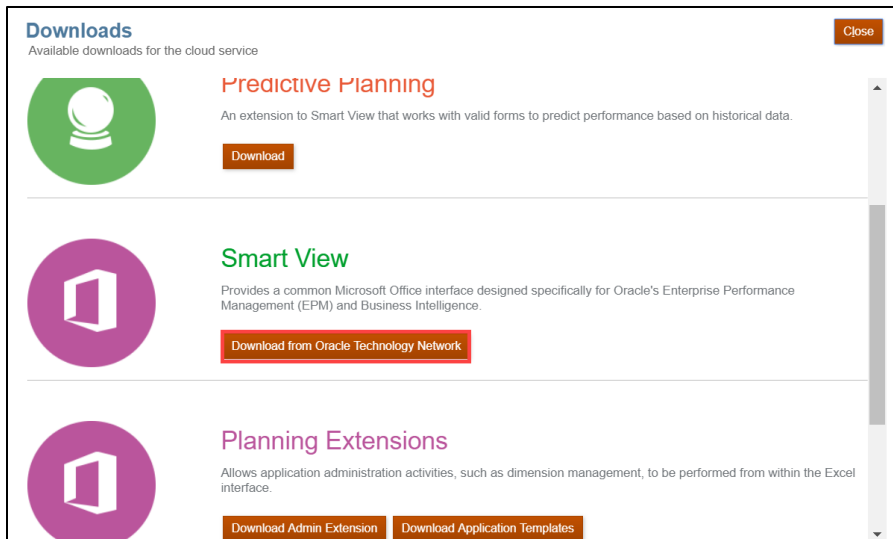
1. Download the file using [this link](#) OR from the PlanUW home page, click on the User Name in the top right corner.



2. From the dropdown select **Downloads**.



3. From the Downloads window, under Smart view, select **Download from Oracle Technology Network**.



4. This will open a new tab and bring you to the Oracle website. From the website, click **Download Latest Version**.

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Oracle Smart View for Office

Analyze, Update and Report

Oracle Smart View for Office (Smart View) provides a common Microsoft Office interface designed specifically for Oracle's Enterprise Performance Management (EPM) and Business Intelligence (BI). Using Smart View, you can view, import, manipulate, distribute and share data in Microsoft Excel, Word and PowerPoint interfaces. It is a comprehensive tool for accessing and integrating EPM and BI content from Microsoft Office products.

- Ad hoc or Free-form Analysis for EPM & BI data in Office
- Predefined Form Interaction
- Report Design
- Pre-Created Content Access

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5. In the next tab, **Accept** the license agreement and click **Download Now**.

Oracle Smart View for Office

Download the latest version of Oracle Smart View for Office

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Accept License Agreement | **Decline** License Agreement

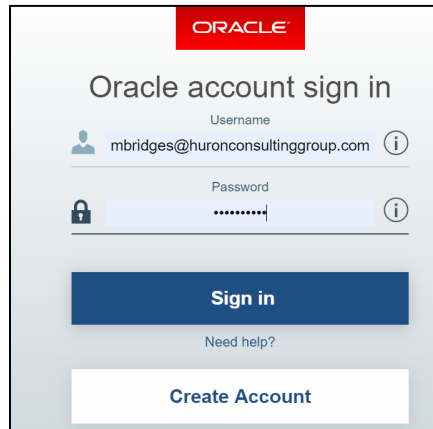
Download Now

[How do I check what version of Microsoft Office I have installed?](#)

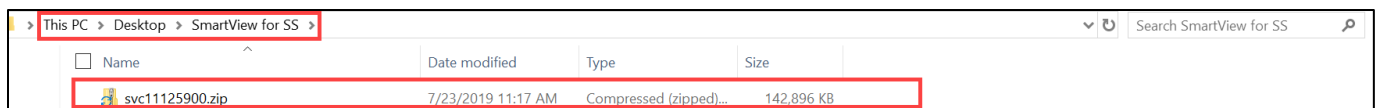
If you need another version please visit [Oracle Support](#) or [Oracle Software Delivery Cloud](#).

Click [here](#) if you would like to download Smart View extensions and utilities.

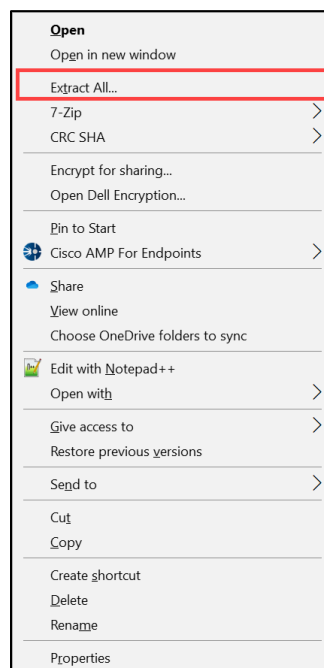
6. If prompted, sign in with your Oracle.com login/password. If you do not have a login, please create an account. **Note: If you have been provisioned to PlanUW, those log in credentials will not work on this screen and you will need to create an account.**



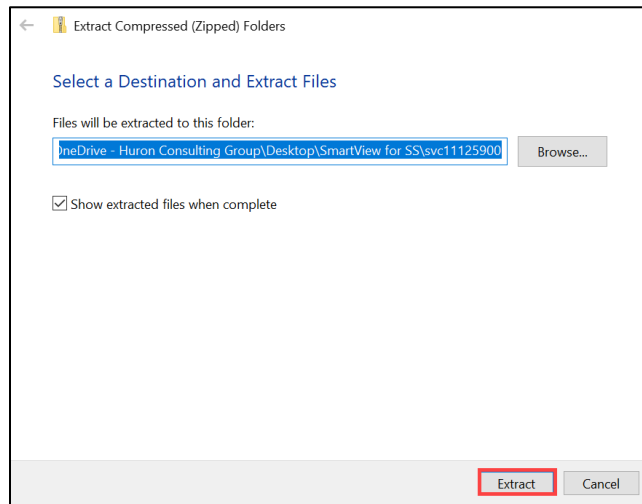
7. Open and Save the zip file to a place on the computer where it can be easily accessed.



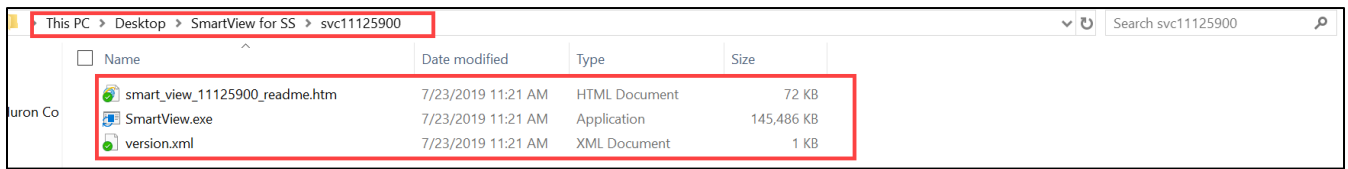
8. Right click on the extracted file and select **Extract All**.



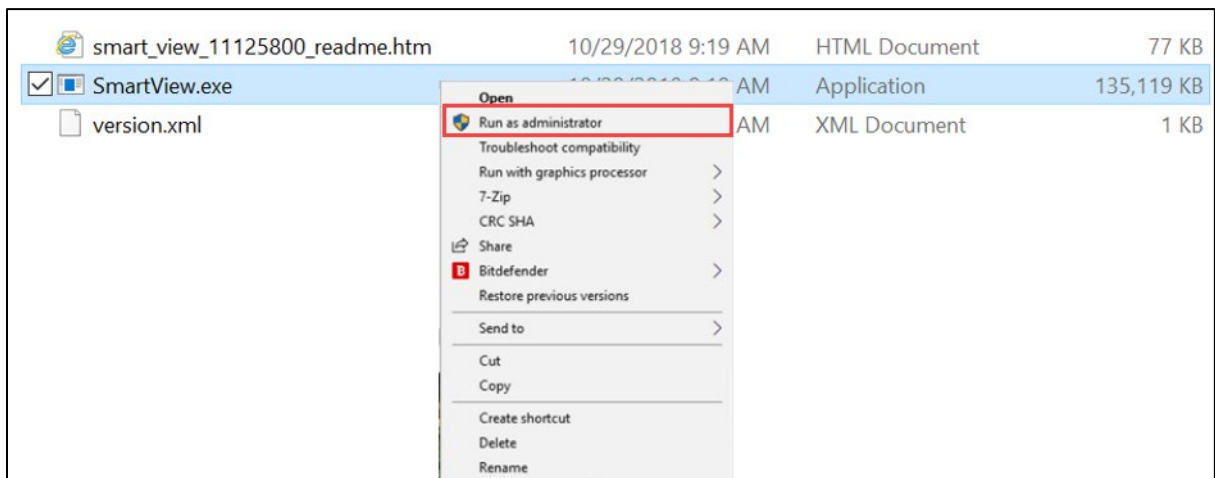
9. Confirm the extracted files will be placed in the same folder. Then click **Extract**.



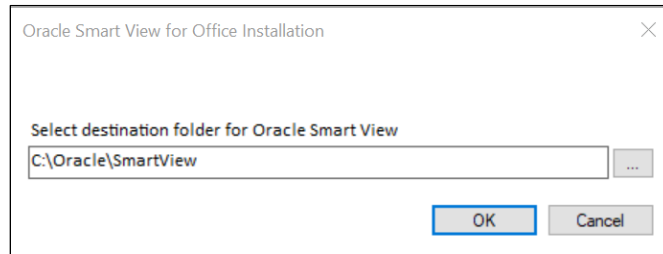
10. Open the newly extracted folder, confirm the three items in the folder.



11. Right click on **SmartView.exe**. Select, **Run as Administrator**.



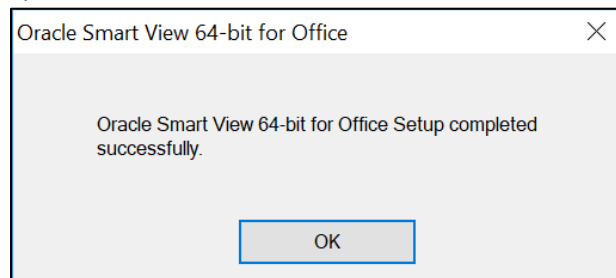
12. Select destination folder for Oracle Smart View, leave as the default unless necessary to change for personal preference.



****Note: when installing Smart View all Microsoft products need to be closed on your computer, if they are not closed users will continue to get the error below. For example; Excel, Word, PPT, email etc. must all be closed. ****



13. Click Ok, once installer completes.



14. Open Excel and confirm the Smart View tab is loaded.

