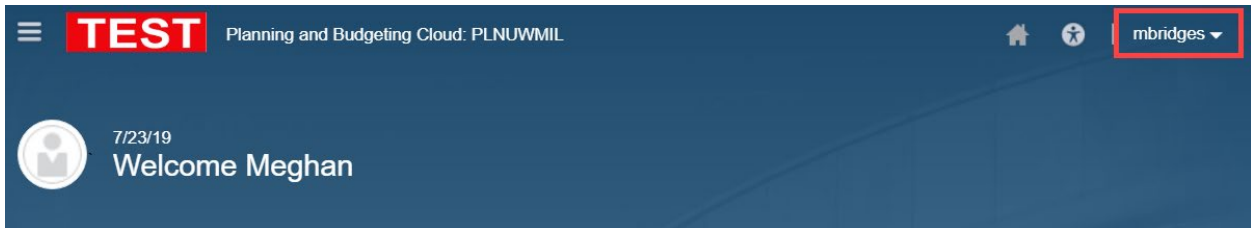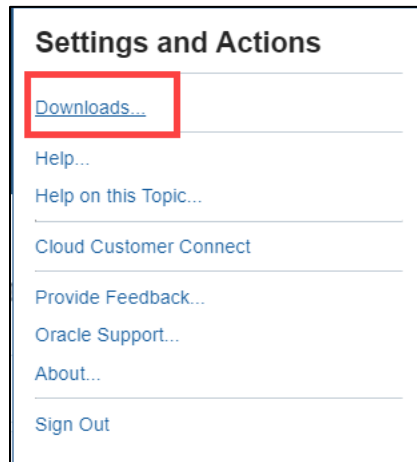# Smart View Install

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.
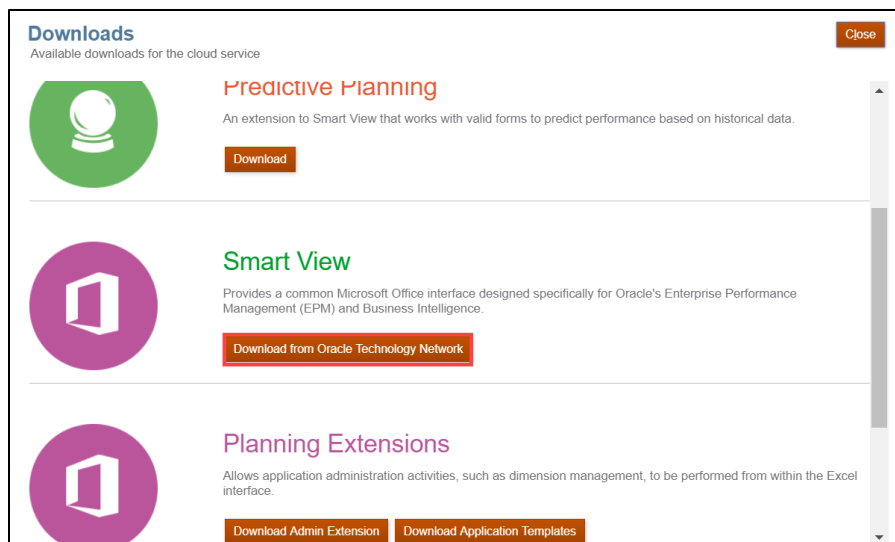
1. Download the file using this link **OR** from the PlanUW home page, click on the User Name in the top right corner.

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.**

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

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.**
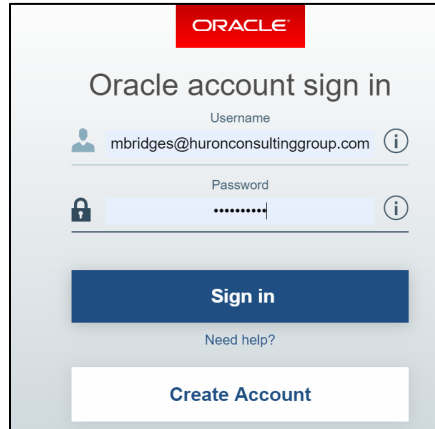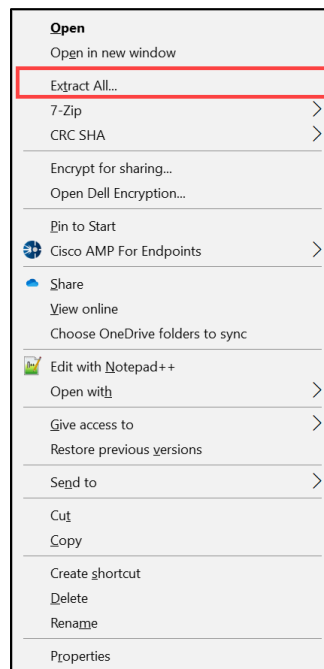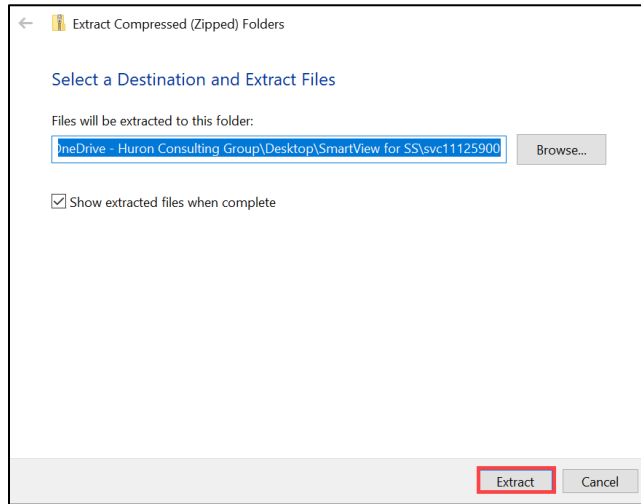

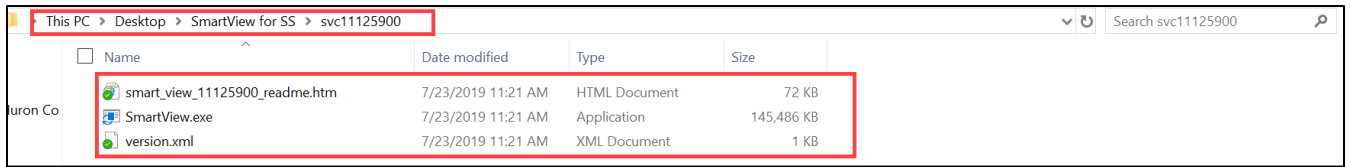7. Open and Save the zip file to a place on the computer where it can be easily accessed.
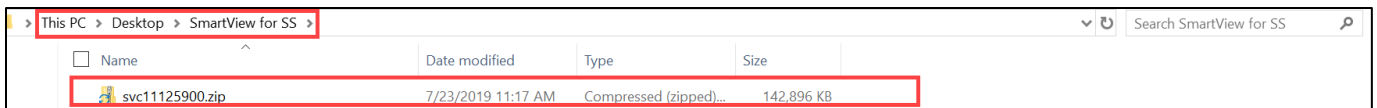
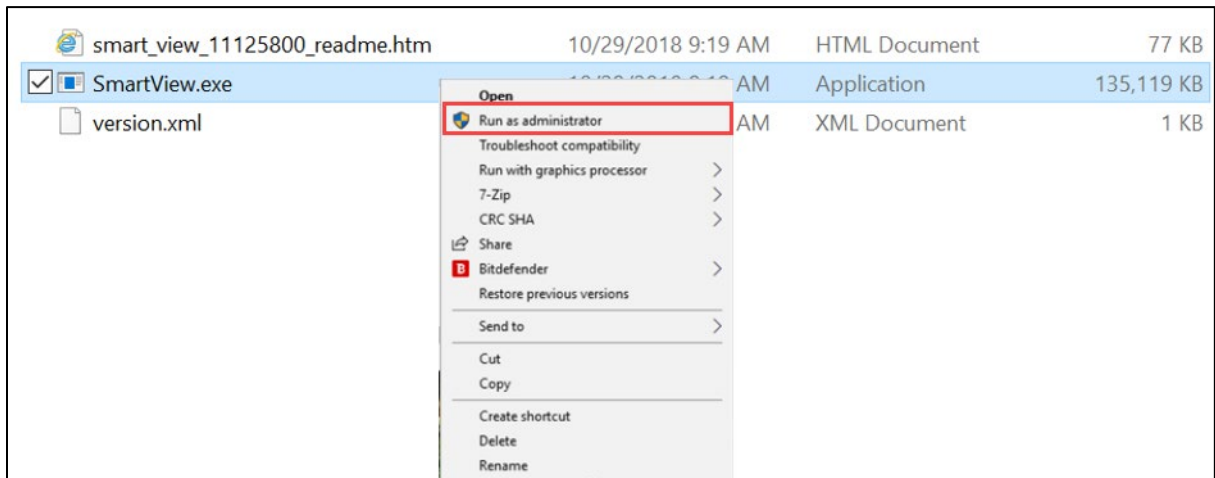8. Right click on the extracted file and select **Extract All.**

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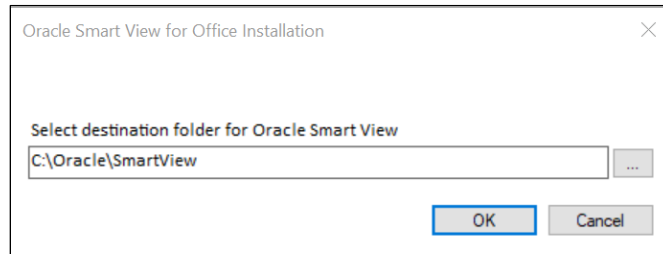

10. Open the newly extracted folder, confirm the three items in the folder.

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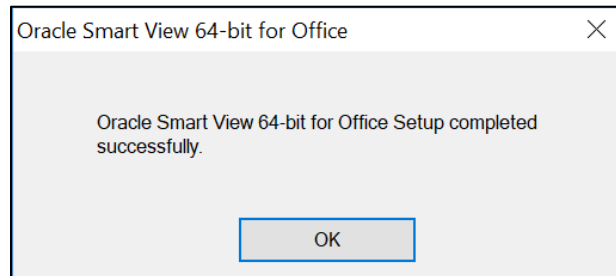
14. Open Excel and confirm the Smart View tab is loaded.