Purpose

There are several scenarios when Smart View can become disabled in MS Excel. When disabled, the Smart View tab is no longer displayed in the MS Ribbon.

Enabled: MS Excel Ribbon with Smart View Tab

Known scenarios include when a user:

- Attempts to Refresh a large spreadsheet with too much data and/or too many data intersections
- Zooms In or drills down into too many members without suppressing zero, so the act of drilling down to multiple members crashes Smart View

Access
All CalPlanning users with Smart View installed locally on their workspace (desktop or laptop).

Instructions
See the following pages for detailed instructions on how to restore or enable Smart View in MS Excel.
Instructions: Restoring Smart View in MS Excel

To restore or enable Smart View in MS Excel after it has become disabled, follow these steps:

1. Open MS Excel from your workstation.

2. From the File tab, select to open the Excel Options dialog box.

3. Select Add-Ins from the left hand pane.

4. From the Manage drop-down box at the bottom of the window, select Disabled Items.

5. Click Go.
6. Select the Smart View add-in displayed in the Disabled Items window to re-enable and click the Enable button and then the Close button.

7. Close all windows, then close and restart MS Excel.

**Did it Work?**

The **Smart View tab** should now appear in your MS Excel Ribbon

**Helpful Hints:**

Smart View is also available via Citrix and does not require a local install. Check out the Citrix link on the CalPlanning Training page.

**Questions**

If you have any questions regarding this document, please email calplanhelp@berkeley.edu.