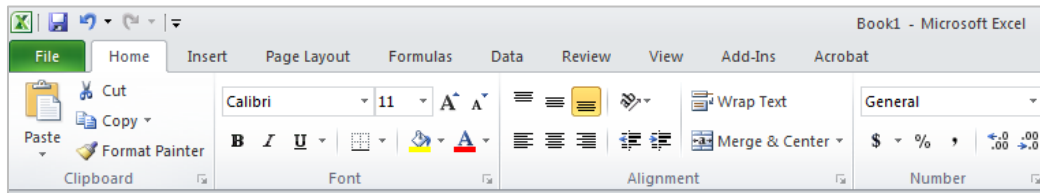
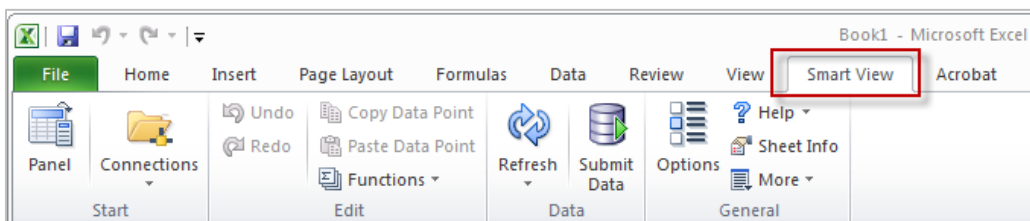


Purpose

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.



DISABLED: MS Excel Ribbon without Smart View Tab



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

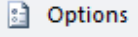
All CalPlanning users with **Smart View** installed locally on their workspace (desktop or laptop).

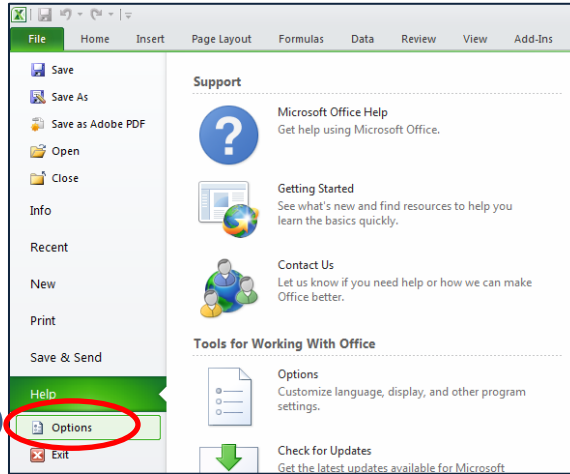
Instructions

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

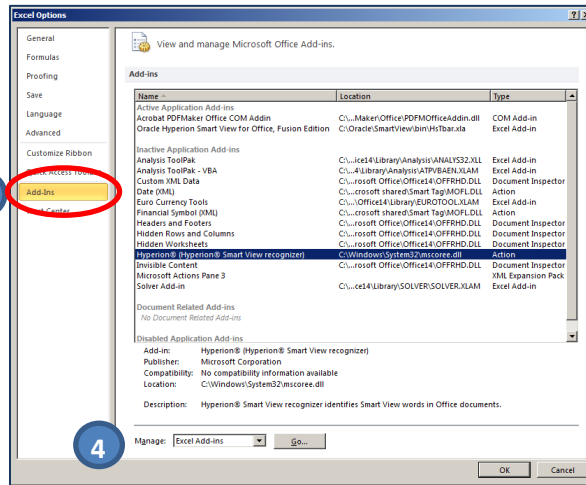
Instructions: Restoring Smart View in MS Excel

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

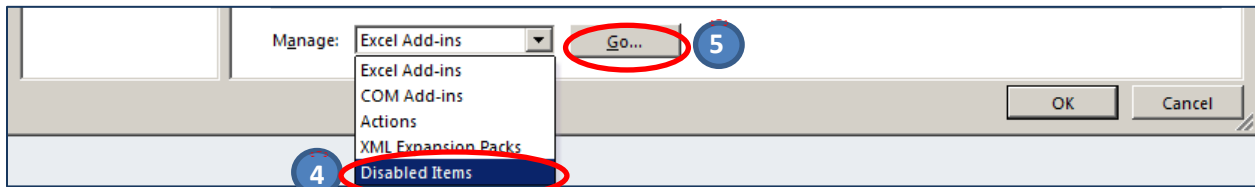
1. Open MS Excel from your workstation.
2. From the **File** tab, select  **Options** to open the **Excel Options** dialog box.



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

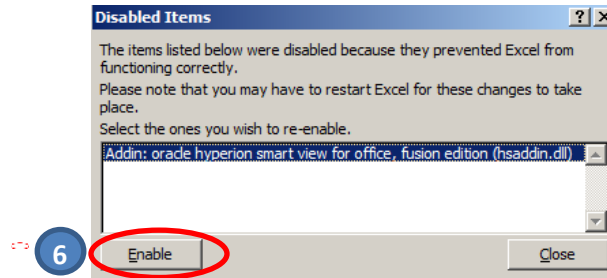


4. From the **Manage** drop-down box at the bottom of the window, select **Disabled Items**.



5. Click **Go**.

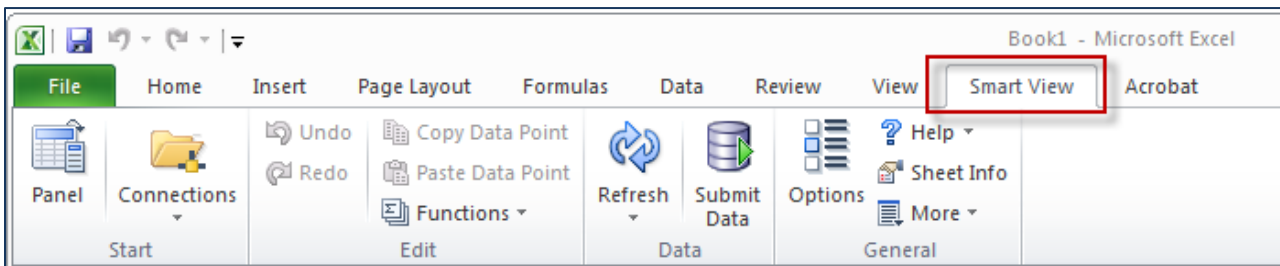
6. Select the Smart View add-in displayed in the Disabled Items window to re-enable and click the **Enable** button and then the **Close** button.



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.