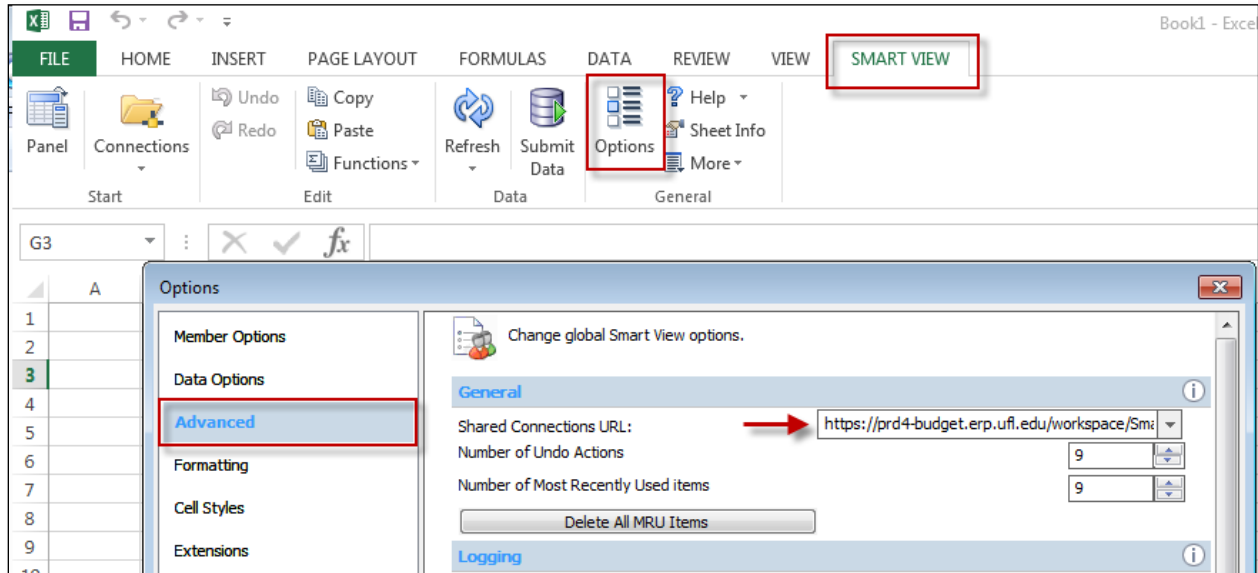


Smart View: Setting Up Shared Connection & Changing Smart View Options

1. Open Excel
2. Click the **Smart View** tab.
3. Click the **Options** button.
4. Click **Advanced** in menu

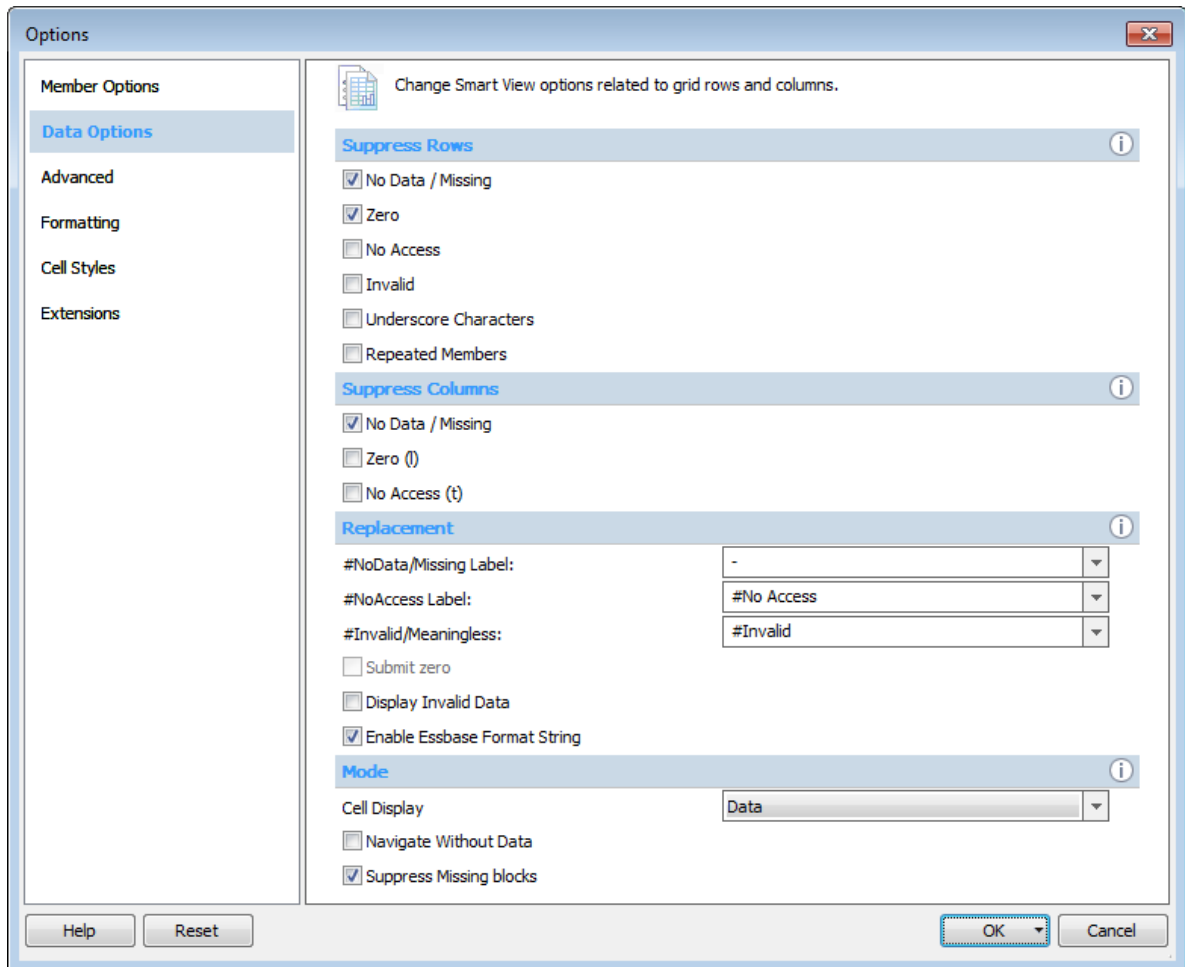


5. In the Shared Connections URL, enter <https://prd4-budget.erp.ufl.edu/workspace/SmartViewProviders>.
6. Click **Data Options** from the menu.
7. You can change other options as well.

Recommendations:

- In the **Suppress Rows**, check the following boxes:
 - No Data/Missing
 - Zero
- In the **Suppress Columns**, check the following box:
 - No Data/Missing

- In the **Replacement** section, by default, missing data are displayed with #Missing. You can change the default display to a dash "-".



8. Click the **OK** button.

If you need help with...

- Technical issues, contact the UF Help Desk:
 - 392-HELP
 - helpdesk@ufl.edu
- Policies and Directives, contact the UF Budget Office at (352) 392-2402 or <http://cfo.ufl.edu/administrative-units/budget/>