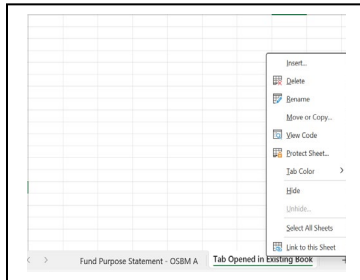


# BRIDGE Job Aid: Smart View Workaround for Reports Opening in an Existing Open Excel Workbook



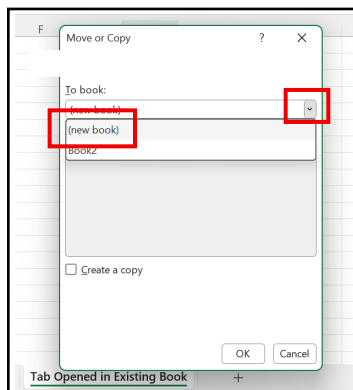
## Step 1: Start in Excel

- Right click on the tab where the report opened from BRIDGE in an existing open Excel workbook.



## Step 2: Click Move or Copy

- Click Move or Copy.



## Step 3: Selecting a “new book”

- Click the drop down and choose “new book.”
- Click OK.

|   |                                                       |
|---|-------------------------------------------------------|
|   | Budget Fund                                           |
|   | 016095-UNCHOSP 16095 CLEARING                         |
|   | 105250-UNCHOSP 1000 GENERAL FUND CONTROL BC 16095     |
|   | 105251-UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095   |
| 0 | 105253-UNCHOSP 1157 SFRF BC 16095                     |
| 1 | 049639-UNCHOSP 49639 CLEARING                         |
| 2 | 426000-UNCHOSP 4961 WELLNESS CENTER BC 49639          |
| 3 | 426001-UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC 49639 |
| 4 | 426002-UNCHOSP 4963 SANFORD DIALYSIS CENTER BC 49639  |
| 5 | 056095-UNCHOSP 56095 CLEARING                         |
| 6 | 500700-UNCHOSP 5035 VENDING FUND BC 56095             |
| 7 | 056096-UNCHOSP 56096 CLEARING                         |
| 8 | 500725-UNCHOSP 5000 CONTROL FUND BC 56096             |
| 9 | 500726-UNCHOSP 5200 ADULT SERVICES BC 56096           |
| 0 | 500727-UNCHOSP 5400 PEDIATRIC SERVICES BC 56096       |
| 1 | 500728-UNCHOSP 5600 ANCILLARY SERVICES BC 56096       |
| 2 | 500729-UNCHOSP 5700 REGIONAL SERVICES BC 56096        |
| < | Fund Purpose Statement - OSBM A                       |

## Step 4: Begin Work

- Your report is now open in a new tab in its own workbook.