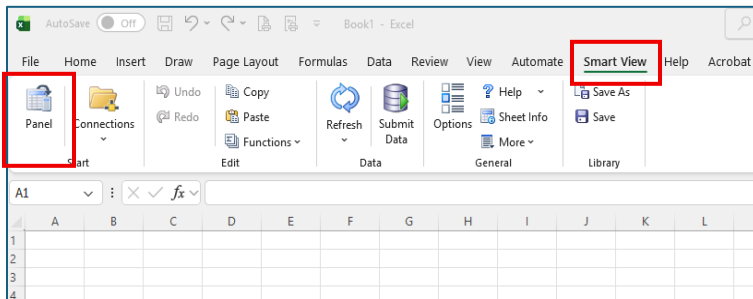
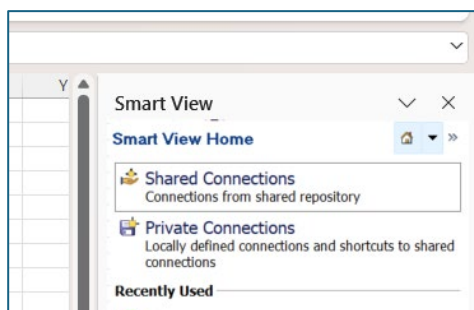


BRIDGE Job Aid: Opening Base Budget Reports in Smart View



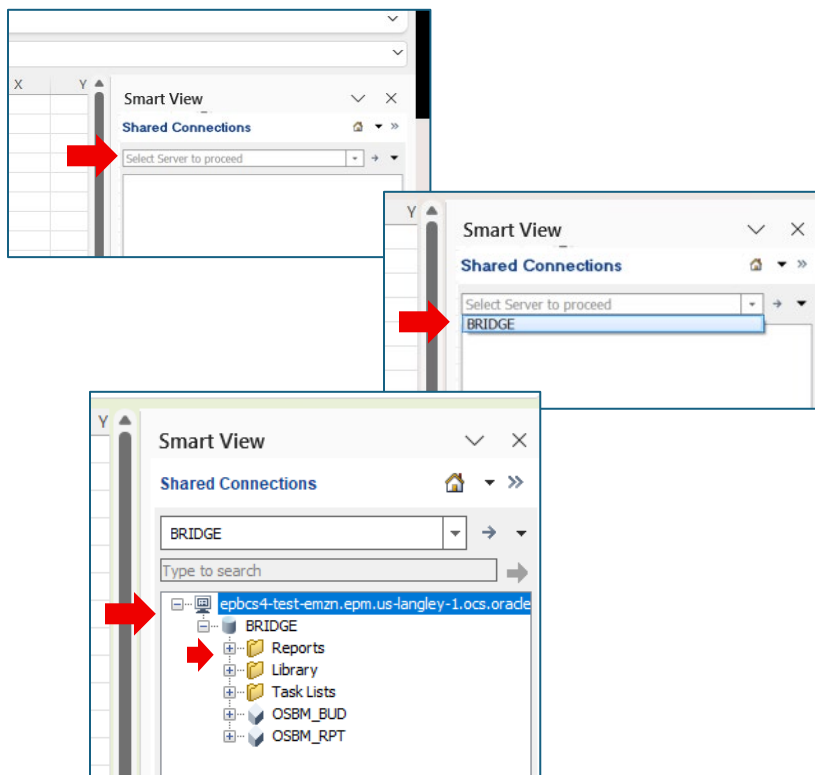
Step 1: Open Excel and the Smart View Panel

- Open a new workbook in Excel and select the **Smart View** tab in the ribbon at the top.
- Select the **Panel** button.



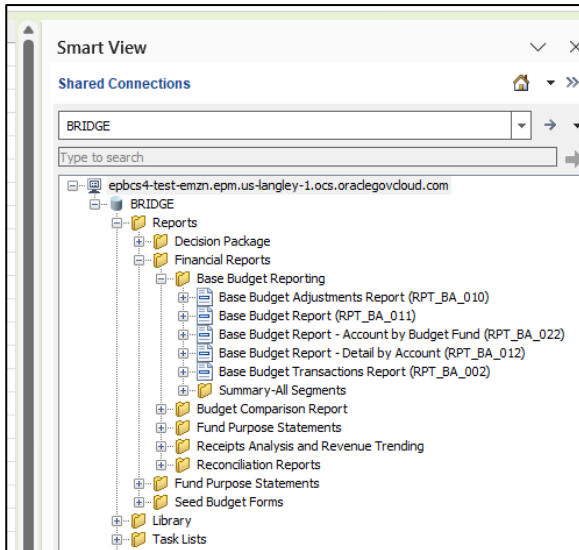
Step 2: Connect to BRIDGE via Smart View panel and log in

- In Smart View panel select **Shared Connections**.
- You will be prompted to log in. Use the **NC_MFA** button to log in.



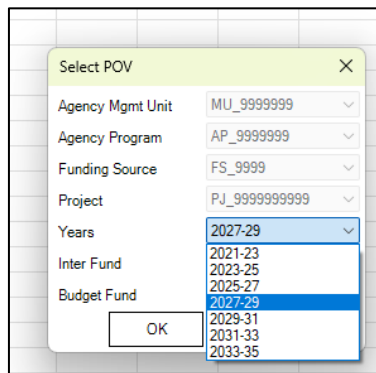
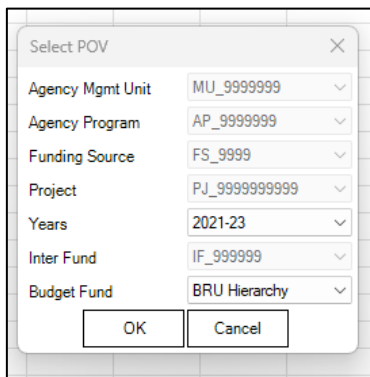
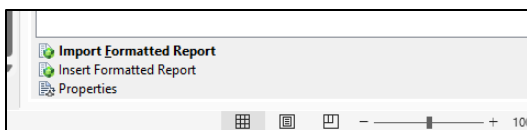
Step 3: Select the BRIDGE server in the Smart View Panel, navigate to the reports

- In the Smart View panel, select the drop down next to the **Select Server to proceed** field
- Select on **BRIDGE**
- In the panel, select on the + in the server name and the + next to BRIDGE
- Select the + next to the **Reports** folder



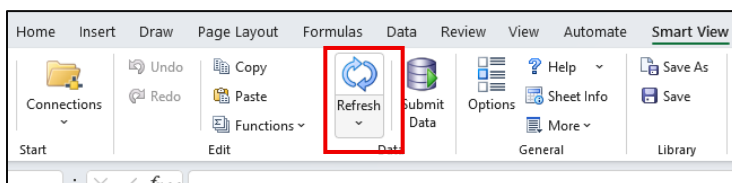
Step 4: Financial Reports folder, find the report you want and Import

- Select the + next to **Financial Reports** folder
- Select the + next to **Base Budget Reporting**
- Select the **report name** you want (don't select the + next to the report name).
- After selecting a report, a link will appear at the bottom of the panel to **Import Formatted Report**.
- Select **Import Formatted Report**



Step 5: Select POV options to display data you want

- In the **Select POV** box that appears, select the drop down next to available options.
- After making selections, select **ok** to open the report



Step 6: Refresh Report if data may have changed in BRIDGE

- Refresh the data of a Report open in Smart View by selecting the **Refresh button**
- This is useful if you have a report open for a long time and the data may have changed in BRIDGE