UPlan Weekly Digest

Friday, July 22, 2016

Announcements:

- **UPlan Customer Feedback Survey:** The survey was sent out on Tuesday, June 28, and takes about 10-15 minutes to complete. Please note that providing your name and contact information is optional though highly encouraged; if you do not provide your contact information, the UPlan team does not have access to your identity which is kept confidential by the survey system. We look forward to and appreciate your feedback!

- **June Prelim Actuals:** June Prelim actuals were loaded to 2015-16 Actual Final on Monday, July 18, for selected units that requested this load be done. June Prelim actual data was loaded to 2015-16 Forecast Working. However, the June Forecast Working will not be closed.

- **New Version of Smart View:** There is a new version of Smart View available for download on the UPlan website. To download:

  1. Confirm you have admin access to your machine. If you do, skip to Step 2. If you do not, you will be unable to download Smart View. To request admin access, put in an ITS ServiceNow INC ticket and give the IT Field Services representative these instructions:
  2. Close all Microsoft products (Internet Explorer, Outlook, Word, Excel, Access, Visio, Project, PowerPoint, Lync, OneNote, InfoPath, Publisher, etc.)
  3. Download Smart View from **any browser except Internet Explorer** from the UPlan website at https://brm.ucsf.edu/uplan > click on Training and Job Aids > Download Smart View.
  4. Click "Run" in the dialog box that appears.
  5. Downloading may take several minutes depending upon the speed of your computer or network connection. During the process you may see several black boxes flashing on the screen. Do not touch the boxes or attempt to control the download process. When the download process is finished you will see a small dialog box confirming the download is complete.
  6. Open Excel.

  The complete instructions can be found on page 6 of the Smart View: Installation and Planning Forms training manual. Contact uplan@ucsf.edu with any issues.

Bug Fixes & Enhancements:

- Reference the UPlan Enhancements page for a complete list of enhancements relevant to this fiscal year.

Known Issues:

- Reference the UPlan Known Issues page on our website for a complete list of unresolved issues. As known issues are resolved, they will be announced under "Bug Fixes & Enhancements".