

Quick Guide

Multiple User Collaboration



Welcome to eXpresso!

eXpresso is a secure, browser-based service that enables users to view or edit any shared Microsoft Office® file online. This Quick Guide will give you some tips and about real-time multiple user collaboration.

Working Together

Our award-winning solution exists to bring people together on a single, living version of a file, instead of sending multiple copies out to people each time it changes. No more trying to figure out who has the latest version of your files! People can finally work on the same file at the same time. eXpresso manages multiple user collaboration a little differently for Excel, PowerPoint and Word. So, if you are going to work with multiple people in the file at the same time, it will be helpful to know how each type of file will work.

Excel®

eXpresso has two ways of saving Excel files. One involves updating only the changed cells. The other involves updating the entire file.

Cell Changes

When two or more people are working on an Excel file and someone who has updated data within cells saves her changes, only the changed cells will be refreshed on the screens of the other users. This way, multiple people can work on the same file at the same time and if they are working in different cells, one user will not be impacted by the changes made by another. You will notice that the cells changed by others are highlighted in orange for a few seconds. Keep in mind that you must hit “Save” before the other users will see your changes.

Format and Object Changes

Some features of Excel are outside the cell preview. Examples include; charts, images, objects, sheets and macros. When changes to these elements are made, eXpresso must refresh and save the entire file. eXpresso will also refresh the entire file if more than 500 cells are changed. If multiple people are working on the file at the same time and someone saves a change that requires a whole file refresh, the unsaved work of others may be lost. For this reason, if more than one person is in a file, eXpresso warns you (Fig. 2) when this happens and gives other users 60 seconds to save their cell changes before the whole file save occurs (Fig. 3). You will know that your save will cause a whole file refresh if you see a red flag next to the “Save” button. (Fig. 1)

If more than one person makes a change that will require a whole file refresh, eXpresso will warn both users, even before one of them saves the file. (Fig. 4) When this happens, the users should discuss their collaboration and decide which change should be saved.

eXpresso recommends that if you are going to be making changes to the file that involve objects and formats, you should do so when no one else is editing the file.

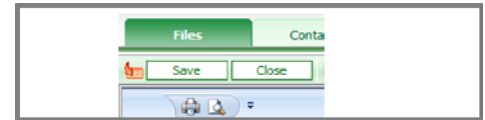


Fig 1 - A red flag next to the Save button lets you know that a whole file refresh will be required when you save your file.

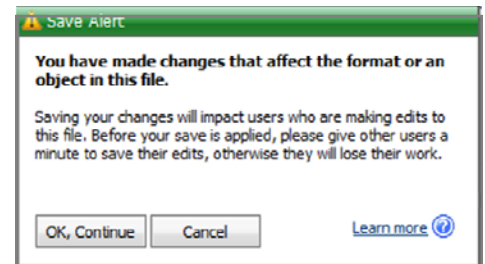


Fig 2 - When you save changes that require a whole file refresh, you will see this warning.

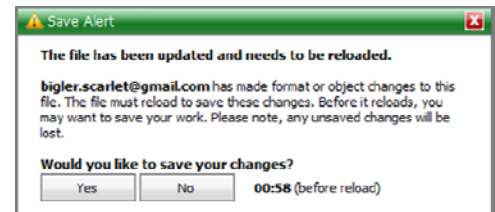


Fig. 3 - Other users with unsaved cell changes will see this warning.

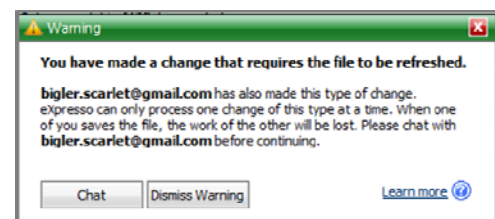


Fig. 4 - If 2 users make changes that require a whole file refresh, this warning will be displayed immediately.

PowerPoint®

eXpresso manages PowerPoint files on a slide by slide basis. If multiple people are working on the file and some saves changes, only the slides with changes will be refreshed for all users. This way, if someone saves changes to Slide 1, while someone else is working on Slide 2, the Slide 1 changes will not impact the work being done on Slide 2. However, if multiple users are all making changes to the same slide and someone hits “Save” the unsaved work of other users on that slide will be lost. For this reason, eXpresso recommends that when multiple people are working on a PowerPoint file at the same time, each should be assigned to work on different slides.

Word®

All saved changes to Word documents refresh the entire file for all users. For this reason, multiple people can view a Word document simultaneously, but only one person should edit it at a time.

Frequently Asked Questions

Can I prevent other users from making changes to a file while I am working on it? Sure. Simply click the lock icon at the top of the file. This will lock the file for other users and they will not be able to edit the file until you release the lock. If they hover over the lock icon, they will be able to see that it is you who has locked the file. This is a particularly good idea when you are editing a Word document.

If you own the file, you may also want to use eXpresso’s limited editing capabilities to limit which parts of each file others can edit. For example, you may want to give editing rights to only a few PowerPoint slides for each user or allow users to edit only particular tabs or regions in Excel. You can learn more about this in our Quick Guide to Sharing Files.

I changed a bunch of cells and got an alert warning me to save. What does the mean? What happens if I don’t save? eXpresso can save up to 500 cell changes without refreshing the entire file. This is a more convenient way to save when more than one person is editing the file. If you change more than 400 cells, eXpresso will alert you that you should save your file.

If you continue to make changes without saving, a whole file refresh may be required at the time you save.

