

Quick Guide

File History



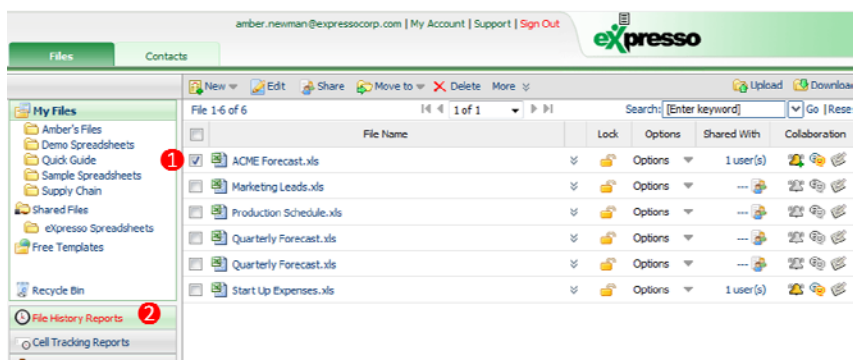
Welcome to eXpresso! This Quick Guide will teach you how to access information about the history of your file. It will cover the **File History** report, **Cell Tracking for Excel files** and **Save Points**.

File History

You can access the file history of any file that you own. These files will be located in your “My Files” folder or subfolders. The File History report gives you a detailed list of all of the actions taken on your file.

Accessing File History

- 1 Click the check box next to the file.
- 2 Click **File History**.



HISTORY OF YOUR FILE

File name: **ACME Forecast.xls**
Description:

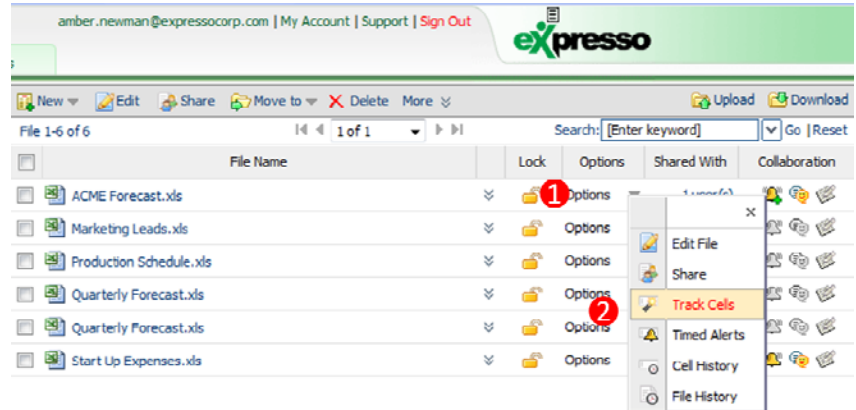
Date	Action On File	Notes	Accessed By
07/08/2009 10:51:37 AM	upload	Upload file	amber.newman@expressocorp.com
07/08/2009 10:51:48 AM	delete	move file to trash	amber.newman@expressocorp.com
07/10/2009 10:41:53 AM	open online	File Open by online	amber.newman@expressocorp.com
07/10/2009 10:41:54 AM	open online	File Open by online	amber.newman@expressocorp.com
07/10/2009 10:42:05 AM	edit file	file has been changed	amber.newman@expressocorp.com
07/10/2009 10:42:21 AM	share	file is shared to user bigler.scarlet@gmail.com	amber.newman@expressocorp.com
07/10/2009 10:44:06 AM	accepted	shared file is accepted	bigler.scarlet@gmail.com
07/10/2009 10:44:21 AM	open online	File Open by online	bigler.scarlet@gmail.com
07/10/2009 10:44:22 AM	open online	File Open by online	bigler.scarlet@gmail.com
07/10/2009 10:44:49 AM	edit file	file has been changed	bigler.scarlet@gmail.com

Cell History for Excel

For Excel files eXpresso provides **Cell History Reports** that offer insight into every change made to cells that you wish to track over time.

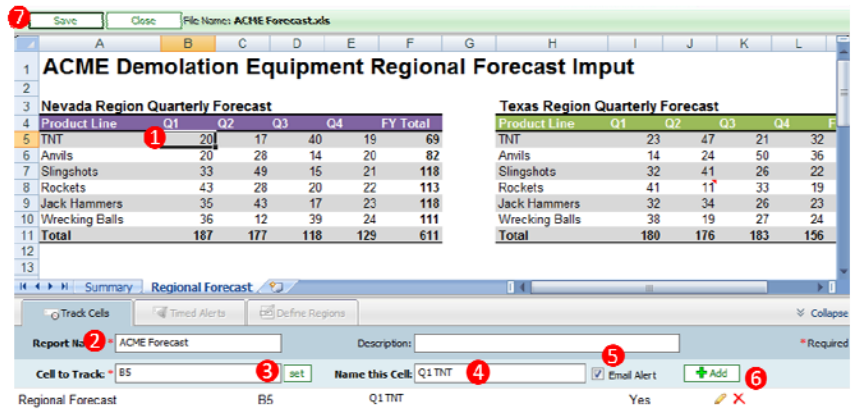
Open The Cell History Screen

- 1 Click **Options** next to the desired file.
- 2 Click **Track Cells**.



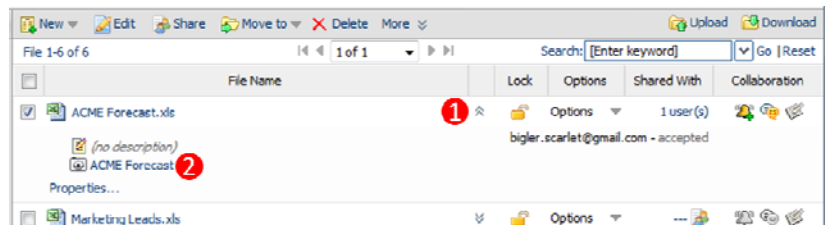
Create The Cell History Report

- 1 Select the cell you want to track.
- 2 Give your report a name.
- 3 Click **Set**.
- 4 Give your cell a meaningful name.
- 5 If you would like an email alert each time this cell is changed, click the **Email Alert** box.
- 6 Click **Add**. Repeat for a many cells as you would like to track in this file.
- 7 Click **Save**.



Access The Cell History Report

- 1 Click the expand arrow next to your file to open the file details.
- 2 Click the name of your Cell History Report.



Report ACME Forecast - File: ACME Forecast.xls					
Alias	Cell Address	Date/Time	Previous Value	New Value	Edited By
Q1 TNT	Regional Forecast!B5	07/10/09 12:34:57 PM	20	50	amber.newman@expressocorp.com
Q1 TNT	Regional Forecast!B5	07/10/09 12:36:03 PM	50	100	bigler.scarlet@gmail.com

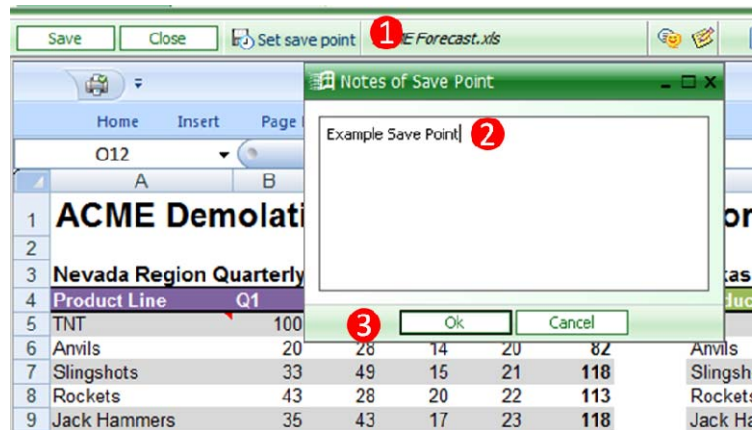
Close

Save Points

You can create **Save Points** of your file to preserve the file contents at a particular point in time. If changes are made after your Save Point, you can **Roll Back** the file to its condition at the time of the Save Point. Save Points are a great alternative to creating multiple versions of the file. You can create as many save points as you would like. If you are sharing your file with other people, eXpresso recommends creating a save point of your file before you share it.

Create a Save Point

- 1 Open the file and click **Set Save Point**.
- 2 Give your Save Point a name.
- 3 Click **OK**.



Roll Back to a Save Point

- 1 Click the check box next to the file.
- 2 Click **File History**.
- 3 Click **Rollback**.

HISTORY OF YOUR FILE

File name: **ACME Forecast.xls**
Description:

Date	Action On File	Notes	Accessed By
07/10/2009 12:57:54 PM	upload	Upload file	amber.newman@expressocorp.com
07/10/2009 12:58:14 PM	open online	File Open by online	amber.newman@expressocorp.com
07/10/2009 12:58:15 PM	open online	File Open by online	amber.newman@expressocorp.com
07/10/2009 12:58:27 PM	edit file	file has been changed	amber.newman@expressocorp.com
07/10/2009 12:58:37 PM	share	file is shared to user bigler.scarlet@gmail.com	amber.newman@expressocorp.com
07/10/2009 12:58:48 PM	created a save point. rollback	Example Save Point	amber.newman@expressocorp.com