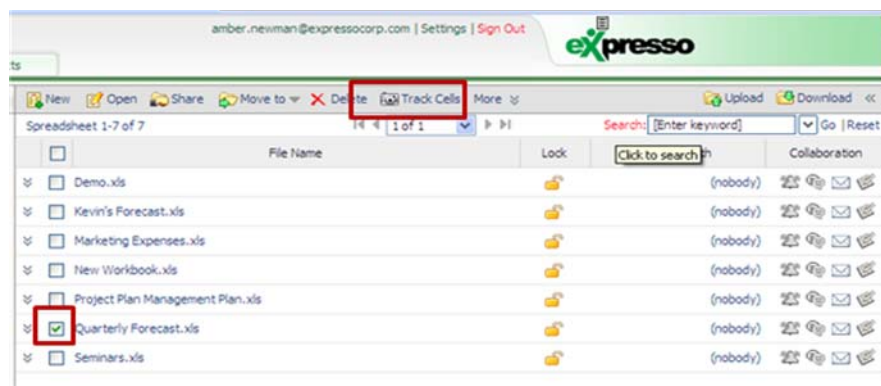


Cell History Reports

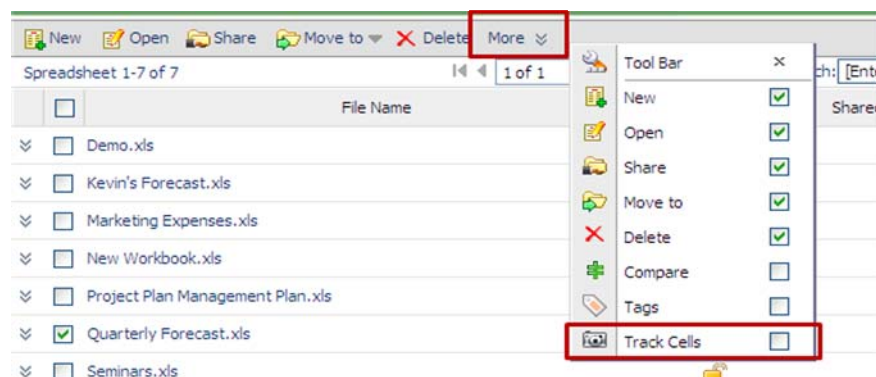
For cell-level history, eXpresso provides **Cell History Reports** that offer insight into every change made to cells that you wish to track over time.

Setting up a Cell History Report

To set up a Cell History report, select the file you would like to track and then select “Track Cells” from the top menu bar.



If you don't see “Track Cells” in your menu bar, you can add it, by clicking the expand arrows next to “More” and clicking the box next to “Track Cells.”



Selecting the file and clicking "Track Cells" will open the Cell History Report view.

The screenshot shows an Excel spreadsheet titled "Quarterly Forecast.xls" with a "Cell History Options" panel open. The spreadsheet contains the following data:

Company XYZ					
Quarterly Sales Forecast for Year 1					
(in thousands)	Q1	Q2	Q3	Q4	
Customers	12	22	15	18	
250 US License Revenue	2,700	4,950	3,375	4,050	
20 US Services Revenue	216	440	300	360	
ROW License Revenue	300	550	357	450	
ROW Services Revenue	24	44	30	36	
18% Maintenance Revenue	1,340	1,790	1,472	1,610	
Total:	4,580	7,774	5,534	6,505	
Breakdown of US License Revenue					
Kevin Dewhurst (North East)	2	3	3	4	
Glenn Scott (South East)	2	2	3	3	
Veronica Ochoa (South Central)	5	12	2	2	
Gavin Harvett (Pacific NW)	0	1	2	2	

The "Cell History Options" panel is open, showing a "Remove Tracking" button, a "Track More Cells" button, and a table with columns for "Cell Address", "Alias", and "Email Alert". The "Cell Address" column has three entries, each with a "Set" button. The "Report Name:" and "Description:" fields are also visible.

Next, select the first cell that you want to track, and click "Set."

The screenshot shows the same Excel spreadsheet as above, but with the cell containing the value "2" in the "Kevin Dewhurst (North East)" row (cell C13) selected. In the "Cell History Options" panel, the "Set" button for the first entry in the "Cell Address" column is highlighted with a red box, indicating that the user is about to click it to start tracking that cell.

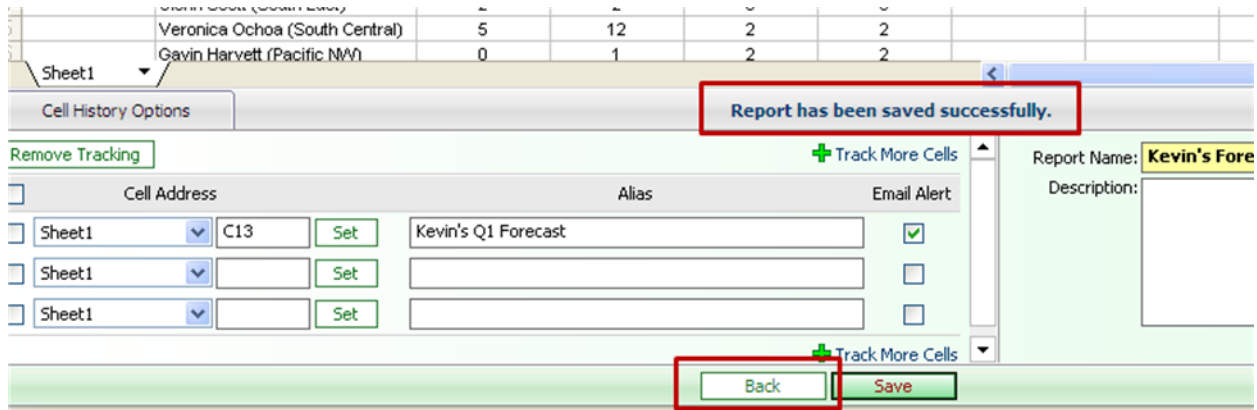
After you press "Set" the cell address will be automatically be entered in the proper field. You can then give your cell an "Alias." This is will be the name of the cell you are tracking in your cell history report. For example, this sample spreadsheet is a Quarterly Forecast and the cell I want to track is Kevin's first quarter forecast, so I will give this cell an Alias of "Kevin's Q1". If you would like to receive an email alert when this cell is edited, simply click the box in the "Email Alert" column.

Cell Address	Alias	Email Alert
Sheet1 C13	Kevin's Q1	<input checked="" type="checkbox"/>
Sheet1		<input type="checkbox"/>
Sheet1		<input type="checkbox"/>

You can repeat this process for as many cells as you would like to track within this spreadsheet. Once you have set and given an alias to all of the cells you want to track, simply name the report. You can also give the report a description if you would like. Once this is complete, click "Save."

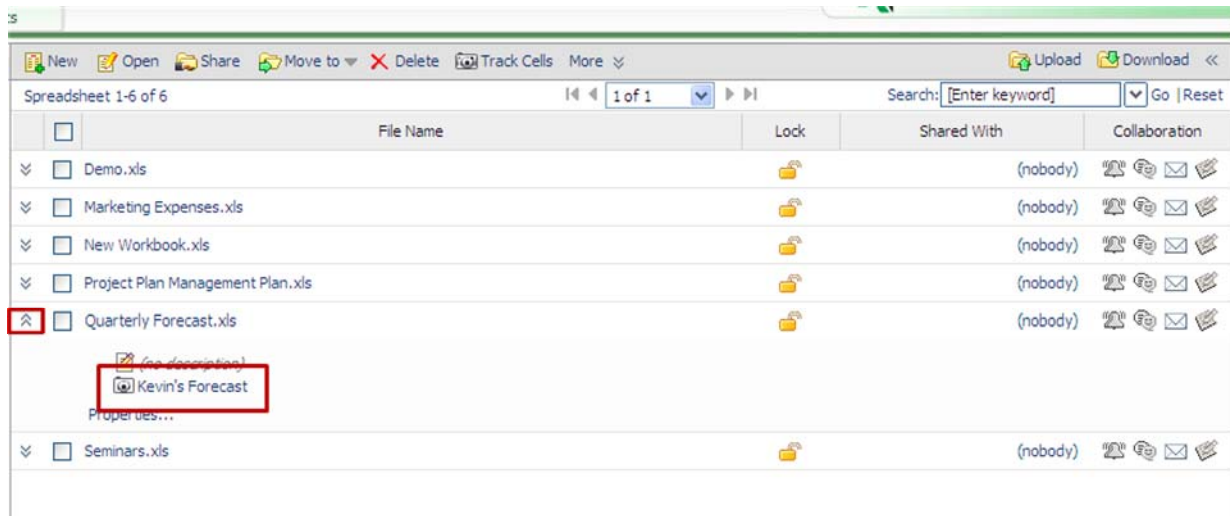
Report Name: **Kevin's Forecast**
 Description: This is a report that tracks changes made to Kevin's Q1 forecast.

Once your report has been saved successfully, click "Back" to close the Cell History Report view.

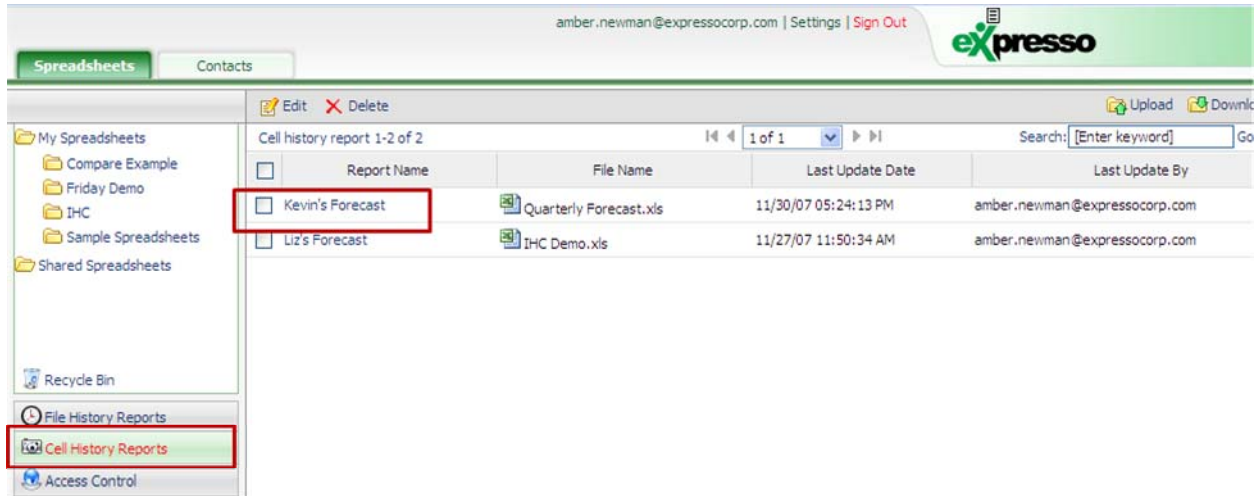


Viewing a Cell History Report

After you have created your cell history report, you can access in one of two ways. You can click the expand arrows next to the spreadsheet to display the reports associated with that spreadsheet and then click the report name.



Alternatively, you can select “Cell History Reports” from the left side navigation bar to see the Cell History Reports for all of your spreadsheets.



Using either method, just click the report name to view the report. The report will show the previous value and the new value of each cell that you are tracking. It will also show who edited each cell. The report will continue to gather information on the cell until you either delete the report or modify it. To close the report, click “Back.”



If you have elected to receive an email alert when the cell is changed, one will be sent to the email address of your eXpresso account. You may want to make sure that your spam filter recognizes no-reply@expressocorp.com as an allowed email address.

From: no-reply@expressocorp.com Sent: Fri 11/30/2007 3:30
To: amber.newman@expressocorp.com
Cc:
Subject: eXpresso Cell History Alert

This is a requested eXpresso Alert.
The following cell in your spreadsheet Quarterly Forecast.xls has been changed:

Kevin's Q1

The new value is:

5

You can view the complete history of this cell by selecting the "Cell History Report". You can add or remove alerts by editing the Cell History Report.

Click [here](#) to log into eXpresso.

Thank You for choosing eXpresso!