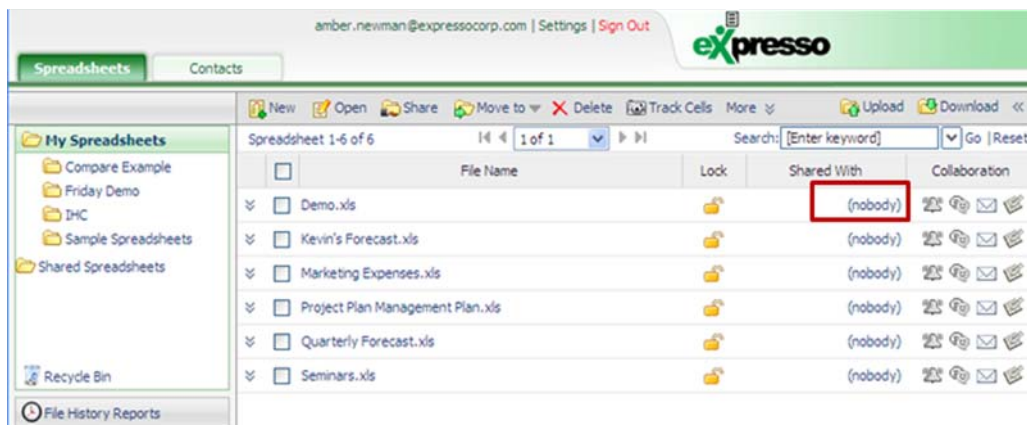
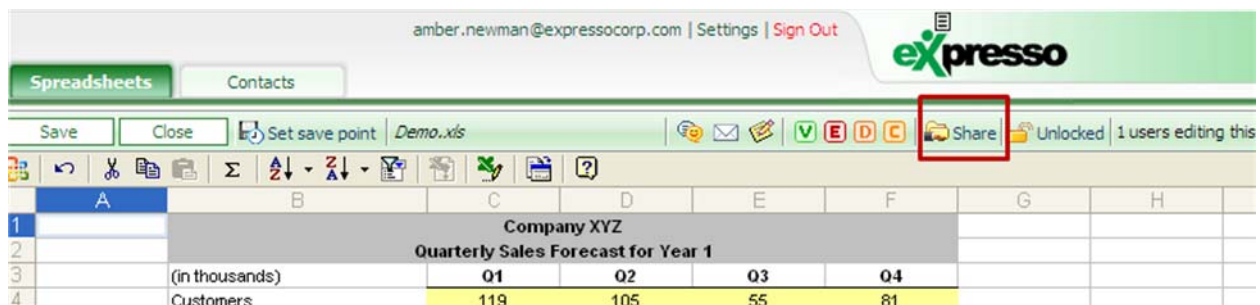


Sharing Spreadsheets in eXpresso

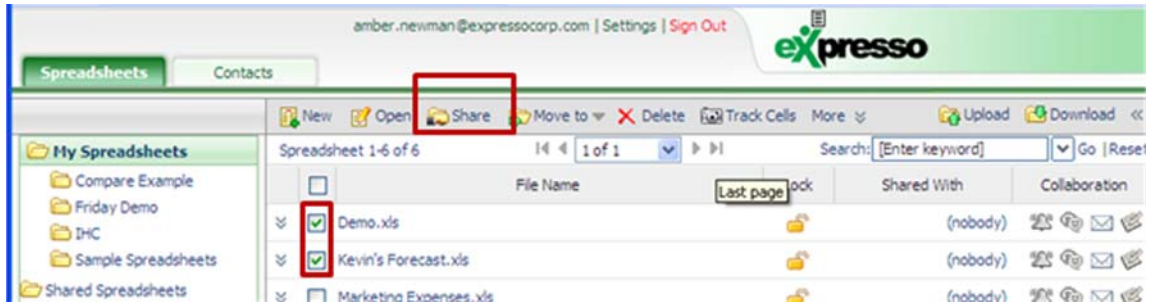
There are three ways to access the screen for sharing spreadsheets. From your list of spreadsheets you can click on the link under “Shared With” as below:



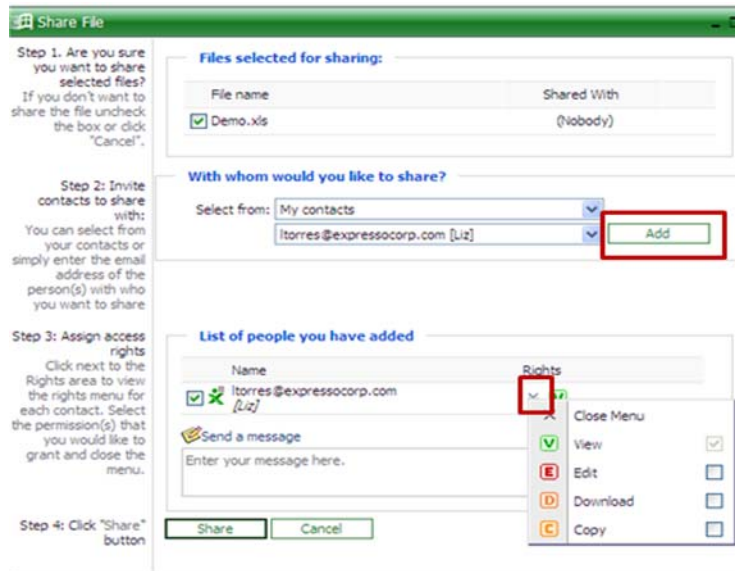
Or, if you have already opened the spreadsheet, you can click “Share”



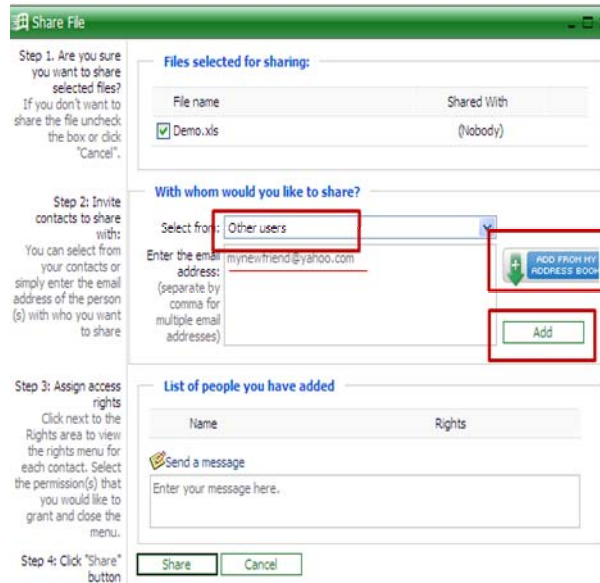
If you would like to share multiple spreadsheets at the same time, you can select them from your list of spreadsheets and click “Share” from the top menu bar.



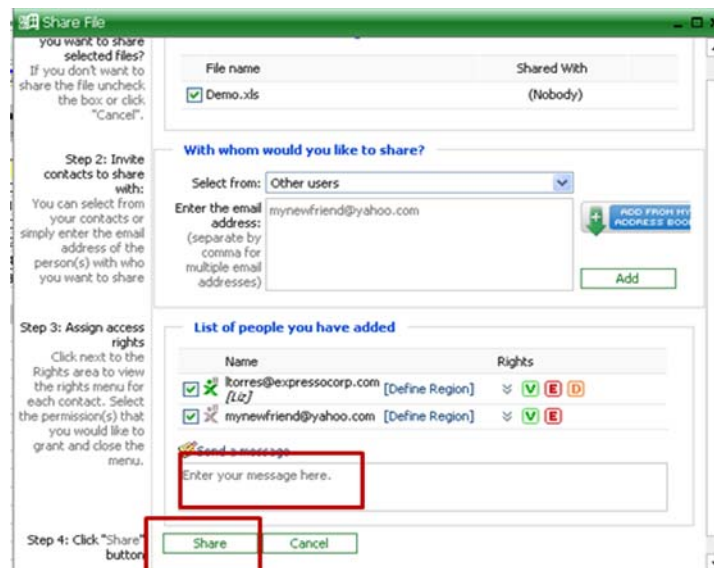
All of these actions will open the sharing screen. From here, you can select people who are in your contact list, by choosing them from the dropdown list and clicking Add. You can then assign their rights by clicking the arrows under the “Rights” column and selecting the rights they should have.



If the person you would like to share with is not an eXpresso user, or is not in your contact list, select “Other Users” from the drop down box. You can then either type their email address in the box, or use the “Add From My Address Book” icon to select email addresses from an existing address book, such as Outlook or Yahoo. Once you have the email address in the address box, you will need to click “Add.” You can then assign rights to the user(s).



Once all of the users have been added and their rights assigned, you can add a message to be sent along with the shared spreadsheet notification to your contacts. (This is not required.) Once this is complete, click “Share.” Each user will now receive notification about the shared spreadsheet.



Regional Sharing

You can also define a specific region of a spreadsheet that your contact will be allowed to edit. Conversely, you can give allow your contact to edit everything *except* a particular region.

To enable regional sharing, follow the steps above and give your contact the right to Edit the spreadsheet. Then click “Define Region” next to the contact name.

The screenshot shows the Expresso sharing interface. At the top, it displays the user's email (amber.newman@expressocorp.com) and options for Settings and Sign Out. The main area is titled "Files selected for sharing:" and shows a table with columns for File name and Shared With. A file named "Demo.xls" is listed with a checkmark and is shared with "(Nobody)". Below this, there is a section "With whom would you like to share?" with a dropdown menu set to "My contacts" and a list of contacts including "ltorres@expressocorp.com [Liz]". An "Add" button is next to the contact. At the bottom, there is a "List of people you have added" section with a table showing the contact's name and rights. The contact "ltorres@expressocorp.com [Liz]" is listed with a checkmark, a "Send a message" button, and a "Define Region" button highlighted with a red box. The rights column shows a dropdown menu with "Edit" selected.

To limit a user’s edit rights to a particular region, highlight the cells they will be allowed to edit and click “Set.” Make sure that the dropdown box is set to “Edit this region.” In this example of a forecast spreadsheet, I have given Liz the right to edit only her forecast. You can give the user the right to edit several regions on the spreadsheet. When you have set all of your regions, click “Save.”

The screenshot shows an Excel spreadsheet with a "Region Sharing" dialog box open. The spreadsheet data is as follows:

		Quarterly Sales Forecast for Year 1			
(in thousands)		Q1	Q2	Q3	Q4
Customers		119	105	55	81
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
16%	Maintenance Revenue	1,340	1,790	1,472	1,610
	Total:	4,588	7,774	5,534	6,565
Breakdown of US License Revenue					
	Kevin Dewhurst (North East)	98	76	34	67
	Glenn Scott (South East)	2	2	3	3
	Veronica Ochoa (South Central)	5	12	2	2
	Gavin Harvett (Pacific NW)	0	1	2	2
	John Howard (Midwest)	2	2	2	2
	Liz Torres (West)	12	12	12	5

The "Region Sharing" dialog box is open, showing a table with columns for Sheet Name, Data Range, and Edit or Lock. The "Sheet1" row is highlighted, and the "Data Range" is set to "C18:F18". The "Set" button and the "Edit this region" dropdown menu are highlighted with red boxes. The "Save" and "Cancel" buttons are at the bottom of the dialog.

To allow the user to edit everything, except a particular region, highlight the cells you do not want them to edit, click “Set” and select “Lock this region” from the drop down box. You may lock several regions. Once you have set all of the regions you wish to lock, click “Save.” In this example, I have given Liz the right to edit the entire sheet, except the headers.

The screenshot displays an Excel spreadsheet titled "Company XYZ Quarterly Sales Forecast for Year 1". The data is organized by quarter (Q1, Q2, Q3, Q4) and revenue categories. A red box highlights the header area (B1:F3). Below the spreadsheet, the "Region Sharing" task pane is visible, showing a table with columns for "Sheet Name", "Data Range", and "Edit or Lock". The "Edit or Lock" column for "Sheet1" is set to "Lock this region". A "Save" button is also highlighted with a red box.

	Q1	Q2	Q3	Q4
Customers	119	105	55	81
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	6,595

Sheet Name	Data Range	Edit or Lock
Sheet1	B1:F3	Lock this region
Sheet2		Edit this region
Sheet3		Edit this region