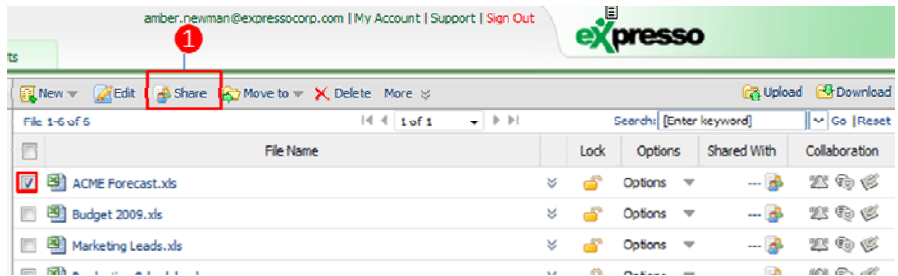


Welcome to eXpresso! eXpresso gives users the ability to share files with anyone. You determine which parts of the file they can view and/or edit. Only file owners can share the file with others. This Quick Guide will show you how to do it step by step.

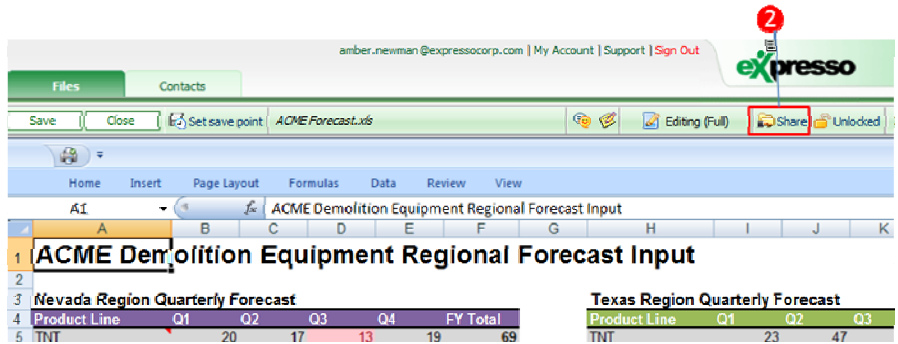
Getting Started

There are two ways you can open the sharing management screen.

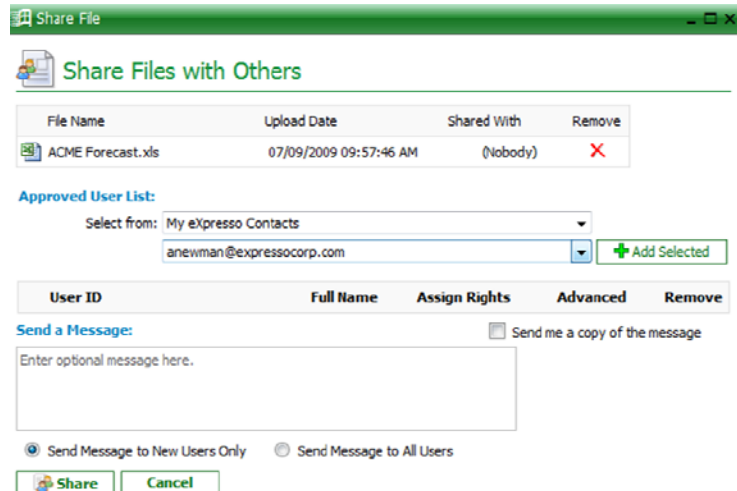
- 1 In the dashboard, Click the box(es) next to the file(s) you want to share. Then click **Share** from the main toolbar, or;



- 2 If the file is already open, click Share from the main eXpresso menu.



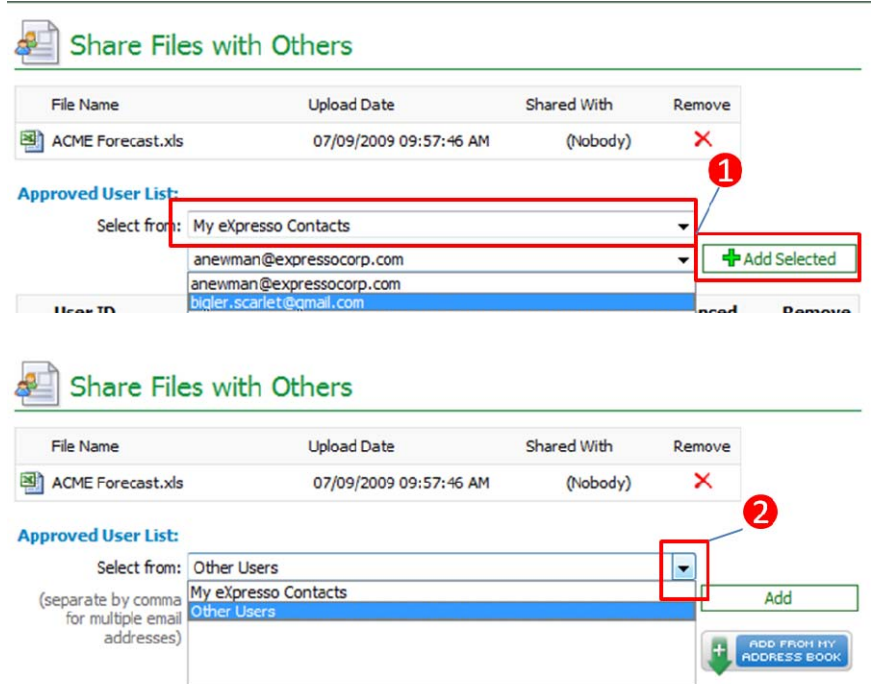
Either method will open the sharing management screen. Now you can decide who should have access to your file and which parts of the file they can view or edit.



Selecting People

There are two ways that you can choose who should have access to your file.

- 1 Select one or more people from “**My eXpresso Contacts**.” These are eXpresso users who have accepted your invitation to join your community. Choose the person’s email address from the drop down list and click, “**Add Selected.**” Repeat the process if you would like to invite more than one person to share your file. Or;
- 2 If the person you would like to work with is not on the list, click the expand arrow next to My eXpresso Contacts and choose **Other Users**. You can then enter the email address of the person and click “**Add.**” You may enter as many email addresses as you like. Separate them with a comma.



Assigning Rights

Now you can decide which rights each person should have to your file. Chose the down arrow next to View Only to make your selection from the following options;



As the description suggests, someone with **View Only** rights will be able to look at your file, but they will not be able to make any changes to it. Also, they will not be able to download the file or open it outside the eXpresso application. If you would like someone to view only part of your file, choose **Hide Region** to specify what they can see.



People with the **Limited Editing** privilege will be able to make edits to your file in the eXpresso application. They will not be able to download the file or open it offline using eXpresso’s Add-in for Excel. If you choose Limited Editing and do not **Set Limits**, the person will be able to edit the entire file. See the next section of Setting Limits to learn how to give edit or view rights to only part of the file.



People with the **Full Editing** privilege will be able to view and edit your entire file. They will also be able to open the file offline using eXpresso’s **Add-in for Excel**. This makes it possible for them to save a copy of the file on their PC. They will not, however, be able to share the file with others.

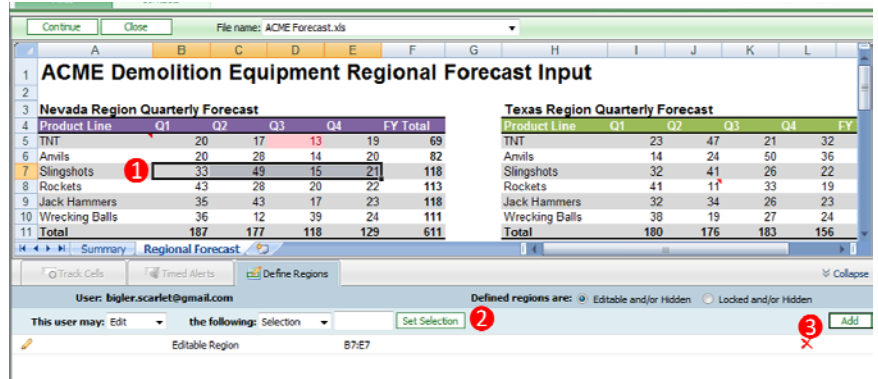
Setting Limits

Once you have assigned someone the **Limited Editing** privilege, you can decide which portions of the file they can edit and/or view. To begin, click “**Set Limits**” next to the Limited Editing right for the person you want to limit.

Edit A Section

Setting limits is best explained by example. In this example, Scarlet is my slingshot sales representative for Nevada. I want her to update only her forecast, so I will indicate that she may edit the section that represents the cells I want her to update.

- 1 Select the cells I want her to edit.
- 2 Click **Set Selection**
- 3 Click **Add**

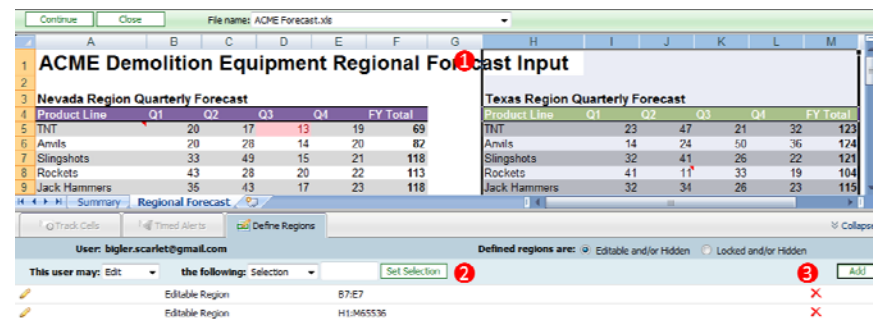


You can repeat this process for as many sections as the person should be able to edit. Use the tabs to set edit sections on each sheet as necessary.

Hide Rows/Columns

I can also use eXpresso’s ability to set limits to hide a set of rows and/or columns from someone. In this example, I don’t want Scarlet to see the Texas region forecast, so I will hide those columns from her. The same process can be used for hiding rows.

- 1 Select the columns I want to hide
- 2 Click **Set Selection**
- 3 Click **Add**

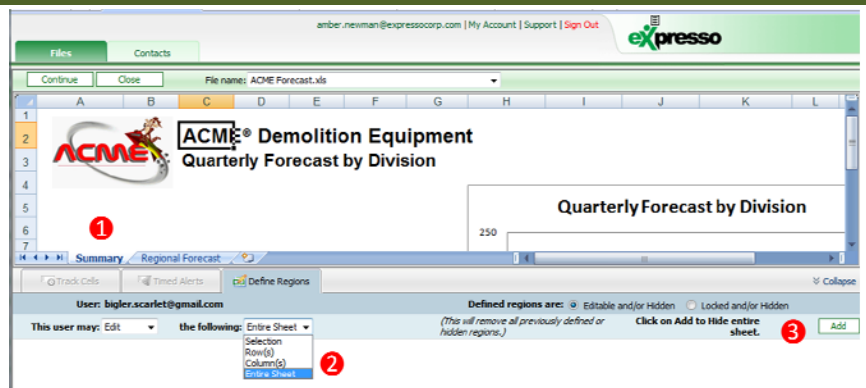


You can repeat this process for as many sets of rows and/or columns that the person should not see. Use the tabs to set edit sections on each sheet as necessary.

Hide an Entire Sheet

I can also use eXpresso’s ability to set limits to hide an entire sheet from someone. In this example, I don’t want Scarlet to see the Summary tab, so I will hide it from her.

- 1 Select the sheet I want to hide
- 2 Choose **Entire Sheet** from the dropdown list
- 3 Click **Add**



You can repeat this process for as many sheets as you would like to hide from this person. Once you have set all of the limits for this person, click the **Continue** button.

Send the Notification

Once you have selected the people and set the privileges, you are ready to finish the sharing process and send the notification to your contacts.

- 1 If you would like, enter a message to be included in the notification.
- 2 Click **Share**

amber.newman@expressocorp.com | My Account | Support | Sign Out

eXpresso

Share Files with Others

File Name	Upload Date	Shared With	Remove	Add Files
ACME Forecast.xls	07/09/2009 09:57:46 AM	(Nobody)	×	

Approved User List:

Select from: My eXpresso Contacts

bigler.scarlet@gmail.com

User ID	Full Name	Assign Rights	Advanced	Remove
bigler.scarlet@gmail.com	scarlet bigler	Limited Editing	[Edit Limits]	×

Send a Message: Send me a copy of the message

Hi Scarlet, Here's the file.

Send Message to New Users Only Send Message to All Users

Share **Cancel**

Changing or Revoking Rights and Adding People

You can change or remove someone's rights to a file or add someone new by accessing the sharing screen the same way you did it to share the file initially. If you would like to change someone's rights, either use the drop down to select a new option from View Only, Limited Editing or Full Editing. If you want to change the limits to a file, choose **Edit Limits**.

To stop sharing the file with someone completely, click **×** next to the person you would like to remove.

To add someone new, repeat the process by selecting their name from **My eXpresso Contacts** or type it in after choosing **Other Users**.

Note: For these changes to take effect, you must click Share.