

SOLT/Equity Buyout Tracker - A Dropbox guide

The best way to use the SOLT/Equity buyout tracker is to **only** use it with the online version of Excel, which is accessible through www.dropbox.com, and can be used whether you have a free or a paid account with Dropbox.

This will also fix 99% of errors that you might have if you use the normal “program” version of Excel, as often the program version of Excel is out of date or has glitches, and the tracker needs the latest version to work correctly.

If you do have issues with the tracker, please try uploading it to Dropbox and trying to use it online before contacting Equity, to check it’s not an issue with the “program” version of Excel.

Something you must do first - this is a one time thing

- Using your preferred web browser, log in to www.dropbox.com and click on the symbol that has your initials or your picture on it at the top right of the screen.
- Click on “Settings” - this will load the settings page.
- Once on this page, select the “Apps” section.
- For “Default editing apps”, make sure that for Excel workbooks, you select “Excel for the web” on the right-hand side. Do not select any other option. Once selected, this will mean that when you open your buyout tracker online, it will open in Excel for the web, and therefore be editable. If you open your tracker, and it’s not editable, it’s likely this option needs changing still.

Default editing apps

You can select how you'd like each file type to open in Dropbox.

File type	Extensions	Open with
 Word document	.docx, .doc	Word for the web ▾
 Excel workbook	.xlsx, .xls	Excel for the web ▾
 PowerPoint presentation	.pptx, .ppt	PowerPoint for the web ▾

Best practises for sharing/accessing timesheets with your SM team and producers

- Create a folder that is outside of any other shared folder you have - name it appropriately, then place all your buyout trackers for your team in that folder.
- Share that master folder with your producer.
- Share the individual timesheets with each team member, so they can only see their own timesheet within that folder.

NOTE - the shared timesheet(s) will only appear for your team and producer when they access Dropbox through a web browser. They appear in the “Shared” section of the Dropbox main page. They should not be copied by you or them to anywhere else or downloaded to use offline, as otherwise you will not see the changes, and things will get complicated.

- You and your team/producers should only ever use the online browser version of Dropbox to edit or view these timesheets. This will prevent the dreaded “conflicted copy” as using Dropbox/Excel via a web browser saves all changes instantly, and it means you can both work on the document concurrently. You do need to be online to do this, though.
- You will also have access to the Version History, so you can roll back changes if you need to.