

# RE: Track changes over the Internet by more than one reviewer

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*Source:*

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2006-03/msg03045.html>

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- *From:* Barry <Barry@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx>
  - *Date:* Mon, 27 Mar 2006 05:12:01 -0800
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Hi Cooz

Thanks for this advice – I've read through that article and I think routing could definitely help me. However, when I try that function in Word I get the error "Your mail system does not support certain functions needed for document routing". Could this be because we use Lotus Notes as our corporate e-mail system, or do I just need to install additional components to Word?

Thanks again

Barry

"Cooz" wrote:

Hi Barry,

A relatively simple solution to this is routing the document – it is built in Word. See "Routing a document" in this article:

<http://office.microsoft.com/en-us/assistance/HA010770801033.aspx?mode=print>

Good luck,

Cooz

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PS: If this is a satisfying answer to your question and you're logged in via the Microsoft site, please click Yes to "Did this post answer the question?".

Thanks.

"Barry" wrote:

Hi all

I have a document that needs to be reviewed by ten people. In the past, I have e-mailed this document to the ten people, they all amend it using track changes, and then e-mail the document with their amends back to me.

However,

this means that I receive ten different versions of the document with ten different set of amends in my inbox. Putting them all together is a

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logistical nightmare – especially because the ten reviewers want to see and approve the changes made by all the other people.

I would like all ten reviewers to collaborate on the one version of the document, and add all their amends to the one document. If all ten users were on my corporate LAN this would be no problem – I would just put the document on our shared drive, and they could load it up individually, add their changes, then save it back in the same location. Then the next person to load the document would be able to see the previous persons changes, which is what I would like.

The problem is, all ten people are clients, and hence external. So they would have to access the document over the Internet.

Is there an easy way, that anyone knows of, that would allow me to host the word document on a server that could be accessed via the internet, allowing the reviewers to load the document remotely, edit it, and save it back in the same place?

The only two solutions I know to this problem so far wouldn't work for me:  
– e-mailing the first reviewer on the list, then sending the same document to the second person, etc.... this would take to long  
– asking people to re-upload the document to an FTP server... the reviewers wouldn't have the time or technical knowledge.

If anyone has any solutions to this problem I would love to hear from you!

Thanks for your help  
Barry