RANGER

Ranger is great for accessing the data created and shared by your coworkers. You can access this data by finding a report and connecting it to your workbook. This guide shows you how to work through the process of finding a report and connecting your workbook to it. If you have any questions, feel free to reach out to customer support.

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1. Connect to a report by going to the Find Report panel and double-clicking the report

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2. If you don't see the report you're looking for, you can search for it by name by using the "Filter reports by name" functionality

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3. Because you want to use this data, you will click "Read-Only" in the window that pops up

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4. Select the parameters for the report version you'd like to access using the dropdowns. If a parameter is grayed out, this means the parameter is not available given your other selected parameters

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5. When you have selected parameters, the block(s) uploaded for those parameters will show below. Double click on a block to connect it to your report

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6. To place the data in the block, click the "Click to place" button

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7. The data will be downloaded in your worksheet and with formatting to indicate it is connected to the Ranger data storage system

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8. Add headers to the workbook so you are able to see labels for the block data. If a "Click to place" button is grayed out, that means the creator of the report version did not include those headers for the block

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9. Save the block when done placing and you will be taken back to the edit report screen

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10. Save the report to keep it connected to your workbook. You can then come back later and switch to different versions or a new update if a user updates the report