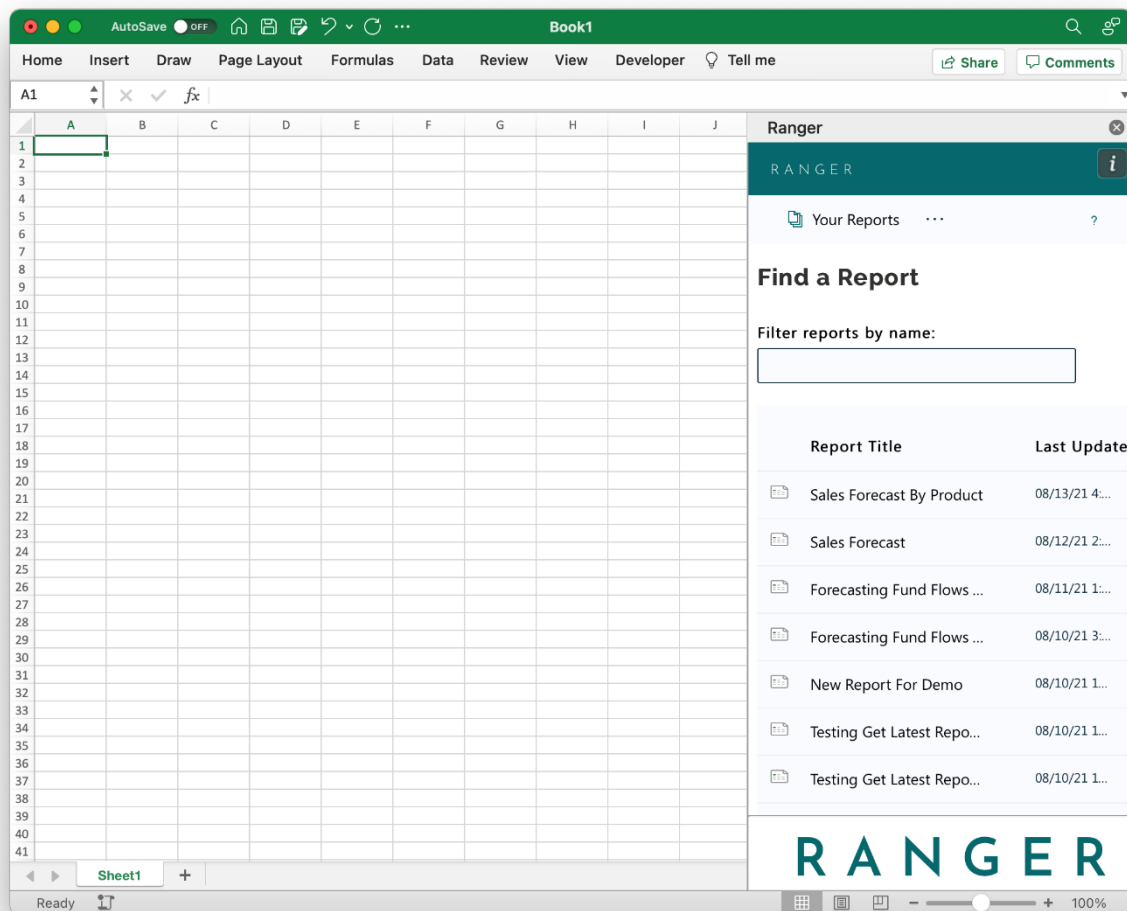


RANGER

You may want to update or create a new version of a report in a workbook that is not connected to the report. You can access and connect to the report you want to update 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 to it so you can create new versions or new updates of it. If you have any questions, feel free to reach out to customer support.



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

The screenshot shows a Microsoft Excel spreadsheet with a Ranger report overlay. The spreadsheet contains a table with the following data:

Product	Month	Amount
Gadgets	Jan-20	\$29,923
Gadgets	Feb-20	\$31,561
Gadgets	Mar-20	\$30,429
Gadgets	Apr-20	\$32,510
Gadgets	May-20	\$34,377
Gadgets	Jun-20	\$36,226
Gadgets	Jul-20	\$38,003
Gadgets	Aug-20	\$39,060
Gadgets	Sep-20	\$40,194
Gadgets	Oct-20	\$43,149
Gadgets	Nov-20	\$42,581
Gadgets	Dec-20	\$43,352
Gadgets	Jan-21	\$43,519
Gadgets	Feb-21	\$46,424
Gadgets	Mar-21	\$49,116
Gadgets	Apr-21	\$49,801
Gadgets	May-21	\$47,423
Gadgets	Jun-21	\$46,489
Gadgets	Jul-21	\$45,838
Gadgets	Aug-21	\$46,174
Gadgets	Sep-21	\$45,490
Gadgets	Oct-21	\$45,440
Gadgets	Nov-21	\$44,051
Gadgets	Dec-21	\$44,463
Gadgets	Jan-22	\$43,795
Gadgets	Feb-22	\$41,876
Gadgets	Mar-22	\$40,882
Gadgets	Apr-22	\$41,134
Gadgets	May-22	\$41,159
Gadgets	Jun-22	\$41,631
Gadgets	Jul-22	\$44,120
Gadgets	Aug-22	\$44,442
Gadgets	Sep-22	\$45,799
Gadgets	Oct-22	\$48,995
Gadgets	Nov-22	\$47,973
Gadgets	Dec-22	\$46,168

The Ranger report overlay is titled "Sales Forecast By Product" and includes the following parameters:

- As of Date:** Sat Jul 31 2021
- Product:** Product

The report also displays a "Blocks" section with a table:

Block Name	Address
RANGER	

2. When inside the report, you can edit the parameters according to your dataset

The screenshot shows an Excel spreadsheet titled "Sales Forecast" with a Ranger report embedded on the right. The spreadsheet data is as follows:

Product	Month	Amount
Gadgets	Jan-20	\$29,923
Gadgets	Feb-20	\$31,561
Gadgets	Mar-20	\$30,429
Gadgets	Apr-20	\$32,510
Gadgets	May-20	\$34,377
Gadgets	Jun-20	\$36,226
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Gadgets	Aug-22	\$44,442
Gadgets	Sep-22	\$45,799
Gadgets	Oct-22	\$48,995
Gadgets	Nov-22	\$47,973
Gadgets	Dec-22	\$46,168

The Ranger report on the right shows the following configuration:

- As of Date:** Sat Jul 31 2021
- Product:** Gadgets
- Blocks:** Unconnected Blocks (1) - Forecast

- Next you will need to connect the blocks to your workbook. Do this by double-clicking the blocks you want to connect

The screenshot shows a Microsoft Excel spreadsheet titled "Sales Forecast" with a "Ranger" sidebar. The spreadsheet data is as follows:

Product	Month	Amount
Gadgets	Jan-20	\$29,923
Gadgets	Feb-20	\$31,561
Gadgets	Mar-20	\$30,429
Gadgets	Apr-20	\$32,510
Gadgets	May-20	\$34,377
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Gadgets	Sep-22	\$45,799
Gadgets	Oct-22	\$48,995
Gadgets	Nov-22	\$47,973
Gadgets	Dec-22	\$46,168

The Ranger sidebar contains the following sections:

- RANGER** (with an info icon)
- Buttons: [Your Reports](#), [Find Report](#), [New Report](#)
- Text: "Click below to create your block and assign it to a region in your workbook that you'd like to share within your organization."
- Block** section: "Click below to place a block" with a [Click to place](#) button.
- Column Headers** section: "Place your block first and then click below to place column headers." with a [Click to place](#) button.
- Row Headers** section: "Place your block first and then click below to place row headers" with a [Click to place](#) button.
- Text: "When you're done, click below to add this block to your report."
- RANGER** (large logo)

4. Connect the ranges in your workbook for upload by clicking "Click to place" and selecting the correct range

The screenshot shows a spreadsheet application with a 'Sales Forecast' workbook. The spreadsheet has columns for Product, Month, and Amount, with data for 'Gadgets' from Jan-20 to Dec-22. The Ranger panel on the right shows options to create a block, with 'Block data' set to 'Gadgets!A2:C37', 'Column Headers' set to 'Gadgets!A1:C1', and 'Row Headers' set to 'Gadgets!A1:C1'. A 'Click to place' button is visible, and the 'Save Block' button is highlighted.

Product	Month	Amount
Gadgets	Jan-20	\$29,923
Gadgets	Feb-20	\$31,561
Gadgets	Mar-20	\$30,429
Gadgets	Apr-20	\$32,510
Gadgets	May-20	\$34,377
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Gadgets	Sep-22	\$45,799
Gadgets	Oct-22	\$48,995
Gadgets	Nov-22	\$47,973
Gadgets	Dec-22	\$46,168

- The formatting in the report will update to show the range is connected. Make sure to include headers so that users of the report will know what the data means

The screenshot shows an Excel spreadsheet with the following data:

Product	Month	Amount
Gadgets	Jan-20	\$29,923
Gadgets	Feb-20	\$31,561
Gadgets	Mar-20	\$30,429
Gadgets	Apr-20	\$32,510
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Gadgets	Oct-22	\$48,995
Gadgets	Nov-22	\$47,973
Gadgets	Dec-22	\$46,168

The 'Ranger' panel on the right shows a 'Forecast' block connected to the range 'Gadgets!A2:C37'. The panel includes options to 'Add Another Block' and 'Connect and Publish'.

- Save the block and you will be taken to the edit report screen. Once you are done placing blocks and editing parameters, click “Connect and Publish” to send the updated version to the server

The screenshot displays a Microsoft Excel spreadsheet titled "Sales Forecast" with a data table for "Gadgets" sales. The table has three columns: Product, Month, and Amount. The data spans from January 2020 to December 2022. To the right, the Ranger report interface is visible, showing a "Saving your report" dialog box over a "Connect and Publish" button.

Product	Month	Amount
Gadgets	Jan-20	\$29,923
Gadgets	Feb-20	\$31,561
Gadgets	Mar-20	\$30,429
Gadgets	Apr-20	\$32,510
Gadgets	May-20	\$34,377
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Gadgets	Sep-22	\$45,799
Gadgets	Oct-22	\$48,995
Gadgets	Nov-22	\$47,973
Gadgets	Dec-22	\$46,168

7. Ranger will let you know that the report is being published. Thank you for being patient during this process