

RANGER

This guide shows you how to create a new version of an existing report in your workbook. If you have any questions, feel free to reach out to customer support.

The screenshot shows an Excel spreadsheet with a 'Ranger' sidebar. The spreadsheet data is as follows:

Product	Month	Amount
Widgets	Jan-20	\$32,001
Widgets	Feb-20	\$33,548
Widgets	Mar-20	\$32,892
Widgets	Apr-20	\$32,130
Widgets	May-20	\$31,960
Widgets	Jun-20	\$33,980
Widgets	Jul-20	\$35,242
Widgets	Aug-20	\$36,575
Widgets	Sep-20	\$35,459
Widgets	Oct-20	\$35,268
Widgets	Nov-20	\$33,774
Widgets	Dec-20	\$34,190
Widgets	Jan-21	\$35,598
Widgets	Feb-21	\$37,946
Widgets	Mar-21	\$40,222
Widgets	Apr-21	\$42,464
Widgets	May-21	\$45,183
Widgets	Jun-21	\$47,263
Widgets	Jul-21	\$48,512
Widgets	Aug-21	\$50,555
Widgets	Sep-21	\$48,037
Widgets	Oct-21	\$47,467
Widgets	Nov-21	\$46,787
Widgets	Dec-21	\$46,659
Widgets	Jan-22	\$47,671
Widgets	Feb-22	\$48,640
Widgets	Mar-22	\$52,088
Widgets	Apr-22	\$52,355
Widgets	May-22	\$51,985
Widgets	Jun-22	\$49,665
Widgets	Jul-22	\$53,262
Widgets	Aug-22	\$56,554
Widgets	Sep-22	\$59,176
Widgets	Oct-22	\$60,614
Widgets	Nov-22	\$63,343
Widgets	Dec-22	\$63,307

The 'Ranger' sidebar on the right shows the report title 'Sales Forecast By Product' and the last update date '08/13/21 3:...'.

1. Access the report you'd like to update by going to the Your Reports panel and double-clicking the report

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

Product	Month	Amount
Widgets	Jan-20	\$32,001
Widgets	Feb-20	\$33,548
Widgets	Mar-20	\$32,892
Widgets	Apr-20	\$32,130
Widgets	May-20	\$31,960
Widgets	Jun-20	\$33,980
Widgets	Jul-20	\$35,242
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Widgets	Apr-21	\$42,464
Widgets	May-21	\$45,183
Widgets	Jun-21	\$47,263
Widgets	Jul-21	\$48,512
Widgets	Aug-21	\$50,655
Widgets	Sep-21	\$48,137
Widgets	Oct-21	\$47,567
Widgets	Nov-21	\$46,887
Widgets	Dec-21	\$46,759
Widgets	Jan-22	\$47,771
Widgets	Feb-22	\$48,740
Widgets	Mar-22	\$52,188
Widgets	Apr-22	\$52,455
Widgets	May-22	\$52,085
Widgets	Jun-22	\$49,765
Widgets	Jul-22	\$53,362
Widgets	Aug-22	\$56,654
Widgets	Sep-22	\$59,276
Widgets	Oct-22	\$60,714
Widgets	Nov-22	\$63,443
Widgets	Dec-22	\$63,407

The Ranger sidebar on the right contains the following elements:

- Navigation: Your Reports, Find Report, New Report
- Blocks section: Connected Blocks (1) with a block named "Forecast" at address "Widgets!A2:C37".
- Buttons: "Add a block" and "Back".
- More Options: A plus sign (+) to expand the section.
- Footer: The "RANGER" logo.

2. Scroll down to the bottom of the report and click the plus sign next to More Options

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

Product	Month	Amount
Widgets	Jan-20	\$32,001
Widgets	Feb-20	\$33,548
Widgets	Mar-20	\$32,892
Widgets	Apr-20	\$32,130
Widgets	May-20	\$31,960
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Widgets	Sep-22	\$59,276
Widgets	Oct-22	\$60,714
Widgets	Nov-22	\$63,443
Widgets	Dec-22	\$63,407

The Ranger panel on the right contains the following elements:

- Header: RANGER
- Navigation: Your Reports, Find Report, New Report
- Color selection: A green square with the text "Click to change the color of the report in your workbook."
- New Version section:
 - Connect New Edit-Only Version of Report
 - Connect New Read-Only Version of Report
- Disconnect section:
 - Disconnect Report From Workbook
- Back button
- Footer: RANGER

3. Click "Connect New Edit-Only Version of Report"

The screenshot displays an Excel spreadsheet titled 'Sales Forecast' with a 'Ranger' report panel on the right. The spreadsheet data is as follows:

Product	Month	Amount
Gizmos	Jan-20	\$48,629
Gizmos	Feb-20	\$48,038
Gizmos	Mar-20	\$50,584
Gizmos	Apr-20	\$52,602
Gizmos	May-20	\$55,929
Gizmos	Jun-20	\$59,961
Gizmos	Jul-20	\$62,514
Gizmos	Aug-20	\$63,309
Gizmos	Sep-20	\$63,110
Gizmos	Oct-20	\$66,478
Gizmos	Nov-20	\$70,562
Gizmos	Dec-20	\$69,192
Gizmos	Jan-21	\$72,177
Gizmos	Feb-21	\$75,957
Gizmos	Mar-21	\$79,447
Gizmos	Apr-21	\$77,708
Gizmos	May-21	\$78,828
Gizmos	Jun-21	\$83,273
Gizmos	Jul-21	\$85,505
Gizmos	Aug-21	\$84,106
Gizmos	Sep-21	\$84,185
Gizmos	Oct-21	\$83,404
Gizmos	Nov-21	\$82,647
Gizmos	Dec-21	\$79,316
Gizmos	Jan-22	\$80,250
Gizmos	Feb-22	\$81,477
Gizmos	Mar-22	\$86,501
Gizmos	Apr-22	\$90,199
Gizmos	May-22	\$87,102
Gizmos	Jun-22	\$83,855
Gizmos	Jul-22	\$84,854
Gizmos	Aug-22	\$89,603
Gizmos	Sep-22	\$85,330
Gizmos	Oct-22	\$90,261
Gizmos	Nov-22	\$95,377
Gizmos	Dec-22	\$95,552

The 'Ranger' report panel on the right shows the following configuration:

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

- The parameter fields will have been created when the report was initially created. However, you should adjust these to new values to match your new version

The screenshot shows an Excel spreadsheet with the following data:

Product	Month	Amount
Gizmos	Jan-20	\$48,629
Gizmos	Feb-20	\$48,038
Gizmos	Mar-20	\$50,584
Gizmos	Apr-20	\$52,602
Gizmos	May-20	\$55,929
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Gizmos	Sep-22	\$85,330
Gizmos	Oct-22	\$90,261
Gizmos	Nov-22	\$95,377
Gizmos	Dec-22	\$95,552

The 'Ranger' sidebar on the right contains the following configuration:

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

5. In the above example, we are adding the new product line of Gizmos

The screenshot displays an Excel spreadsheet titled 'Sales Forecast' with a 'Ranger' report overlay. The spreadsheet data is as follows:

Product	Month	Amount
Gizmos	Jan-20	\$48,629
Gizmos	Feb-20	\$48,038
Gizmos	Mar-20	\$50,584
Gizmos	Apr-20	\$52,602
Gizmos	May-20	\$55,929
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Gizmos	Sep-22	\$85,330
Gizmos	Oct-22	\$90,261
Gizmos	Nov-22	\$95,377
Gizmos	Dec-22	\$95,552

The 'Ranger' report overlay includes the following elements:

- Navigation:** Your Reports, Find Report, New Report
- As of Date:** Sat Jul 31 2021
- Product:** Gizmos
- Warning:** These parameters do not match an existing version of this report.
- Blocks Table:**

Block Name	Address
Unconnected Blocks (1)	
Forecast	
- Buttons:** Add Another Block
- Footer:** RANGER

- The block placement and values can be adjusted for the new report version. Additionally, more blocks can be added if necessary

The screenshot shows an Excel spreadsheet with the following data:

Product	Month	Amount
Gizmos	Jan-20	\$48,629
Gizmos	Feb-20	\$48,038
Gizmos	Mar-20	\$50,584
Gizmos	Apr-20	\$52,602
Gizmos	May-20	\$55,929
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Gizmos	Sep-22	\$85,330
Gizmos	Oct-22	\$90,261
Gizmos	Nov-22	\$95,377
Gizmos	Dec-22	\$95,552

The 'Ranger' widget on the right shows the following configuration:

- Forecast**: 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**: Block data: **Gizmos!A2:C37**
- Column Headers**: Column headers: **Gizmos!A1:C1**
- Row Headers**: Click below to place row headers.
- When you're done, click below to add this block to your report.

The 'RANGER' logo is displayed at the bottom of the widget.

7. Above you can see the block placement being adjusted to the Gizmos data range in the workbook

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

Product	Month	Amount
Gizmos	Jan-20	\$48,629
Gizmos	Feb-20	\$48,038
Gizmos	Mar-20	\$50,584
Gizmos	Apr-20	\$52,602
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Gizmos	Sep-22	\$85,330
Gizmos	Oct-22	\$90,261
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Gizmos	Dec-22	\$95,552

The "Ranger" sidebar on the right shows a table of "Connected Blocks (1)":

Block Name	Address
Forecast	Gizmos!A2:C37

Buttons in the sidebar include "Add Another Block" and "Upload New Version".

- After the block is saved, you can make any other edits, or save the new version of the report by clicking "Upload New Version"

Product	Month	Amount
Gizmos	Jan-20	\$48,629
Gizmos	Feb-20	\$48,038
Gizmos	Mar-20	\$50,584
Gizmos	Apr-20	\$52,602
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Gizmos	Nov-22	\$95,377
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9. Ranger will let you know the new report version is being saved

Product	Month	Amount
Gizmos	Jan-20	\$48,629
Gizmos	Feb-20	\$48,038
Gizmos	Mar-20	\$50,584
Gizmos	Apr-20	\$52,602
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Gizmos	Sep-22	\$85,330
Gizmos	Oct-22	\$90,261
Gizmos	Nov-22	\$95,377
Gizmos	Dec-22	\$95,552

10. When the report version has been saved and created, you can find it in Your Reports