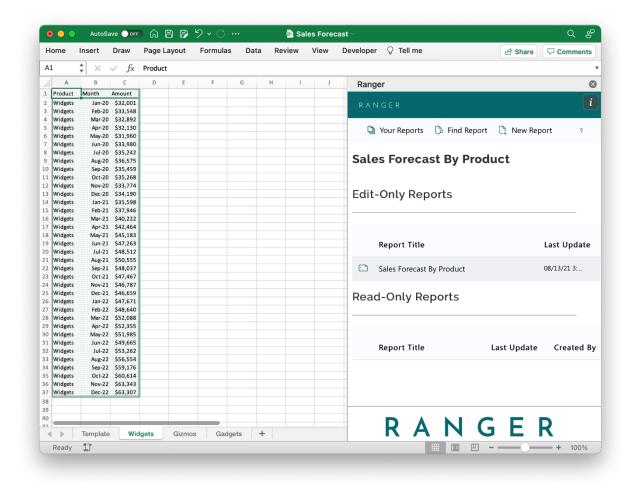
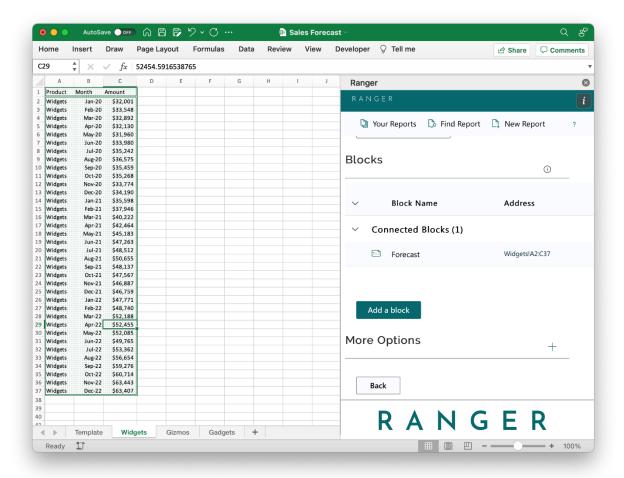
RANGER

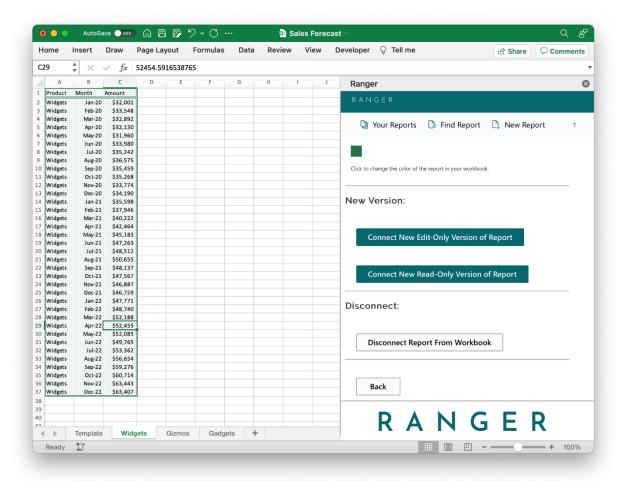
This guide shows you how to create a new version of an existing report in your workbook. If you have any questions, feel free to reach out to customer support.



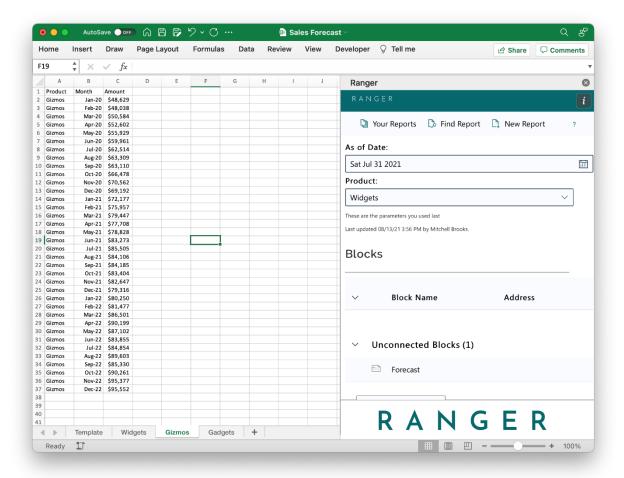
1. Access the report you'd like to update by going to the Your Reports panel and double-clicking the report



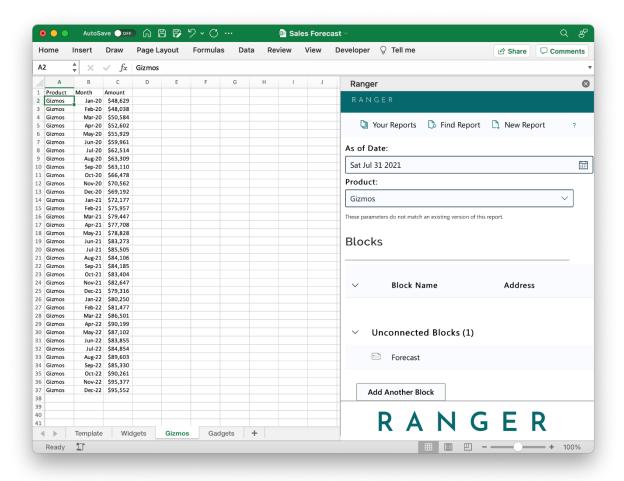
2. Scroll down to the bottom of the report and click the plus sign next to More Options



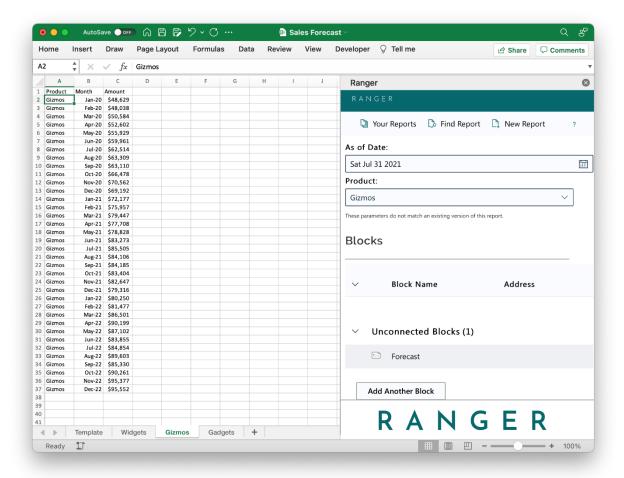
3. Click "Connect New Edit-Only Version of Report"



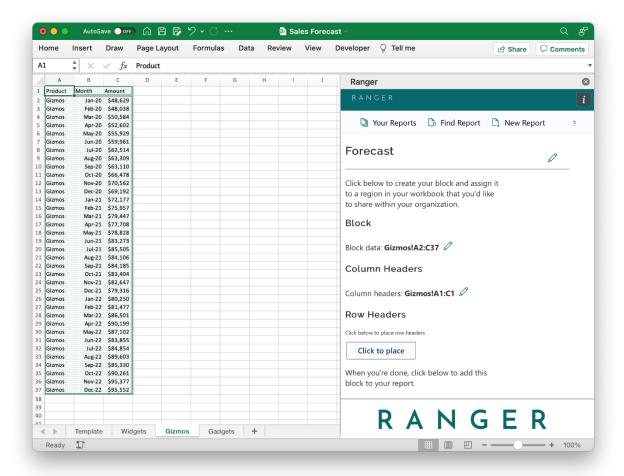
4. The parameter fields will have been created when the report was initially created. However, you should adjust these to new values to match your new version



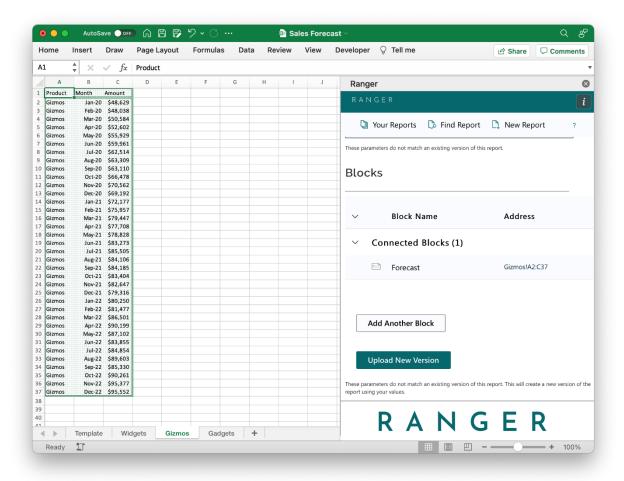
5. In the above example, we are adding the new product line of Gizmos



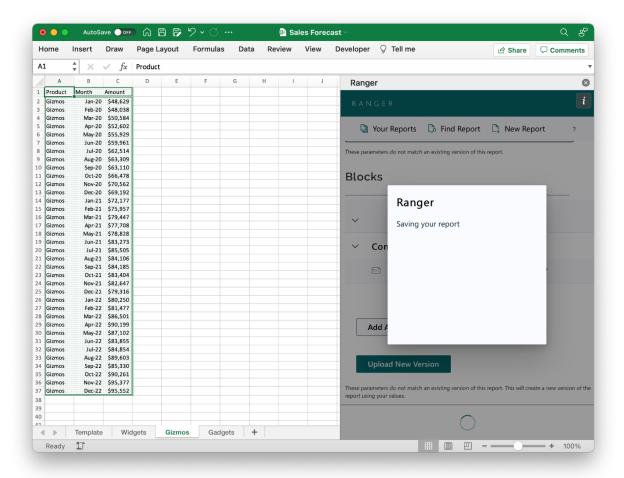
6. The block placement and values can be adjusted for the new report version. Additionally, more blocks can be added if necessary



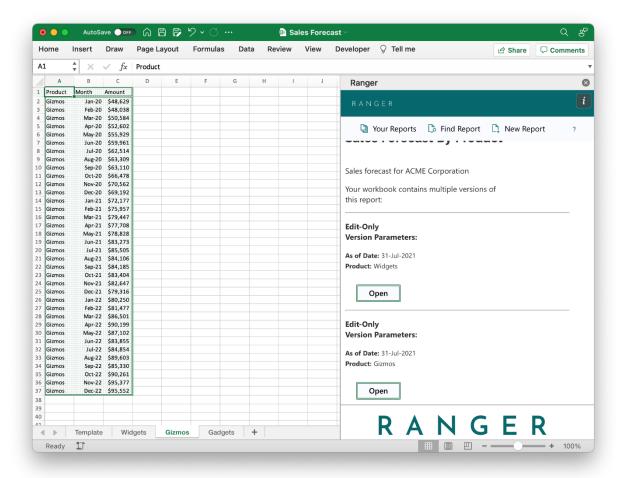
7. Above you can see the block placement being adjusted to the Gizmos data range in the workbook



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



9. Ranger will let you know the new report version is being saved



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