

# RANGER

This guide shows you how to create a new report. If you have any questions, feel free to reach out to customer support.

The screenshot displays the Ranger application interface. On the left, a spreadsheet titled 'Sales Forecast' is visible, showing a table with columns for Product, Month, and Amount. The data is organized by month from Jan-20 to Dec-22, with 'Widgets' as the product. The right-hand side of the interface features a 'Ranger' sidebar with a 'New Report' form. The form includes fields for 'Report Title' (containing 'Sales Forecast By Product') and 'Report Description' (containing 'Sales forecast for ACME Corporation'). Below the form are 'Save' and 'Save and Publish Report' buttons. The Ranger logo is also visible at the bottom of the sidebar.

| 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 |

1. Click New Report
2. Type a Report Title so that others in your organization can find and use the report
3. Add a description to the report that gives more information about what is inside the report
4. Click 'Save'

The screenshot shows a spreadsheet application with a 'Sales Forecast' report. 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 interface on the right shows the report title 'Sales Forecast By Product' and a description 'Sales forecast for ACME Corporation'. In the 'Parameters' section, the text 'Product' is entered in the 'Parameter name' field, and the 'Save' button is highlighted.

5. Add Parameters to the report.
  - a. First type in a parameter name, like 'Product'
  - b. Click 'Save'

The screenshot shows an Excel spreadsheet with the following data:

| 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' report panel on the right shows the following details:

- Report Title: **Sales Forecast By Product**
- Description: Sales forecast for ACME Corporation
- Parameters:
  - Product: \* Widgets
- Block List: (Empty)

- For your new parameter, add what this parameter represents. In this example, the data pertains to the Widgets product category
- Parameters must either be text or date. Use the dropdown to switch between parameter types
- Click 'Save' once the parameter has been added

The screenshot shows an Excel spreadsheet with a report viewer overlay. 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 report viewer on the right shows the following details:

- Report Title:** Sales Forecast By Product
- Description:** Sales forecast for ACME Corporation
- Parameters:** A text input field contains 'As of Date'.
- Block List:** An 'Add A Block' button is visible.
- Buttons:** 'Save' and 'Save and Publish Report' buttons are present.

- f. You can add as many parameters to a report as you would like. In this example, an As of Date is another parameter.

| 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 |

g. For a date parameter, we select the parameter type to “date”

The screenshot shows a Microsoft Excel spreadsheet with the following data:

| 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' application interface on the right shows the following details:

- Report Title:** Sales Forecast By Product
- Description:** Sales forecast for ACME Corporation
- Parameters:**
  - As of Date:** Sat Jul 31 2021
  - Buttons: date (dropdown), Save
- Block List:** Add A Block

h. For date parameters, use the date picker to select the date value for the data

The screenshot shows a Microsoft Excel spreadsheet with a Ranger report overlay. 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 report overlay shows the following details:

- RANGER** (Logo)
- Navigation: Your Reports, Find Report, New Report
- Sales Forecast By Product**
- Description: Sales forecast for ACME Corporation
- Parameters**
  - Product: Widgets
  - As of Date: 31-Jul-2021
  - Buttons: Add Another Parameter
- Block List**
  - Buttons: Add A Block
- Buttons: Save and Publish Report
- RANGER** (Large Logo)

6. After saving the parameters, you can now add blocks to the report.

The screenshot shows a Microsoft Excel spreadsheet titled "Sales Forecast" with a Ranger report overlay. 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 report overlay is titled "Sales Forecast By Product" and shows a "New Block" section with the block name "Forecast" entered. The Ranger logo is visible at the bottom of the report.

- a. When adding a block, the first thing to do is title the block. Title the block in a way that makes sense to any user. In this case, the example uses "Forecast" because the data set is a forecast of sales



The screenshot shows a Microsoft Excel spreadsheet titled "Sales Forecast" with a "Ranger" sidebar on the right. The spreadsheet contains a table with the following data:

| 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 contains the following sections:

- Forecast**: Includes a "Click to place" button.
- Block**: Includes a "Click to place" button.
- Column Headers**: Includes a "Click to place" button.
- Row Headers**: Includes a "Click to place" button.

At the bottom of the sidebar, the word "RANGER" is displayed in large, bold, teal letters.

- b. Now it is time to actually connect the worksheet to the block. "Click to place" is used to select the range in your workbook to connect to your report. Each block connects to one range

The screenshot displays an Excel spreadsheet titled 'Sales Forecast' with a 'Ranger' dashboard widget. 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 widget on the right is titled 'Sales Forecast By Product' and includes a 'Forecast' section with the following 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.' Below this, it shows 'Block data: Widgets!A2:C37' and sections for 'Column Headers' and 'Row Headers', each with a 'Click to place' button.

- c. When the block is placed, the connected range format will adjust to reflect the connection
- d. Next, place column headers or row headers to label the data. Placing column and row headers is very similar to placing a block. Once completed, click the 'Save' button

The screenshot shows a Microsoft 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 |
| 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" panel on the right shows the following configuration:

- Product: Widgets
- As of Date: 31-Jul-2021
- Buttons: "Add Another Parameter", "Add Another Block", "Save and Publish Report"
- Block List:
 

| Block Name | Address | Colu... | Row... |
|------------|---------|---------|--------|
| Forecast   | Widg... | W...    | N...   |

- You can add additional blocks or make any adjustments by clicking the pencil edit buttons. You can adjust the existing blocks by clicking on them in the list. When you are satisfied with your report, save and submit your report to send it to the database

The screenshot shows a Microsoft Excel spreadsheet with a sales forecast for 'Widgets'. The data is organized in a table with columns for Product, Month, and Amount. The report is being generated by 'Ranger', and a dialog box indicates that the report is being saved.

| 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 |

8. The report may take a few seconds to submit to the server.

The screenshot shows a web browser window with a spreadsheet on the left and a report viewer on the right. The spreadsheet, titled "Sales Forecast", contains a table with columns "Product", "Month", and "Amount". The 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 report viewer on the right, titled "Ranger", displays a "Sales Forecast By Product" report. A success message dialog box is overlaid on the report, stating "Ranger New report created successfully" with an "OK" button. The report viewer also shows navigation options like "Your Reports", "Find Report", and "New Report".

9. You will get a success message when the new report is created on the server. Good work!

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 |
| 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' report panel on the right shows the following sections:

- Navigation:** Your Reports, Find Report, New Report
- Report Title:** Sales Forecast By Product
- Last Update:** 08/13/21 3:...
- Read-Only Reports:** A table with columns for Report Title, Last Update, and Created By.

10. Once the report is created, you can always find it in the Your Reports section of the workbook.
11. As always, if you have any questions, please reach out to customer support and we'd be glad to help you out