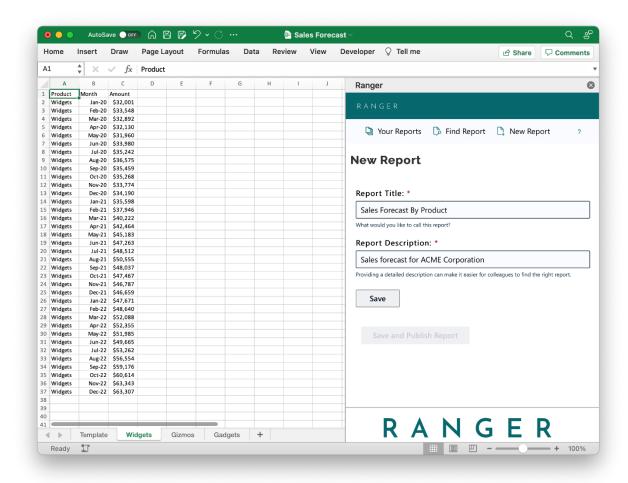
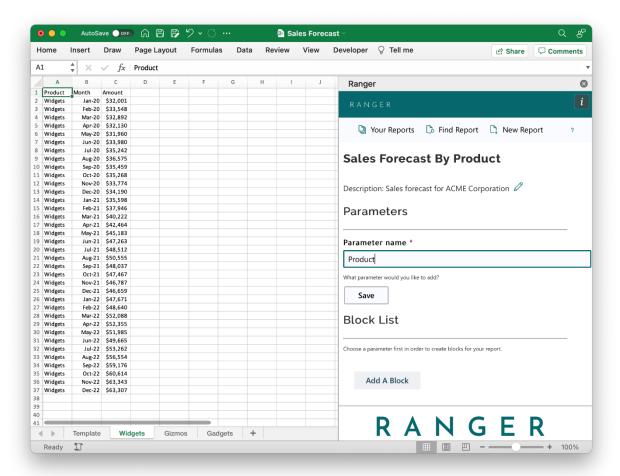
RANGER

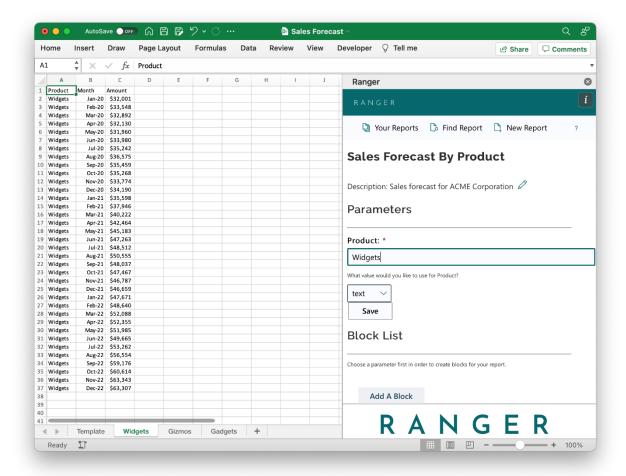
This guide shows you how to create a new report. If you have any questions, feel free to reach out to customer support.



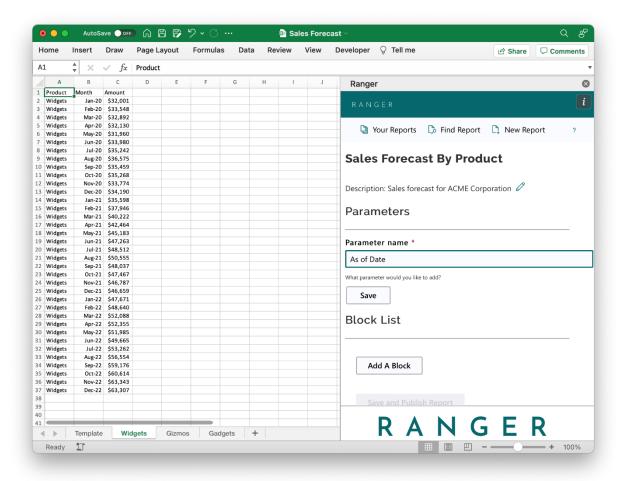
- 1. Click New Report
- 2. Type a Report Title so that others in your organization can find and use the report
- 3. Add a description to the report that gives more information about what is inside the report
- 4. Click 'Save'



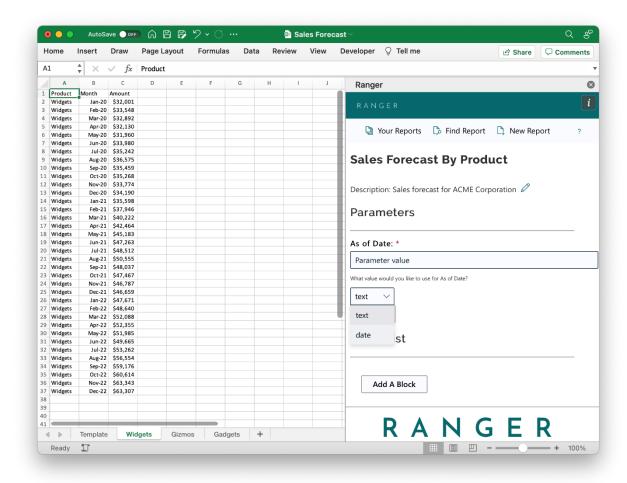
- 5. Add Parameters to the report.
 - a. First type in a parameter name, like 'Product'
 - b. Click 'Save'



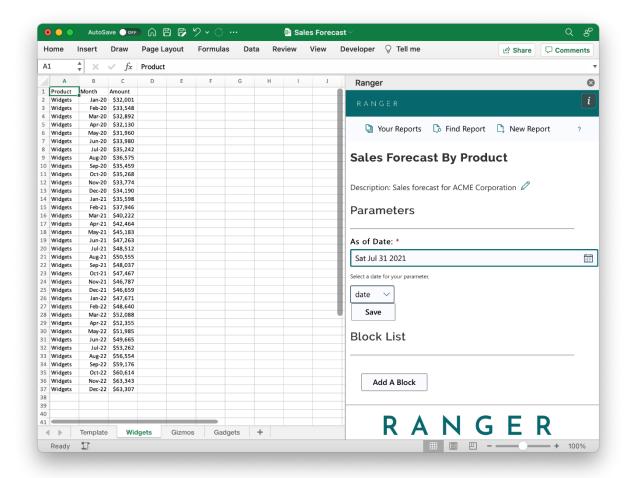
- c. For your new parameter, add what this parameter represents. In this example, the data pertains to the Widgets product category
- d. Parameters must either be text or date. Us the dropdown to switch between parameter types
- e. Click 'Save' once the parameter has been added



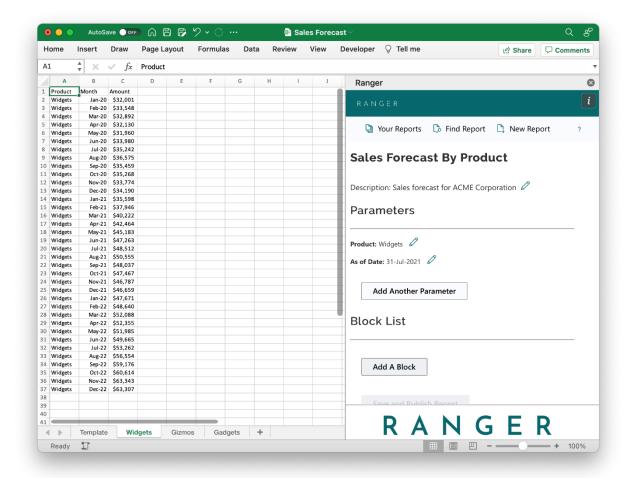
f. You can add as many parameters to a report as you would like. In this example, an As of Date is another parameter.



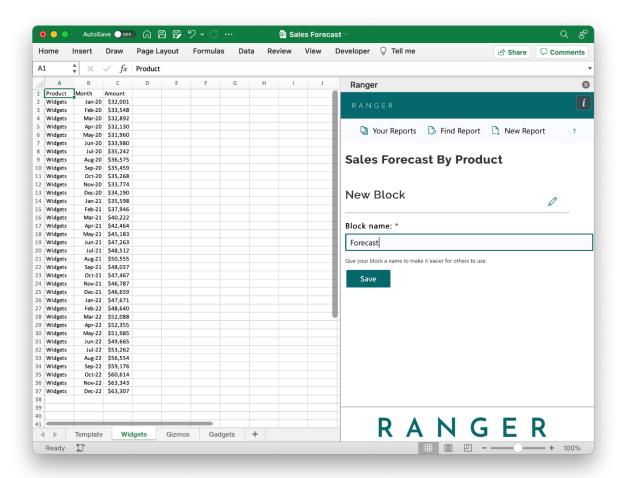
g. For a date parameter, we select the parameter type to "date"



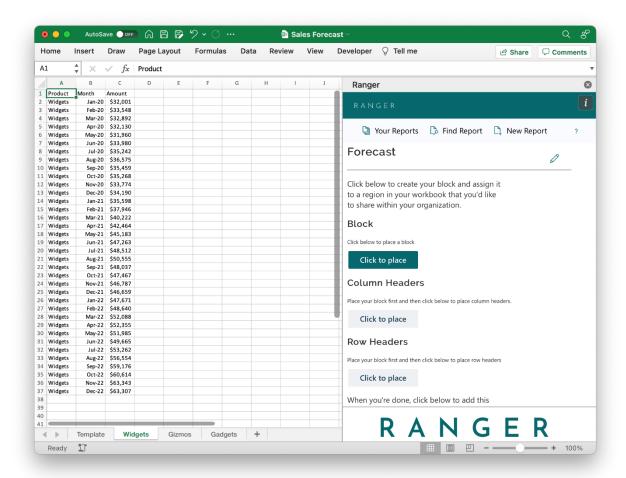
h. For date parameters, use the date picker to select the date value for the data



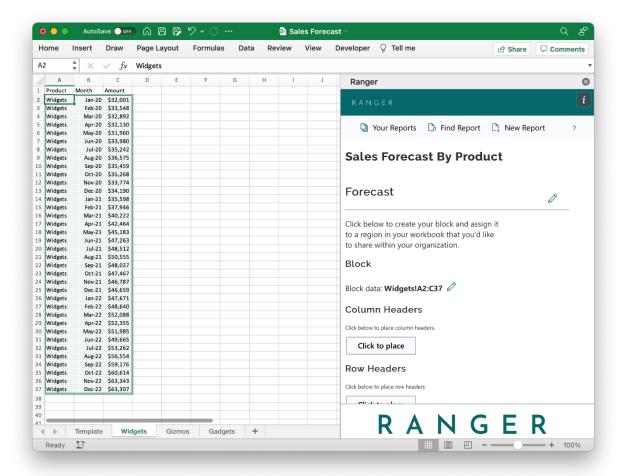
6. After saving the parameters, you can now add blocks to the report.



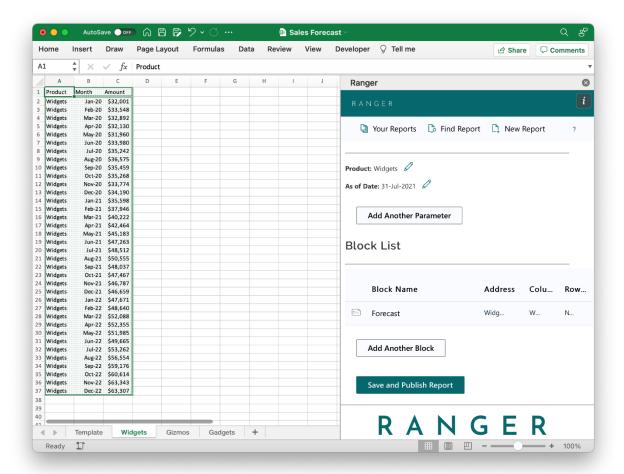
a. When adding a block, the first thing to do is title the block. Title the block in a way that makes sense to any user. In this case, the example uses "Forecast" because the data set is a forecast of sales



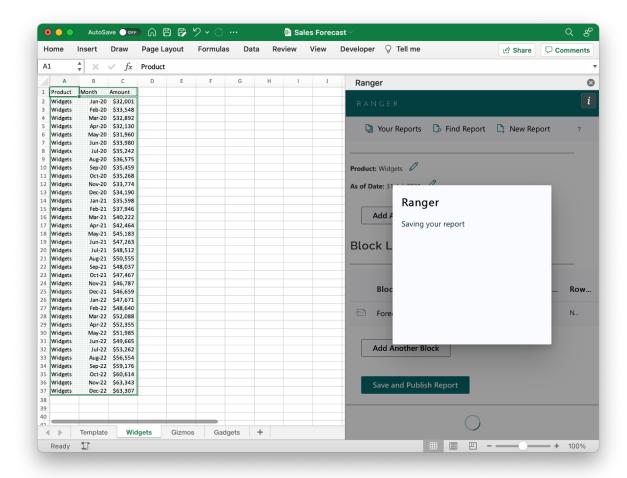
b. Now it is time to actually connect the worksheet to the block. "Click to place" is used to select the range in your workbook to connect to your report. Each block connects to one range



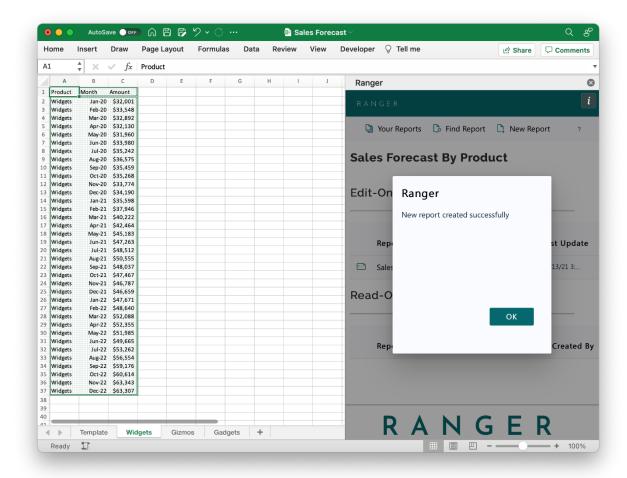
- c. When the block is placed, the connected range format will adjust to reflect the connection
- d. Next, place column headers or row headers to label the data. Placing column and row headers is very similar to placing a block. Once completed, click the 'Save' button



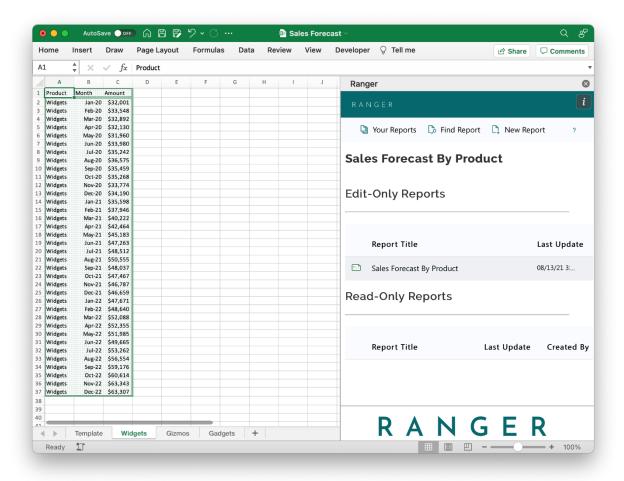
7. You can add additional blocks or make any adjustments by clicking the pencil edit buttons. You can adjust the existing blocks by clicking on them in the list. When you are satisfied with your report, save and submit your report to send it to the database



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



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



- 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