R A N G E R
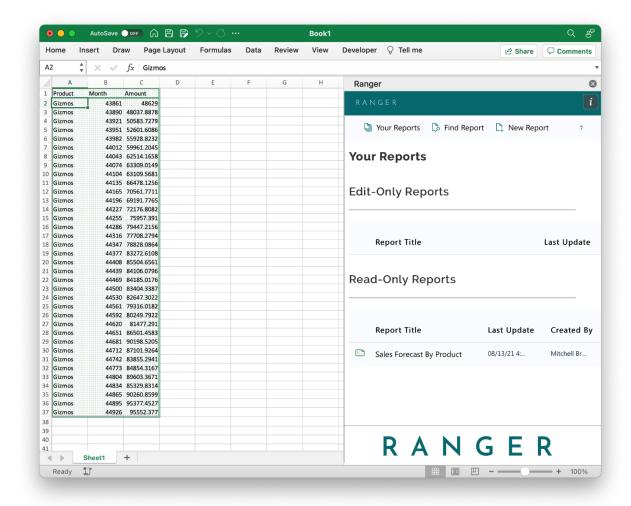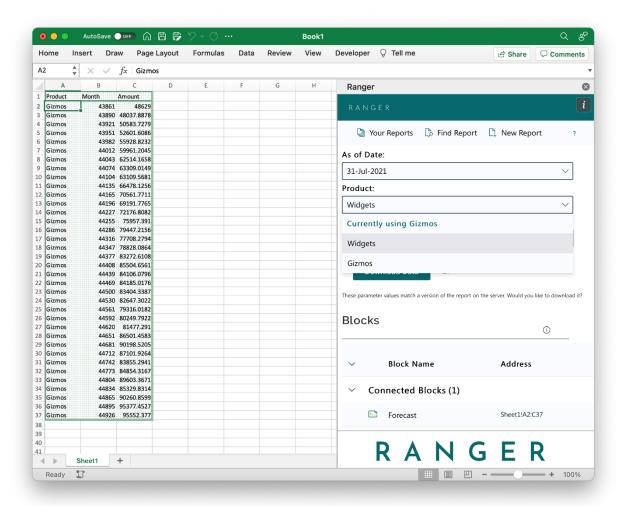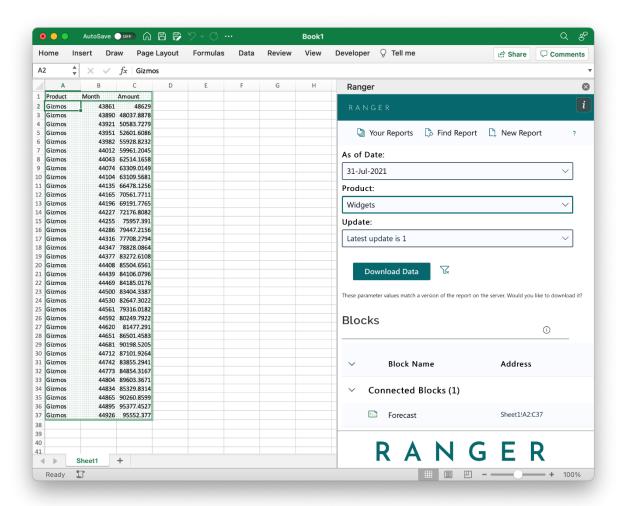
As new versions of reports are created, you may want to switch your report to a new or different version. This guide shows you how to switch a connected "Read Only" report to a different version. If you have any questions, feel free to reach out to customer support.
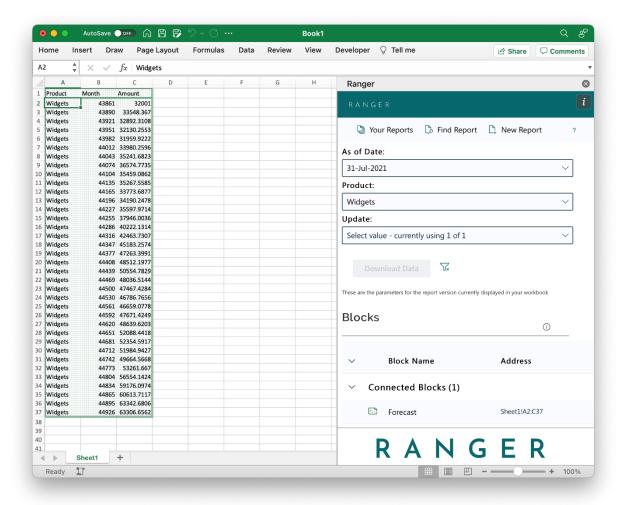

1. Access the report you'd like to switch versions of by going to the Your Reports panel and double-clicking the report. In this examples, we want to switch versions of the Sales Forecast By Product report

2. Use the dropdowns in the parameters section to switch to different versions. If a parameter option is grayed out, that means it is not available based on some of your other parameter selections

3. When you have switched to a different version, the "Download Data" button will be enabled. Click the "Download Data" to switch your blocks to the different version. This will update the data in your workbook to the selection parameters

4. The workbook will reflect the selection, as you can see in this example. The workbook now has the Gizmos data where it originally had the Gadgets data