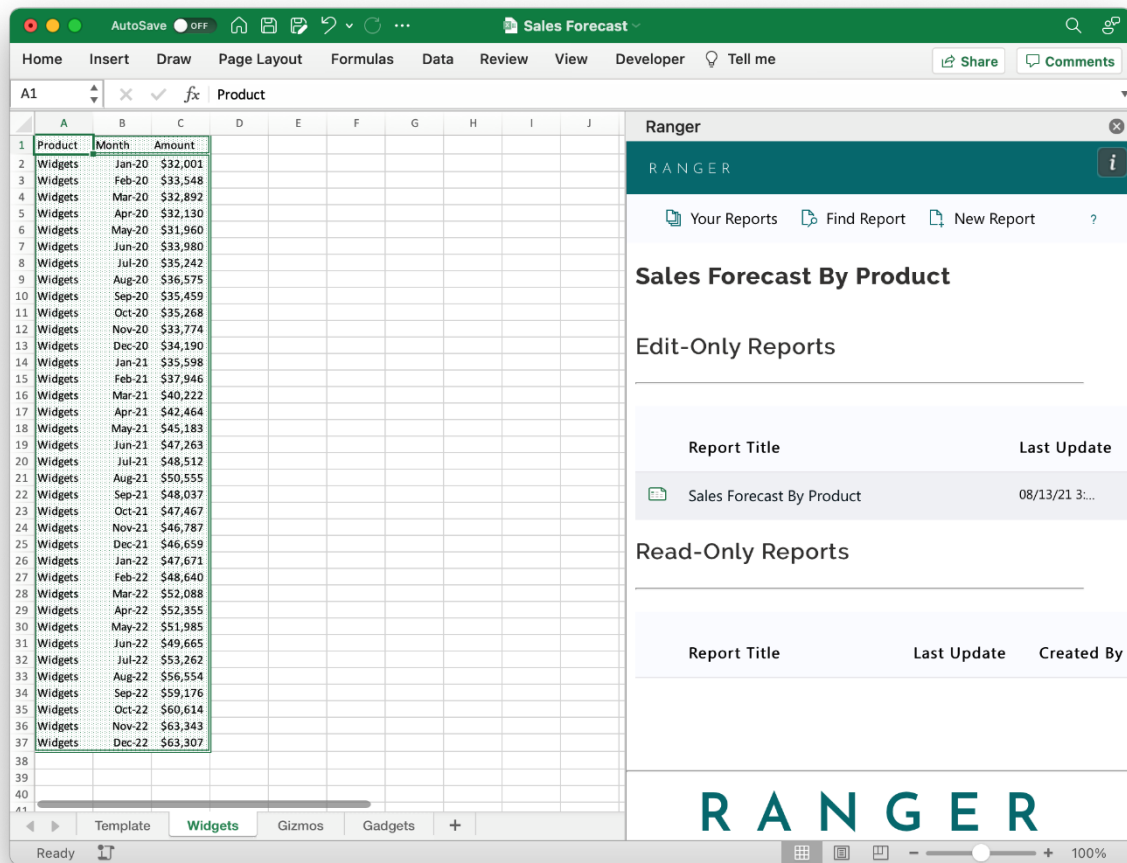


RANGER

Sometimes you need to update the data in a report because new information is available or the old data had some errors in it. This guide shows you how to update 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 'Sales Forecast' workbook. The data is organized in a table with columns for Product, Month, and Amount. The product is 'Widgets' and the data spans from January 2020 to December 2022. The 'Ranger' panel on the right displays the report 'Sales Forecast By Product' under the 'Edit-Only Reports' section. The report title is 'Sales Forecast By Product' and the last update is '08/13/21 3:...'.

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

2. In an update, you will be updating the report with the existing parameters. Only the data in the underlying blocks will change.

The screenshot shows an Excel spreadsheet with a report pane 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	\$50,655
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 report pane on the right is titled "Sales Forecast By Product" and shows the following parameters:

- Product: Widgets
- As of Date: Sat Jul 31 2021

The report pane also includes an "Upload New Update" button and a "Blocks" section with a spinning wheel at the bottom, indicating that the report is loading data from the server.

- When you first enter the report, the report will look for new information from the server. You can see this by the spinning wheel at the bottom of the window. Please wait for this to complete

The screenshot displays an Excel spreadsheet titled "Sales Forecast" 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	\$50,655
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 includes a search bar, navigation links for 'Your Reports', 'Find Report', and 'New Report'. Under the 'Blocks' section, there is a table:

Block Name	Address
Forecast	Widgets!A2:C37

Below the table is an 'Add a block' button. At the bottom of the sidebar is a 'Back' button and the 'RANGER' logo.

4. In the update you can adjust the block placement, add a block, or change the underlying data
5. When you are happy with the block data and placement, click "Upload New Update"