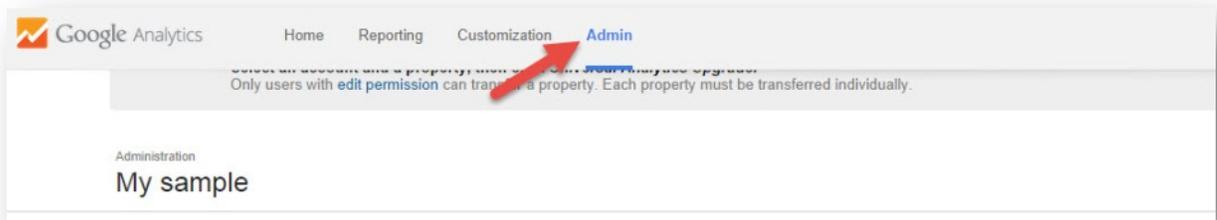


# Adding Users to Google Analytics

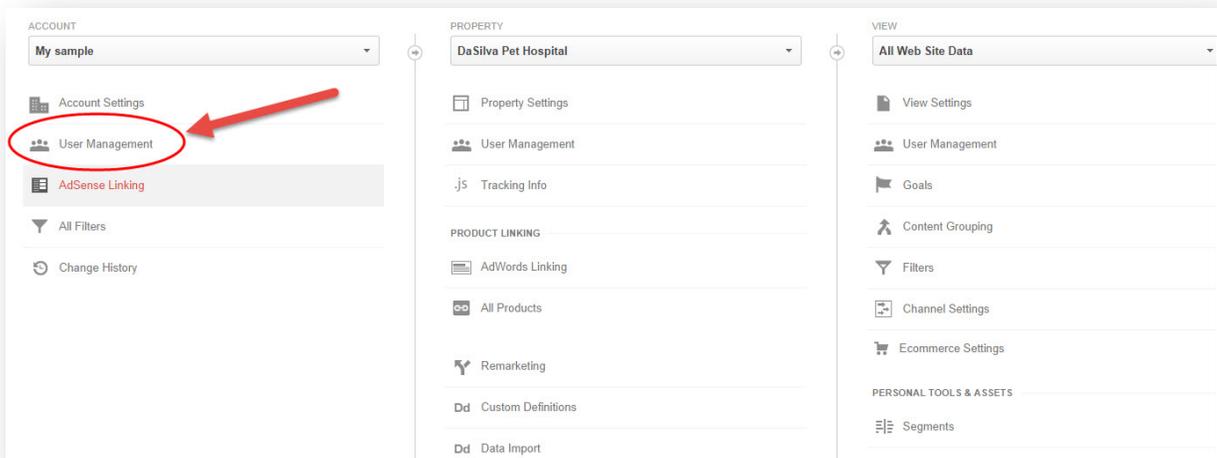
You've [set up a Google Analytics account](#) and you want additional members of your veterinary team to monitor your account, but how? Here's a step-by-step tutorial to getting your whole team set up.

1. First things first, you'll need to log in to your Google Analytics account via [Google.com/analytics](https://www.google.com/analytics).

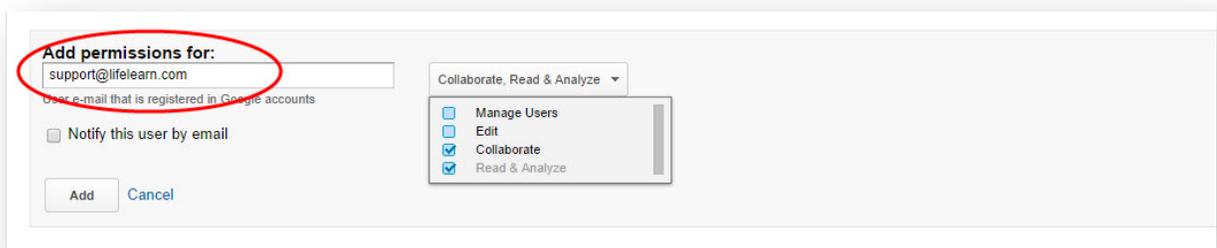
2. Click on the Admin tab in the top menu bar.



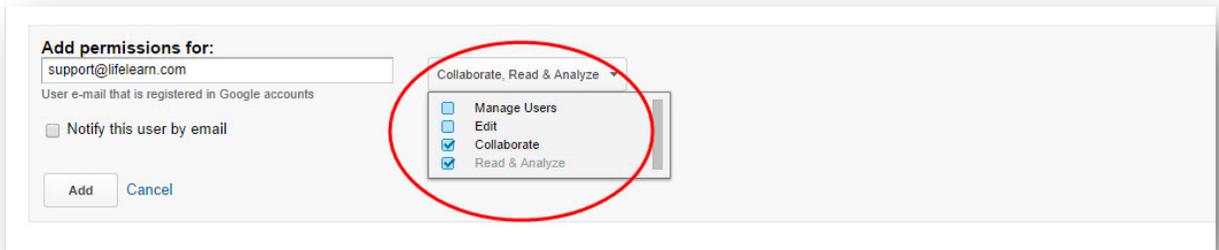
3. Click on User Management in the first column.



4. Type the user's email address in the box below "Add permissions for:"



5. Select the user's permission under the Collaborate, Read & Analytics dropdown menu.

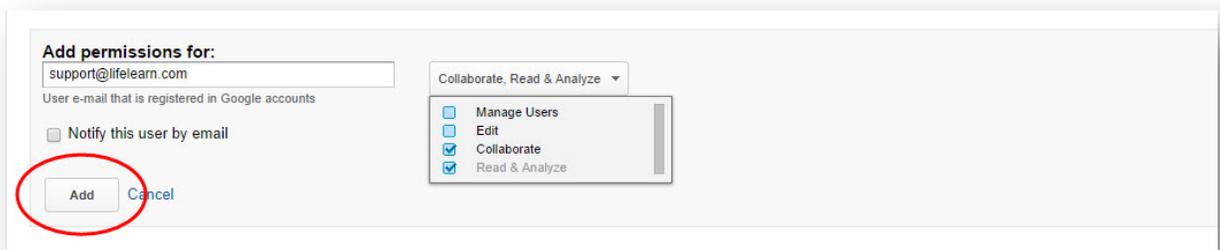


### Not sure which permission to choose?

Here's a breakdown of available permissions and what they mean:

<b>Manage:</b>	Can manage account users (e.g., add/delete users, assign permissions). <i>Does not include Edit or Collaborate.</i>
<b>Edit:</b>	Can perform administrative and report-related functions (e.g., add/edit/delete accounts, properties, views, filters, goals, etc., but cannot manage users). Can also see report data. <i>Includes Collaborate.</i>
<b>Collaborate:</b>	Can create personal assets and share them. Can collaborate on shared assets (e.g., edit a dashboard or annotation). <i>Includes Read &amp; Analyze.</i>
<b>Read &amp; Analyze:</b>	Can see report and configuration data, and can manipulate data within reports (e.g., filter a table, add a secondary dimension, create a segment). Can create, share, and see personal assets. <i>Cannot collaborate on shared assets.</i>

6. Click the Add button and you're done!



Note: After permissions have been applied to your page, it can take a few hours before it is activated.

As always, if you need additional assistance with your WebDVM4 website, please email us at [support@lifelearn.com](mailto:support@lifelearn.com) or call us at 1-800-375-7994, option 2. We'd be happy to help out!