## Adding Users to Google Analytics

You've <u>set up a Google Analytics account</u> 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.
- 2. Click on the Admin tab in the top menu bar.



3. Click on User Management in the first column.

CCOUNT	PROPERTY	VIEW
My sample 👻	DaSilva Pet Hospital T	+ All Web Site Data
Account Settings	Property Settings	View Settings
User Management	User Management	user Management
AdSense Linking	.jS Tracking Info	Goals
All Filters	PRODUCT LINKING	Content Grouping
Change History	AdWords Linking	Y Filters
	an All Products	the settings ⊕
	T Remarketing	Ecommerce Settings
	Dd Custom Definitions	PERSONAL TOOLS & ASSETS
	Dd Data Import	FIE Segments

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

er e-mail that is registered in Googre accounts	Manage Users	
Notify this user by email	Edit	
	Collaborate	
Add Cancel		
Id Cancel		

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

upport@inelearn.com	Collaborate, Read & Analyze	
er e-mail that is registered in Google accounts		
Netify this year by small	Edit	
Notify this user by email	Collaborate	
	😨 Read & Analyze	
Add Cancel		

## Not sure which permission to choose?

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

Manage:	Can manage account users (e.g., add/delete users, assign permissions). <i>Does not include Edit or Collaborate.</i>
Edit:	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>
Collaborate:	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>
Read & Analyze:	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!

support@inelearn.com	Collaborate, Read & Analyze 💌	
Jser e-mail that is registered in Google accounts	Manage Users	
Notify this user by email	Collaborate	
$\frown$	Read & Analyze	
Add Cancel		

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 <u>support@lifelearn.com</u> or call us at 1-800-375-7994, option 2. We'd be happy to help out!