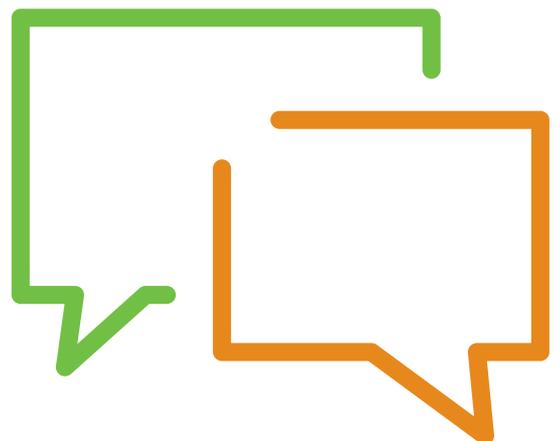




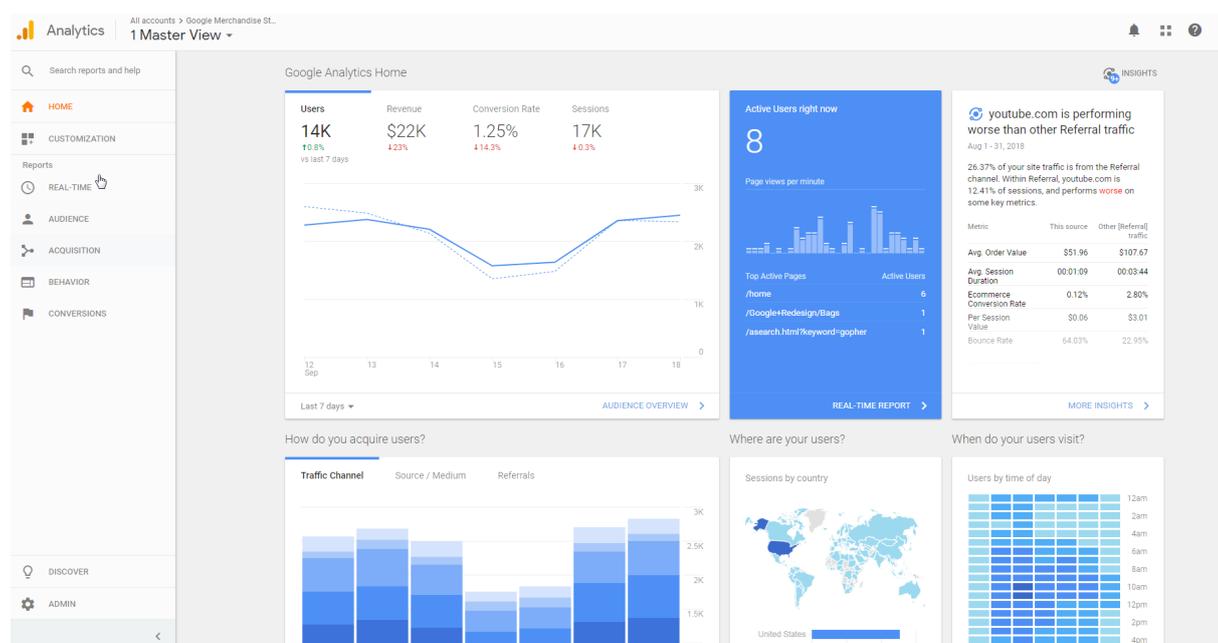
How do I share my  
Google Analytics  
data with someone?



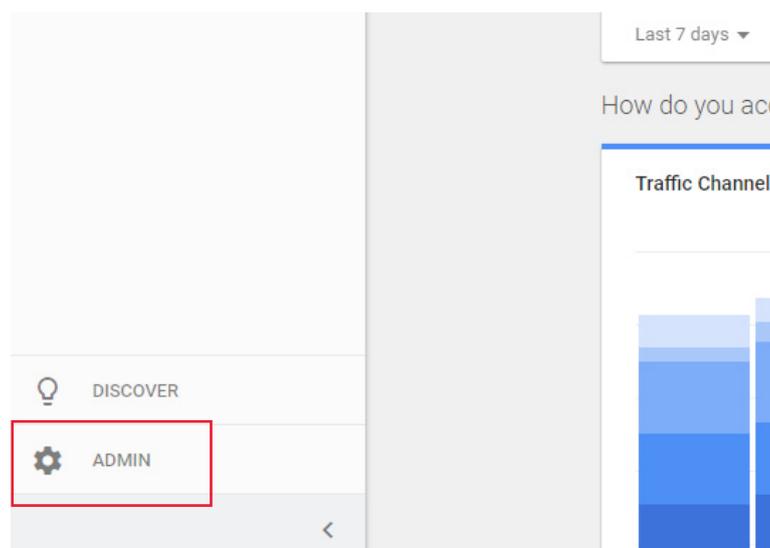
# How do I share my Google Analytics data with someone?

You don't have to give you Google account login information over to someone who needs access to your Google Analytics data. To share your reports, follow the below steps:

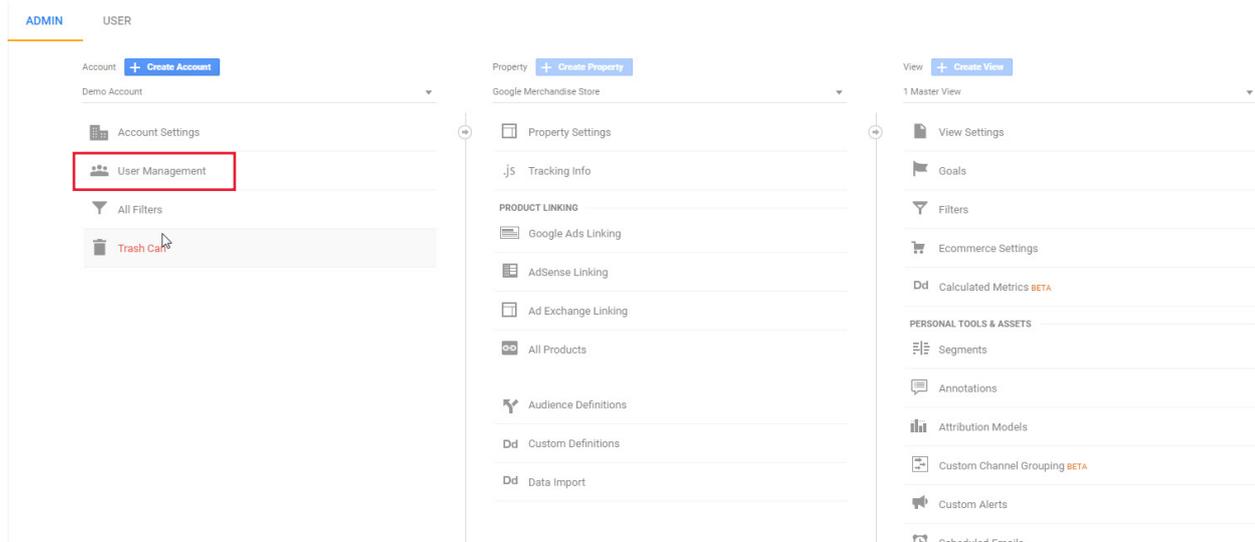
Log into your Google Analytics, where you will be taken to your Home screen.



At the bottom left hand side of your home screen, go to your Admin Tab:



In your admin view go to user management:



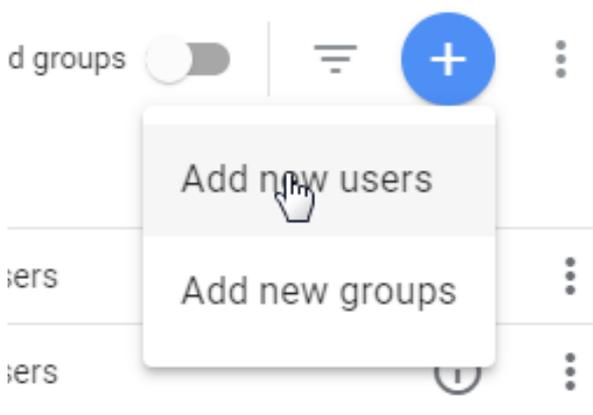
You will see who currently has access to your Google Analytics:

Name ↑	Email	Permissions
Emma Stanthorpe	emastanthorpe@gmail.com	Edit, Collaborate, Read & Analyze, Manage Users
Steph Mathison	steph1029@gmail.com	Edit, Collaborate, Read & Analyze, Manage Users
-	agencyfulfillment@web.com	None (user has permissions on a lower level)
-	katrina@scout.co.uk	Edit, Collaborate, Read & Analyze, Manage Users

You can add a new user by clicking on the blue + at the top right-hand side of the page:



You will get a choice to either “Add new users” or Add new groups”. Select “Add new users”



You will need to enter their email address in, as well as select the permissions for the new user.

**To add Web.com as a user of your Google Analytics you can use [ppcteamuk@web.com](mailto:ppcteamuk@web.com) for the email address.**

You can select permissions for each user, based on what you want that user to be able to do.

- **“Edit”** – They can create and edit accounts, properties, views, filters, goals etc. Cannot manage users.
- **“Collaborate”** – They can create and edit shared assets like dashboards or annotations.
- **“Read & Analyze”** – They can view report and configuration data.
- **“Manage Users”** – Can add users, delete users, and change user permissions.

**If you are adding Web.com you need to select Edit.**

Email addresses

ppcteamuk@web.com

Notify new users by email

Permissions

<b>Edit</b> Can create and edit accounts, properties, views, filters, goals, etc. Cannot manage users. <a href="#">Learn more</a>	<input checked="" type="checkbox"/>
<b>Collaborate</b> Can create and edit shared assets, like dashboards or annotations. <a href="#">Learn more</a>	<input checked="" type="checkbox"/>
<b>Read &amp; Analyze</b> Can view report and configuration data. <a href="#">Learn more</a>	<input checked="" type="checkbox"/>
<b>Manage Users</b> Can add users, delete users, and change user permissions. <a href="#">Learn more</a>	<input type="checkbox"/>

Once you are happy click the add button in the top right-hand corner.



You will be taken back to the Manage Users Screen and you will see the new user added to the list.

Name	Email	Permissions
Emma Stanthorpe	emma.stanthorpe@gmail.com	Edit, Collaborate, Read & Analyze, Manage Users
Steph Madhoun	steph1234@gmail.com	Edit, Collaborate, Read & Analyze, Manage Users
-	k@msa@icloud.co.uk	Edit, Collaborate, Read & Analyze, Manage Users
-	agencyfulfillmentuk@web.com	None (user has permissions on a lower level)
-	ppcteamuk@web.com	Edit, Collaborate, Read & Analyze

The user will be notified by Google that they can now access this account or report.