

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:

ADMIN USER				
Account + Create Account Demo Account	~	Property + Create Property Google Merchandise Store	*	View + Create View 1 Master View
Account Settings	۲	Property Settings		View Settings
User Management		.js Tracking Info		Goals
Y All Filters		PRODUCT LINKING		Y Filters
Trash Cal		Google Ads Linking		Ecommerce Settings
		AdSense Linking		Dd Calculated Metrics BETA
		Ad Exchange Linking		PERSONAL TOOLS & ASSETS
		CO All Products		≓l≣ Segments
		Se Audience Definitions		Annotations
		Custom Definitions		Attribution Models
		Dd Data Import		Custom Channel Grouping BETA
		- but import		Custom Alerts
				12 Cabadulad Emails

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

Account permissions 4 rows	-	
Email Permissions		
Edit, Collaborate, Read & Analyze, Manage Users	(j	) :
G Edit, Collaborate, Read & Analyze, Manage Users	(j	) :
<ul> <li>None (user has permissions on a lower level)</li> </ul>	(j	) :
Edit, Collaborate, Read & Analyze, Manage Users	(j	) :

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 <a href="mailto:ppcteamuk@web.com">ppcteamuk@web.com</a> 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	
Edit	
Can create and edit accounts, properties, views, filters, goals, etc. Cannot manage users. Learn more	× .
Collaborate	
Can create and edit shared assets, like dashboards or annotations. Learn more	×.
Read & Analyze	
Can view report and configuration data. Learn more	×
Manage Users	
Can add users, delete users, and change user permissions. Learn more	

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.

×	Web.com Account permissions 5 rows	Q Search			Expand groups	Ŧ	:
	Name 🛧		Email	Permissions			
0	Emma Bainthorpe		emastainthorpe@gmail.com	Edit, Collaborate, Rei	ad & Analyze, Manage Users	(i)	:
	Steph Maddison		steph2829@gmail.com	Edit, Collaborate, Re	ad & Analyze, Manage Users	i	:
۲	-		katrina@scoot.co.uk	Edit, Collaborate, Rei	ad & Analyze, Manage Users	(i)	:
۲	<b>—</b>		agencyfulfilmentuk@web.com	None (user has perm	nissions on a lower level)	(i)	:
	-		ppcteamuk@web.com	Edit, Collaborate, Rei	ad & Analyze	(j)	:

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