

FLUX

Google Analytics: Permissions Guide

Written by

Flux Full Circle

Purpose

To provide clients with instructions on how to give Flux access to their Google Analytics account



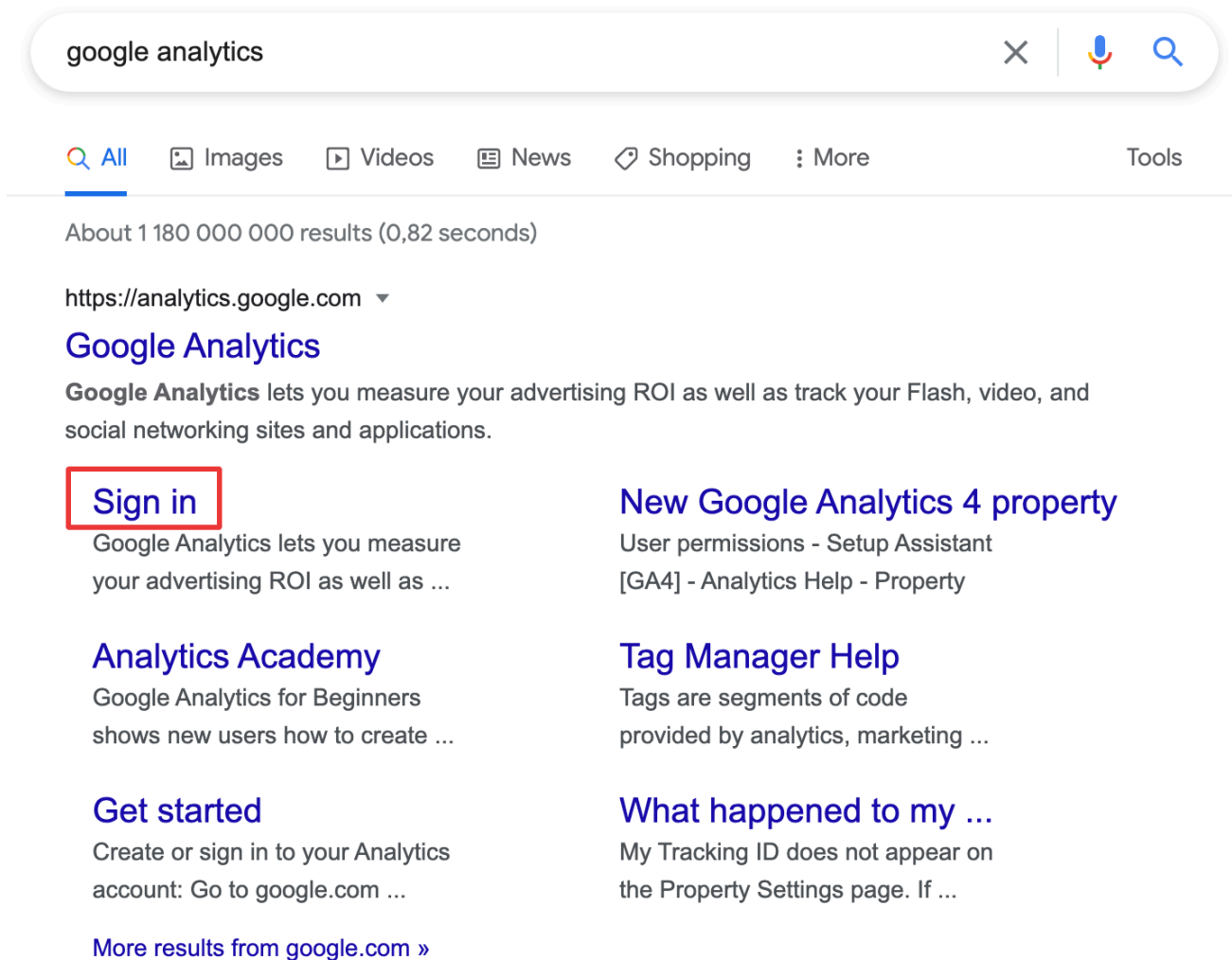
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Step 1: Log in to your Google Analytics Account

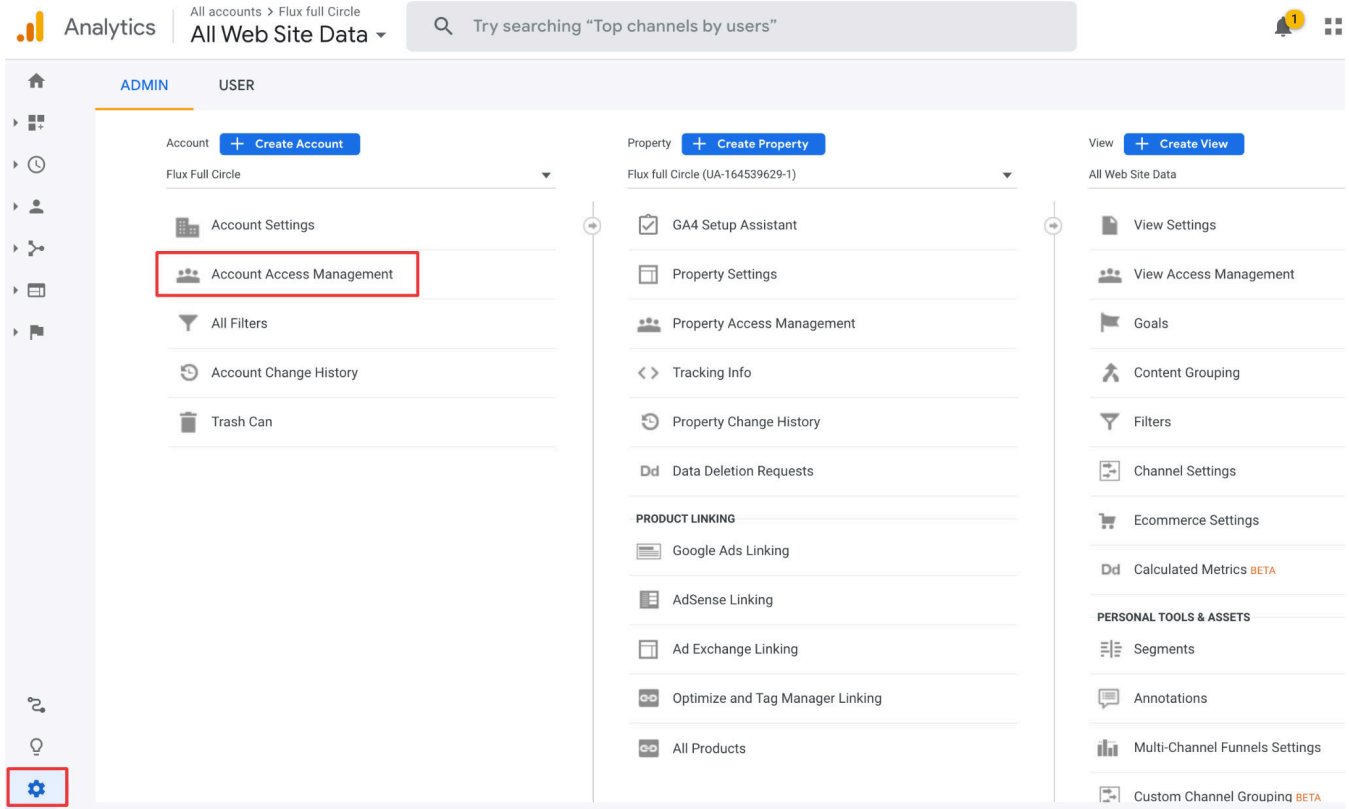
Access your Google Analytics account and log in using your email address and password.



The screenshot shows a Google search for "google analytics". The search bar contains the text "google analytics" with a clear (X) button, a microphone icon, and a search icon. Below the search bar are navigation tabs: "All", "Images", "Videos", "News", "Shopping", "More", and "Tools". The search results show "About 1 180 000 000 results (0,82 seconds)". The first result is "https://analytics.google.com" with a dropdown arrow. The title is "Google Analytics" in blue. The description says "Google Analytics lets you measure your advertising ROI as well as track your Flash, video, and social networking sites and applications." Below the description is a "Sign in" button with a red border. To the right of the "Sign in" button are two more results: "New Google Analytics 4 property" with sub-links "User permissions - Setup Assistant" and "[GA4] - Analytics Help - Property"; and "Tag Manager Help" with sub-link "Tags are segments of code provided by analytics, marketing ...". Below these are "Analytics Academy" (Google Analytics for Beginners shows new users how to create ...), "Get started" (Create or sign in to your Analytics account: Go to google.com ...), and "What happened to my ..." (My Tracking ID does not appear on the Property Settings page. If ...). At the bottom of the results is a link "More results from google.com »".

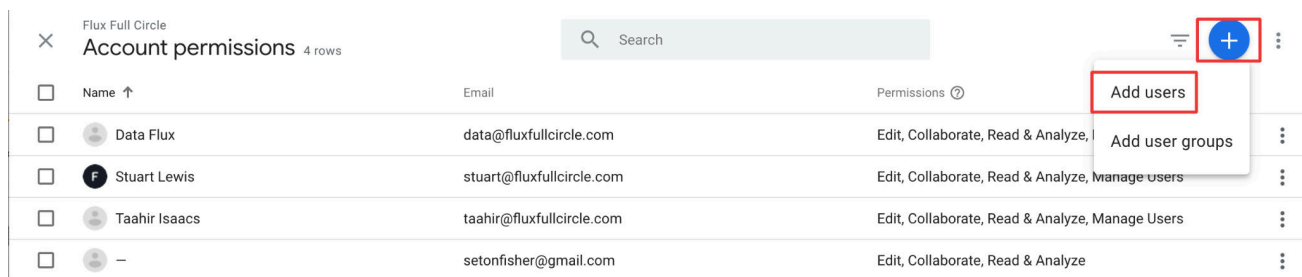
Step 2: Access the Admin Panel on the Left Menu

Click on 'Admin' and then click on 'Account Access Management'



Step 3: Add a New User

Click on the blue Plus (+) button in the top right-hand corner and select 'Add users'



Step 4: Add the User's Details

Specify the user's email address (in this case data@fluxfullcircle.com) ; select the option to 'Notify new users by email'; and select the user's Permissions (in this case you can **tick all boxes**)

Flux Full Circle

✕ Add permissions Add

Email addresses

Notify new users by email

Permissions

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

Step 5: Add the User

Once all user details have been specified, click on the blue 'Add' button in the top right-hand corner to grant the user access to your Google Analytics account.

Thank you - you have successfully given us access!