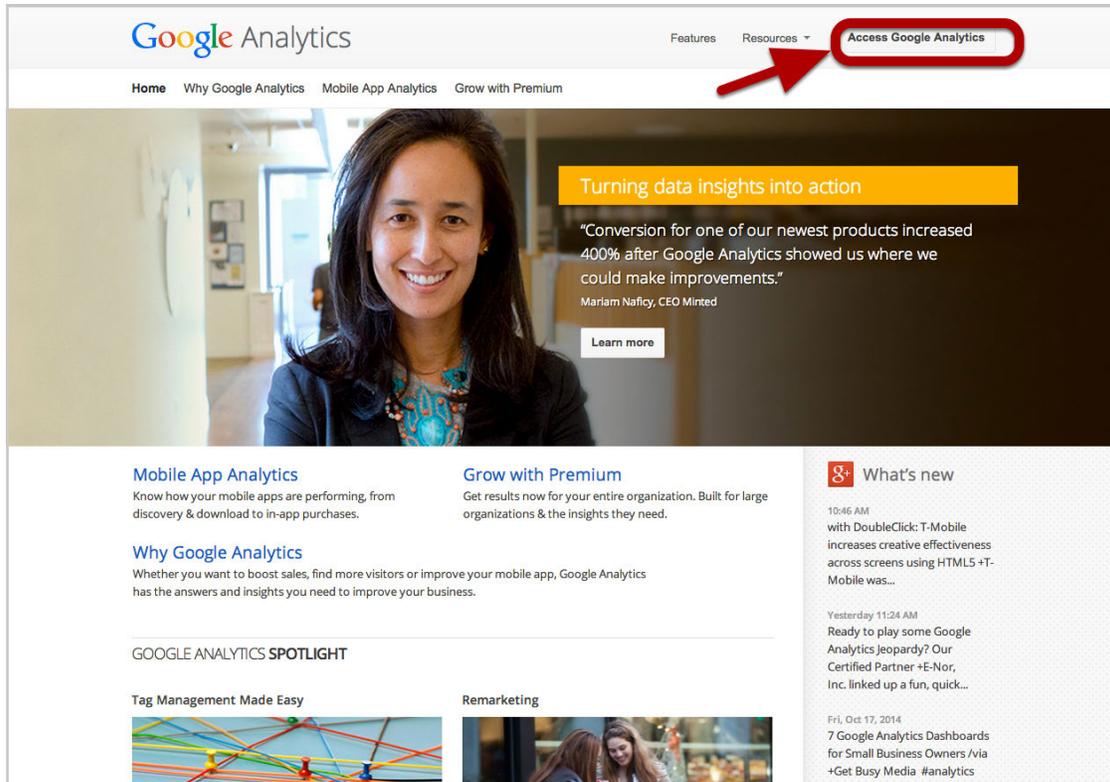




# How To Allow Angelsmith To Read Your Analytics

## Log into Google Analytics



Go to <http://www.google.com/analytics/> and click "Access Analytics" in the upper right corner.



## Go to the Admin area

The screenshot shows the Google Analytics interface. At the top, there are navigation tabs: Home, Reporting, Customization, and Admin. The 'Admin' tab is circled in red, and a red arrow points to it. Below the tabs, the user's email 'erico@angelsmith.net' and the current date range 'Sep 20, 2014 - Oct 20, 2014' are visible. The main content area displays a list of properties with the following columns: Sessions, Avg. Session Duration, Bounce Rate, and Goal Conversion Rate. The list includes various properties such as '101 Nights', '3 Days In...', '4hourbodyrecipes.com', 'angelsmith.net', 'anvil.angelsmith.net', 'App Store Statistics', 'blog.sonos.com', 'bluemediam.com', 'Books and Jewelry', 'Cisco YouTube and Facebook Channels', 'Clos Du Val', 'Devon Self Storage', 'EricAndCarin.com', 'Faux-Boot.com', 'Gloria Ferrer', 'Gloria Ferrer (Tealium)', and 'GoldGuideReviewz.com'.

Click on the "Admin" tab at the top of the page.



## Select your website & select User Management.

The screenshot shows the Google Analytics Admin interface for the account 'angelsmith.net'. The 'ACCOUNT' dropdown menu is set to 'angelsmith.net' (marked with a red circle and '1'). The 'User Management' option is highlighted in the 'ACCOUNT' section (marked with a red circle and '2'). The 'PROPERTY' dropdown is set to 'http://angelsmith.net' and the 'VIEW' dropdown is set to 'angelsmith.net (unfiltered)'. The 'User Management' option is also visible in the 'VIEW' section.

1. From the first drop-down menu, select your account name. This is usually the name of your business or your website.
2. Then click "User Management"



## Add and save user

The screenshot shows the Google Analytics Admin interface for the account 'angelsmith.net'. The 'User Management' section is active, displaying a table of users with columns for 'Email' and 'Account Permissions'. Below the table, there is a form to 'Add permissions for:' with a text input field containing 'carin@angelsmith.net', a dropdown menu set to 'Read & Analyze', a checked checkbox for 'Notify this user by email', and 'Add' and 'Cancel' buttons. Four numbered callouts (1-4) point to the input field, the dropdown, the checkbox, and the 'Add' button respectively.

1. In the "Add permissions for:" box, put in the email address of the Angelsmith employee who is working with you (this should be "carin@angelsmith.net" or "erico@angelsmith.net").
2. Select "Read & Analyze" from the drop down box. This is to protect you: Angelsmith will only be able to read your analytics – we will not be able to change anything.
3. Check the "Notify user by email" box.
4. Click "Add"

**You're done!**