

Prideľovanie prístupu do

# Google Analytics účtu.

The screenshot shows the Google Analytics Home dashboard for the account '\_promiseo\_ga4'. The top navigation bar includes the Analytics logo, account name, and a search bar. The main content area is divided into several sections:

- Home Summary:** Displays key metrics: Users (880, +42.6%), Conversions (0), Event count (5.9K, -5.2%), and New users (808, +42.3%). Below this is a line chart comparing 'Last 7 days' and 'Preceding period' from Jan 26 to Feb 01.
- USERS IN LAST 30 MINUTES:** Shows 5 users with a bar chart of 'USERS PER MINUTE' and a table for 'COUNTRY' (Slovakia: 5).
- Recently accessed:** A row of four report cards: Admin (Just Now), Account access management (Just Now), Traffic acquisition (15 days ago), and Acquisition overview (15 days ago).
- Suggested for you:** Three report cards: Sessions by Session default ch..., Users by Country ID, and Views by Page title and scree...

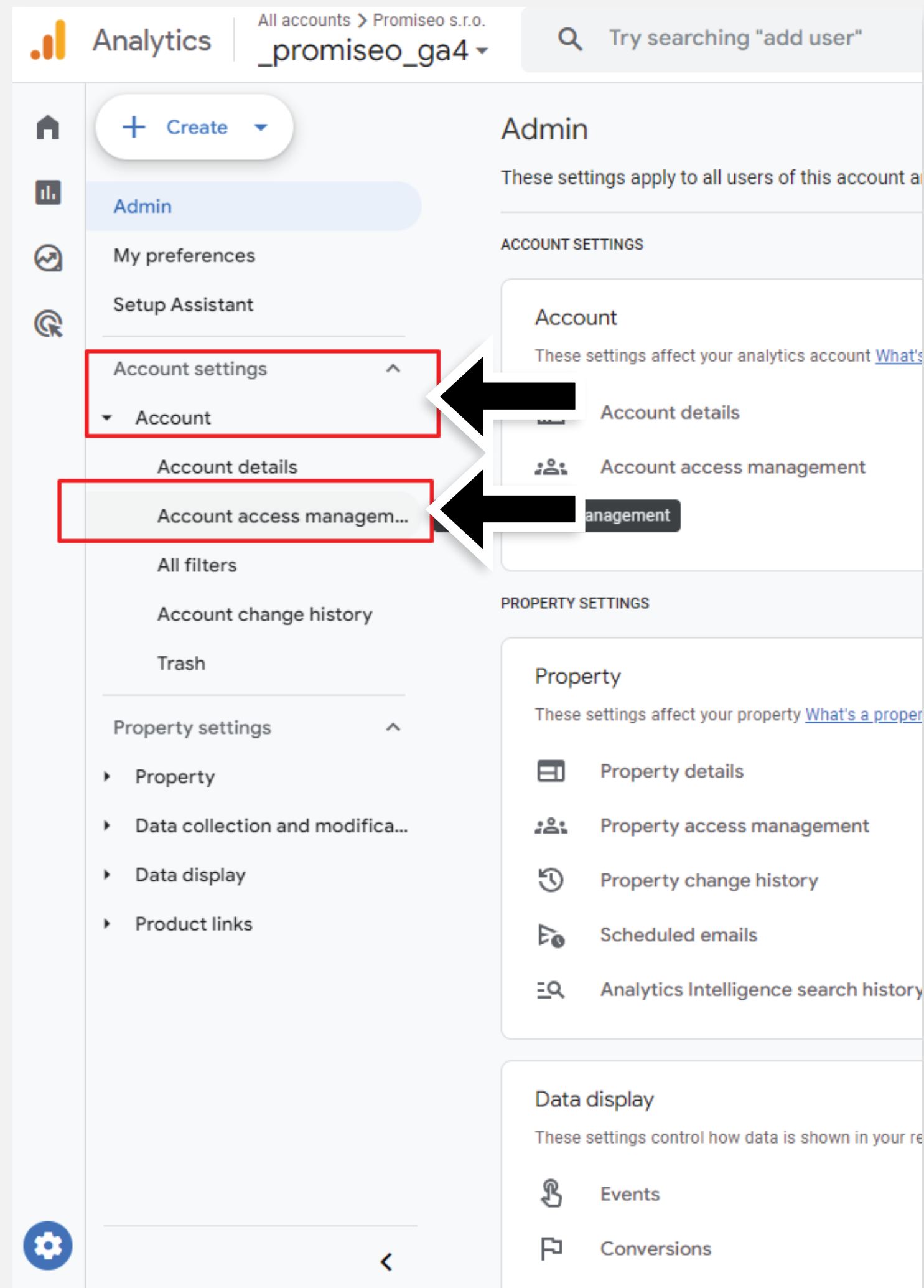
A red box highlights the gear icon in the bottom left corner of the dashboard, with a large black arrow pointing to it.

1

V Google Analytics prostredí kliknite na tlačidlo **Admin v ľavom dolnom rohu**.

2

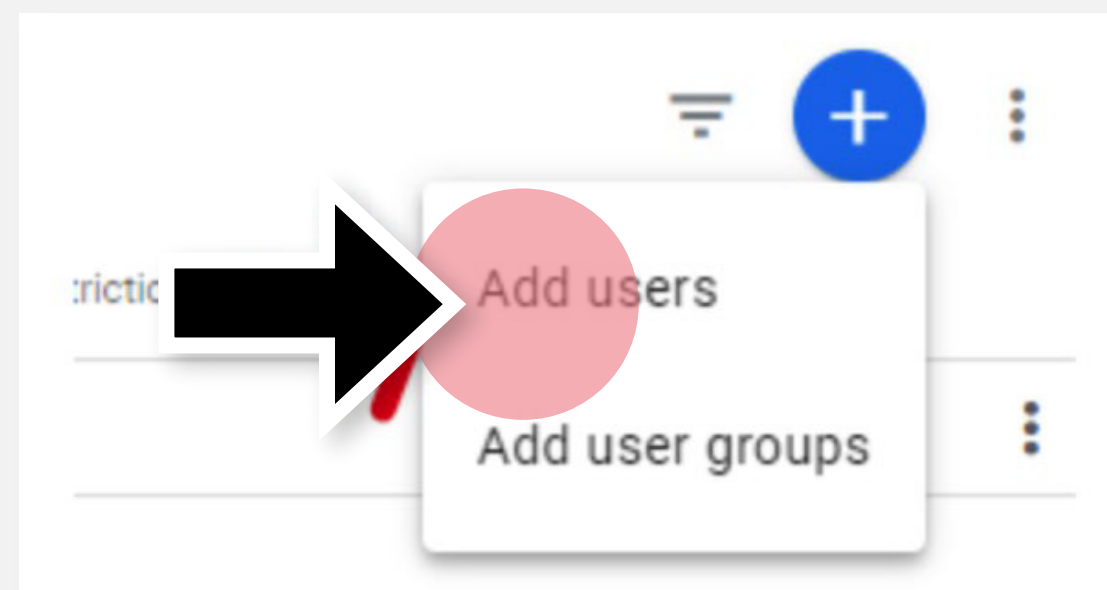
V ľavom stĺpci kliknite na **Account settings**.  
Rozbalí sa vám ponuka možností.  
Vyberte možnosť **Account access management**.



<input type="checkbox"/>	Name ↑	Email	Roles and data restrictions ?
<input type="checkbox"/>	clients promiseo	clients@promiseo.com	Administrator

3

Kliknite na modré tlačidlo s **označením plus** v pravom hornom rohu.



4

Zvol'te možnost **Add users**.

✕ Add roles and data restrictions

Email addresses

Enter email addresses

Notify new users by email

Direct roles and data restrictions ?

Standard roles

- Administrator  
Full control of account. [Learn more](#)
- Editor  
Edit all data and settings for account. Cannot manage users. [Learn more](#)
- Analyst  
Create and edit shared assets like dashboards and annotations for account. Includes Viewer role. [Learn more](#)
- Viewer  
See report data and configuration settings for account. [Learn more](#)
- None  
No role assigned. [Learn more](#)

Add

5

Zadajte **e-mailovú adresu**, ktorej udeľujete prístup k účtu, a zakliknite možnosť **Administrator**. Následne dokončite úkon kliknutím 5 na **modré tlačidlo v pravom hornom rohu** s nadpisom **Add**.

# Gratulujeme!

Hotovo!