

To use the Google Analytics add-on you must first add it to your spreadsheet. The following instructions will walk you through the process

1. Login to your Google Account (that is linked to your Analytics).
2. Load the following sheet
https://docs.google.com/spreadsheets/d/1YoTUtQw4DzmwnV2WV5SLx-CxIDR74pOqptFRW7HDh_k/edit?usp=sharing
3. Select File > Make a Copy [Figure 1]
4. From the menu bar choose: Add-ons > Get Add-ons [Figure 2]
5. Find the Google Analytics Add-on from the add-ons gallery and select it.
6. From the add-on description page, click the “+” in the top right corner to add this add-on to your spreadsheet.
7. A dialog should pop up requesting your permission for the add-on to access your Google Analytics data. Click “Accept”.
8. The add-on is now installed. A “Google Analytics” submenu should now appear in the Add-ons menu.
9. You will need to add the View Profile ID (in the Report Config tab). This is found under the View Setting menu in your Analytics Admin menu. [Figure 3 and 4]

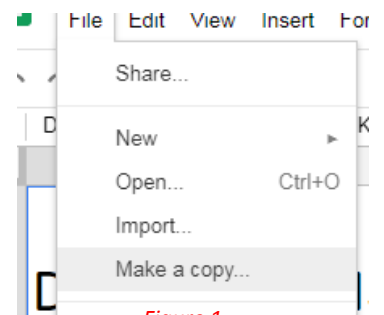


Figure 1

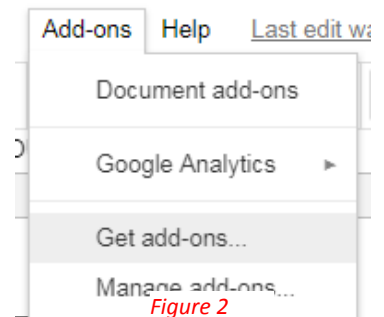


Figure 2

Configuration Options	Your Google Analytics Report	
Report Name	A0	A-1
View ID	42721124	
Start Date	01/05/2018	01/04/
End Date	31/05/2018	30/04/
Metrics	ga:sessions ga:goalCompletionsAll ga:conversionRateAll	ga:ses ga:goal ga:conv
Dimensions	ga:pageviewsPerSession	ga:pag
Order	ga:keyword	ga:key
Filters	ga:channelGrouping=Organic Search	ga:cha ga:Sea
Segments		
Limit	1000	1000
Spreadsheet URL		
Skip Report		

Figure 3

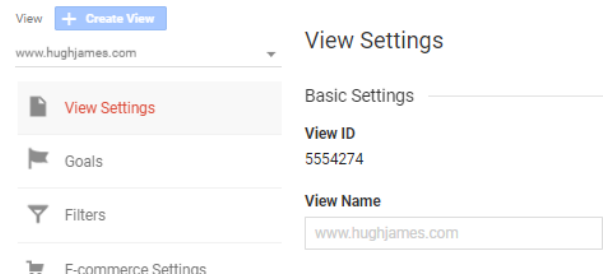


Figure 4