

HOW TO CONNECT TO NOVICELL MANAGER ACCOUNT

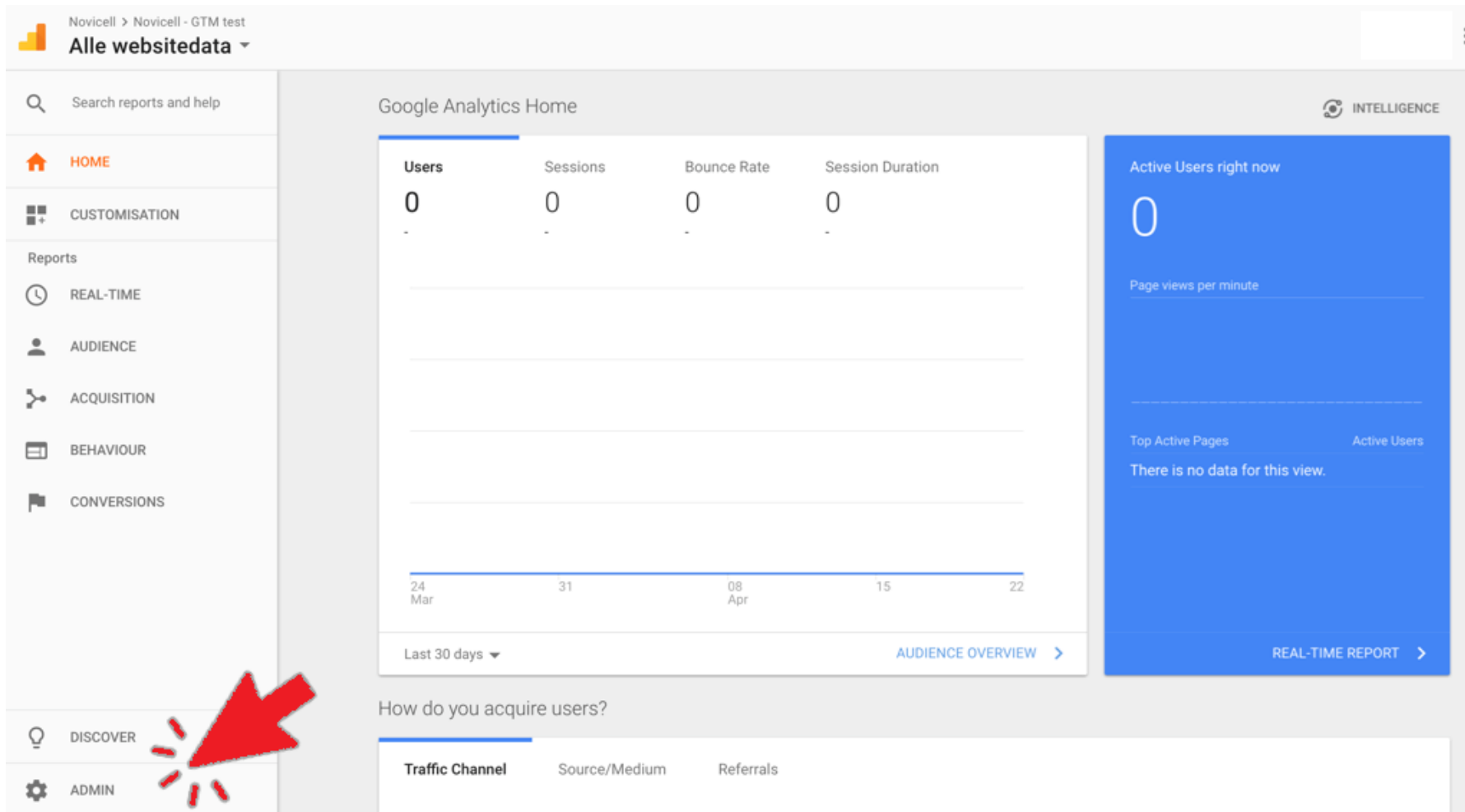
# GOOGLE ANALYTICS

2022



# STEP BY STEP

1. Log in to your Google Analytics-account and click on the Admin tab in the bottom left corner.



The screenshot shows the Google Analytics Admin interface for a property named 'Alle websitedata'. The left-hand navigation menu includes 'HOME', 'CUSTOMISATION', 'Reports', 'REAL-TIME', 'AUDIENCE', 'ACQUISITION', 'BEHAVIOUR', 'CONVERSIONS', 'DISCOVER', and 'ADMIN'. A red arrow points to the 'ADMIN' tab. The main content area displays the 'Google Analytics Home' dashboard with a summary table for 'Users', 'Sessions', 'Bounce Rate', and 'Session Duration', all showing zero values. Below this is a line chart for the 'Last 30 days' period. To the right, there are sections for 'Active Users right now' (0), 'Page views per minute', and 'Top Active Pages' (no data). At the bottom, the 'How do you acquire users?' section is partially visible, showing columns for 'Traffic Channel', 'Source/Medium', and 'Referrals'.

Users	Sessions	Bounce Rate	Session Duration
0	0	0	0

24 Mar 31 08 Apr 15 22

Last 30 days

AUDIENCE OVERVIEW >

Active Users right now: 0

Page views per minute

Top Active Pages: There is no data for this view.

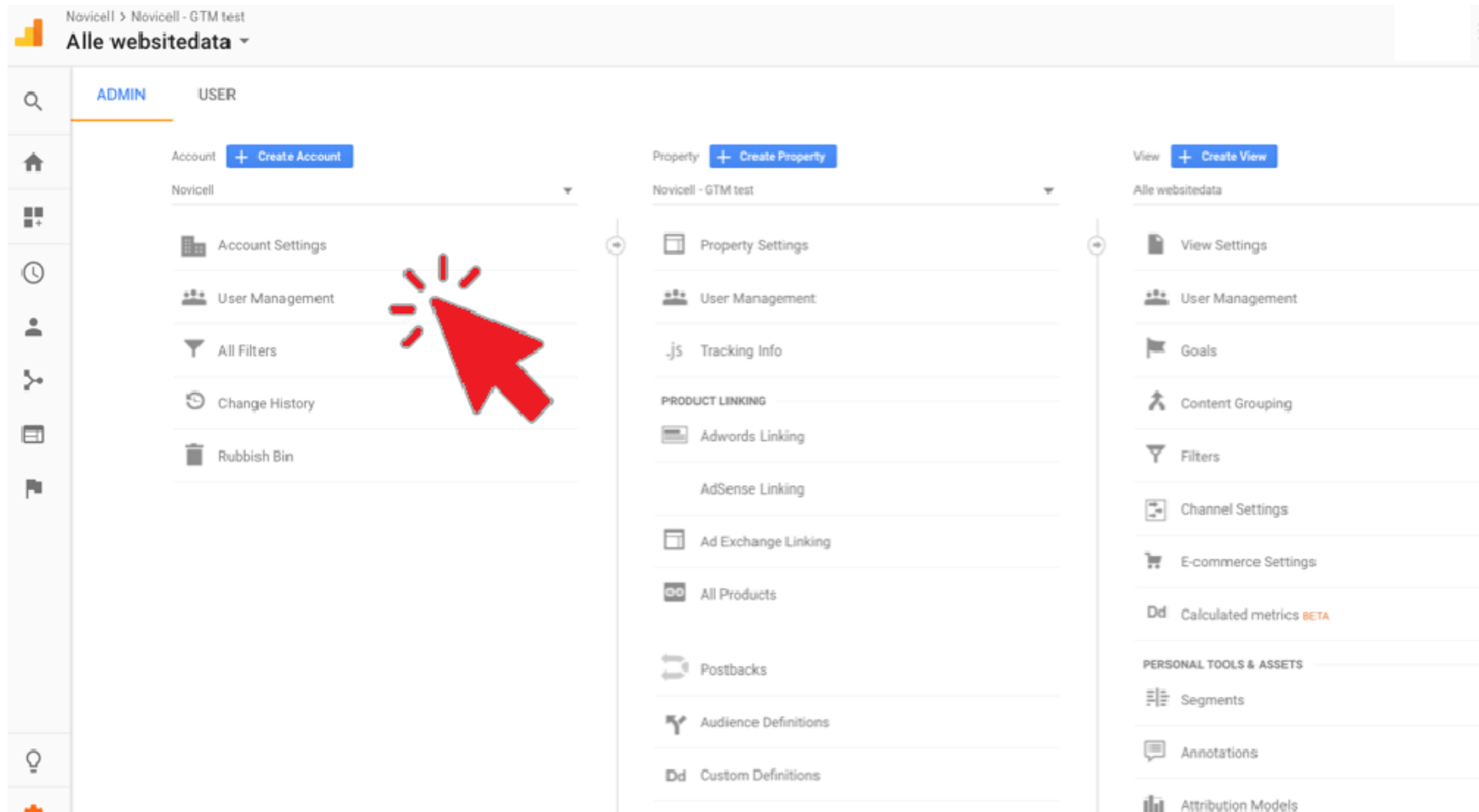
Active Users

How do you acquire users?

Traffic Channel	Source/Medium	Referrals
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# STEP BY STEP

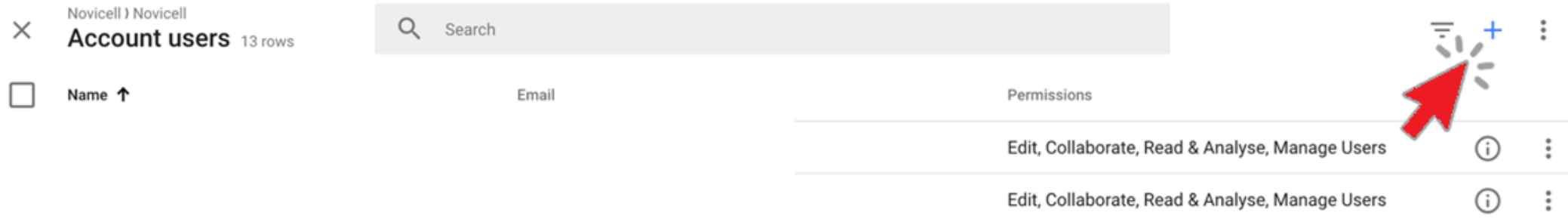
2. Locate the Account Level in the Admin view and click on **User Management**.



The screenshot displays the Google Analytics Admin interface for the account 'Alle websitedata'. The interface is divided into three main sections: Account, Property, and View. The Account section is currently selected, showing a list of options including Account Settings, User Management, All Filters, Change History, and Rubbish Bin. A red cursor is pointing to the 'User Management' option. The Property section shows options for Property Settings, User Management, .js Tracking Info, and various linking options. The View section shows options for View Settings, User Management, Goals, Content Grouping, Filters, Channel Settings, E-commerce Settings, and Calculated metrics BETA. The interface also includes a search bar, a home button, and a sidebar with various navigation icons.

# STEP BY STEP

3. Click on the + sign in the upper right corner and choose **Add new users**.



The screenshot shows a user management interface. At the top left, there is a close button (X) and the text "Novicell | Novicell". Below this, the title "Account users" is displayed with "13 rows" to its right. A search bar with a magnifying glass icon and the text "Search" is positioned to the right of the title. Below the search bar, there is a table with three columns: "Name" (with an upward arrow), "Email", and "Permissions". The table contains two rows of data, both with the same permissions: "Edit, Collaborate, Read & Analyse, Manage Users". In the top right corner of the table area, there is a plus sign icon (+) next to a menu icon (three horizontal lines) and a vertical ellipsis icon (three dots). A red arrow points to the plus sign icon.

Name ↑	Email	Permissions
		Edit, Collaborate, Read & Analyse, Manage Users
		Edit, Collaborate, Read & Analyse, Manage Users

# STEP BY STEP

4. In the e-mail field you enter: [googledk@novicell.dk](mailto:googledk@novicell.dk)

Make sure the **Notify new users by email** field is checked.



The screenshot shows a light blue rounded rectangular form. At the top left, the text "Email addresses" is displayed. Below this, there is a horizontal line. Underneath the line, there is a grey pill-shaped button containing a person icon, the text "novicellcpt@gmail.com", and a close icon (an 'x' in a circle). Below this button, there is another horizontal line. At the bottom left of the form, there is a blue checked checkbox followed by the text "Notify new users by email".

# STEP BY STEP

5. Under permissions you check the Administrator box.

6. Click **Add** in the upper right corner.

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](#)

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Data restrictions (GA4 properties only)

- No Cost Metrics  
No access to cost-related metrics for account. GA4 only. [Learn more](#)
- No Revenue Metrics  
No access to revenue-related metrics. GA4 only. [Learn more](#)