



# Google Analytics

## Implementing Google Analytics

### Introduction

Using a combination of two core Claromentis applications, Analytics and Audit Logging, Administrators can monitor user activity and understand global trends.

The Analytics application enables organizations to understand, visualize and interpret data associated with intranet usage.

The Audit Logging application allows Administrators to track individual user activity and comes in useful when troubleshooting problems.

For more information, please refer to the [Tracking User Activity Guide](#).

Google Universal Analytics will stop processing data on July 1st 2023 and this article has been updated for Google Analytics 4 Properties [More info](#).

### Google Analytics Tracking Code

Firstly, please ensure this option is viable by reviewing the information [here](#). If the requirements detailed in the article are satisfied then you may proceed in implementing Google Analytics. You will need to start by creating a [Google Analytics](#) account for the Intranet, follow the instruction and get a copy of the tracking code.

#### Step 1: Sign up to Google Analytics.

Sign in to [Google Analytics](#) and followed [Setup Assistance](#) to finish configuring your GA4 Property.

If you are setting it up for the first time, you may need to set up Google Tag Managers, follow these steps.

Set Up Analytics for the Website

#### Step 2: Add Google Tags directly on Claromentis

Click **Admin**

At the top of the Property column, select your property.

In the Property Column, click **Data Streams > Web**

Click data stream for your website.

Under Google tag, click **View tag instructions**.

On the Installation instructions page, select **Install manually**:

On the screen, you'll see the JavaScript snippet for your account's Google tag. Your Google tag is the entire section of code that appears, beginning with:

```
<!-- Google tag (gtag.js) -->
and ending with
</script>
```

Copy the code.

## Step 2: Paste the code to Claromentis

Navigate to **Admin > System > Scripts**

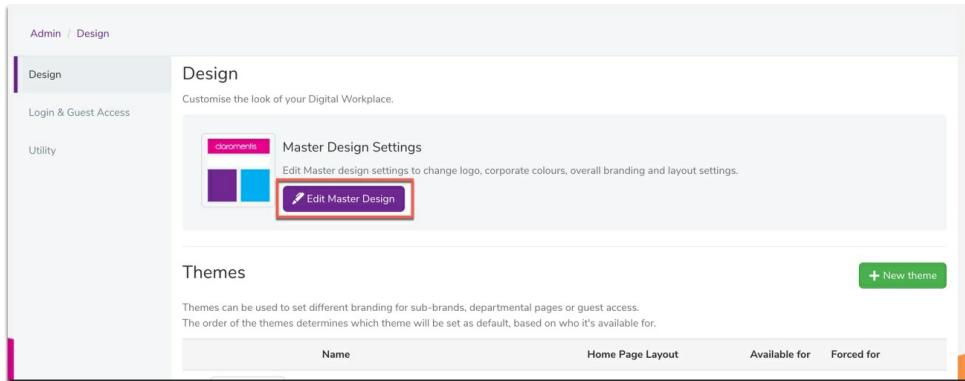
Paste the code **inside the <head> tag**

## Step 3: Click **Save**

Done! After a few days check analytics in your Google Analytics account.

## LEGACY SYSTEM: Follow these steps for Claromentis 8.0 - 8.6

### 1. Navigate to the Admin > Design Panel > Edit master design



Admin / Design

**Design**

Customise the look of your Digital Workplace.

**Master Design Settings**

Edit Master design settings to change logo, corporate colours, overall branding and layout settings.

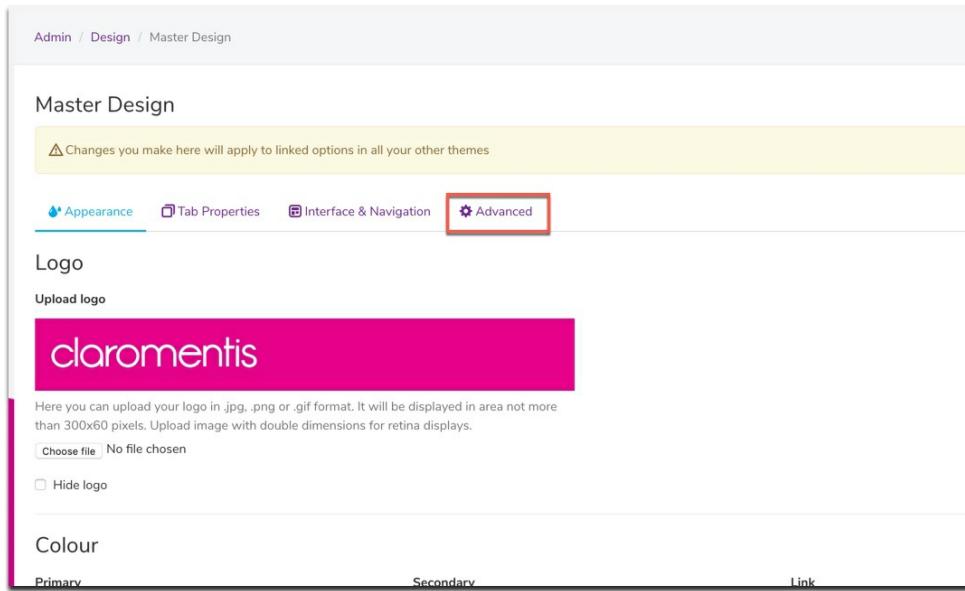
**Themes**

Themes can be used to set different branding for sub-brands, departmental pages or guest access. The order of the themes determines which theme will be set as default, based on who it's available for.

Name	Home Page Layout	Available for	Forced for

**+ New theme**

### 2. Click on Advanced tab



Admin / Design / Master Design

### Master Design

⚠ Changes you make here will apply to linked options in all your other themes

**Appearance** **Tab Properties** **Interface & Navigation** **Advanced**

#### Logo

Upload logo

claromentis

Here you can upload your logo in jpg, png or gif format. It will be displayed in area not more than 300x60 pixels. Upload image with double dimensions for retina displays.

Choose file No file chosen

Hide logo

#### Colour

Primary Secondary Link

### 3. Paste Google Analytics tracking code in "Custom Code"

## Master Design

⚠ Changes you make here will apply to linked options in all your other themes

Appearance Tab Properties Interface & Navigation **Advanced**

Custom CSS (Advanced) Use this area to add custom CSS rules to your site.

Warning: Please be cautious when using this feature as custom CSS can break your design. Our support team will be limited in how they can help with design related issues if you have custom CSS.

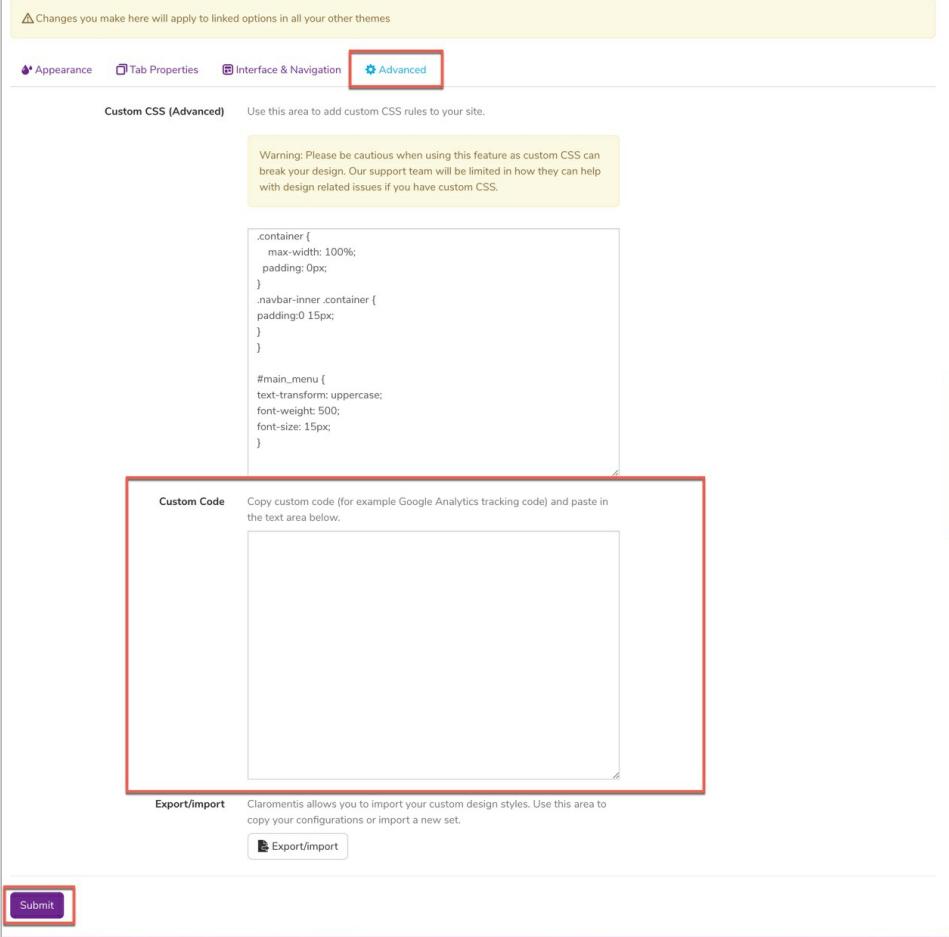
```
.container {  
  max-width: 100%;  
  padding: 0px;  
}  
.navbar-inner .container {  
  padding: 0 15px;  
}  
  
.main-menu {  
  text-transform: uppercase;  
  font-weight: 500;  
  font-size: 15px;  
}
```

**Custom Code** Copy custom code (for example Google Analytics tracking code) and paste in the text area below.

Export/import Claromentis allows you to import your custom design styles. Use this area to copy your configurations or import a new set.

 Export/import

**Submit**



4. Click Submit

5. Done! after a few days check analytics in your Google Analytics account.

### Claromentis version 8.0 or older

For older version of Claromentis changes to the custom VI (visual interface) are required.

We strongly advise that you allow us to complete the implementation, as changes to the custom VI (visual interface) are required. However, you will find instructions below for completing this yourself, assuming you have access to the server on which the Intranet is hosted.

Copy and paste the tracking code between <head> and </head> in the following file for all custom VIs:

/interface\_custom/common/htmlheader.html

Last modified on 30 November 2023 by [Hannah Door](#)

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Tags: [analytics](#), [tracking](#), [google](#), [views](#)