



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

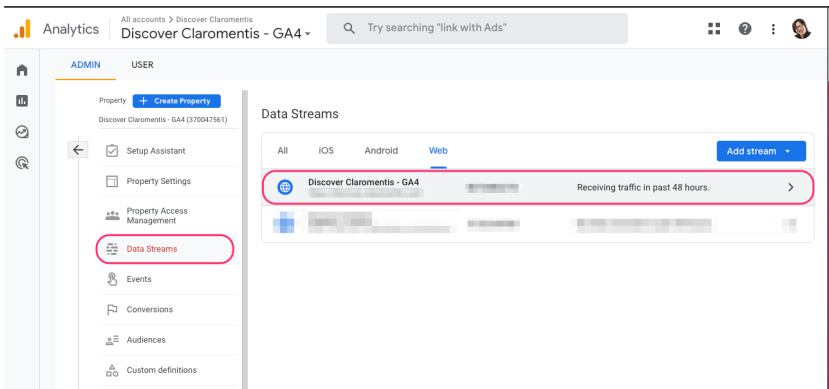
Step 2: Add Google Tags directly on Claromentis

Click **Admin**

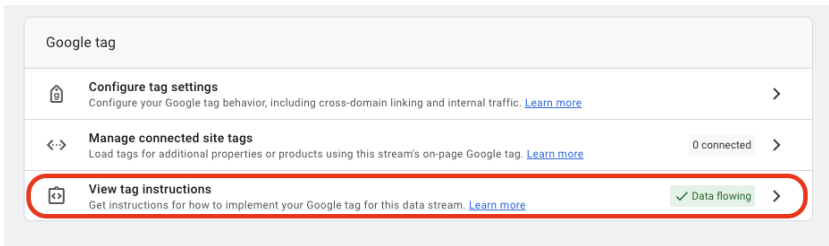
At the top of the Property column, select your property.

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) -->
```

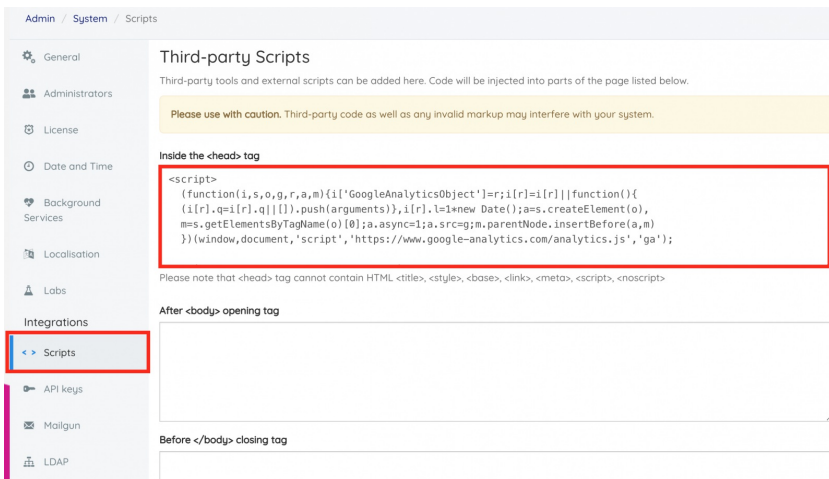
and ending with

```
</script>
```

Copy the code.

Step 2: Paste the code to Claromentis

Navigate to **Admin > System > Scripts**



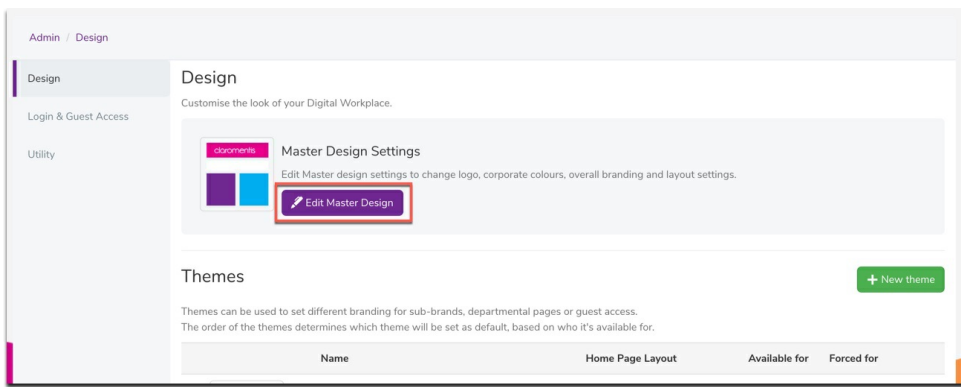
Paste the code **inside the <head> tag**

Step 3: Click **Save**

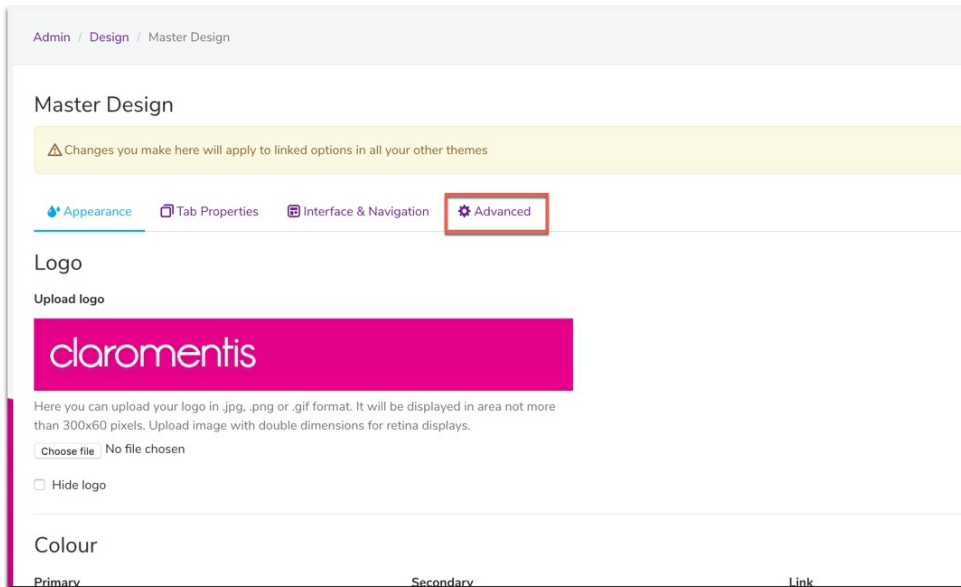
Done! After a few days check analytics in your Google Analytics account.

LEGACY SYSTEM: Follow these steps for Claromentis 8.0 - 8.6

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



2. Click on Advanced tab



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

Created on 22 August 2013 by Michael Christian

Tags: analytics, tracking, google, views