How to Collect data from a Google Spreadsheet (prior to 5.3)

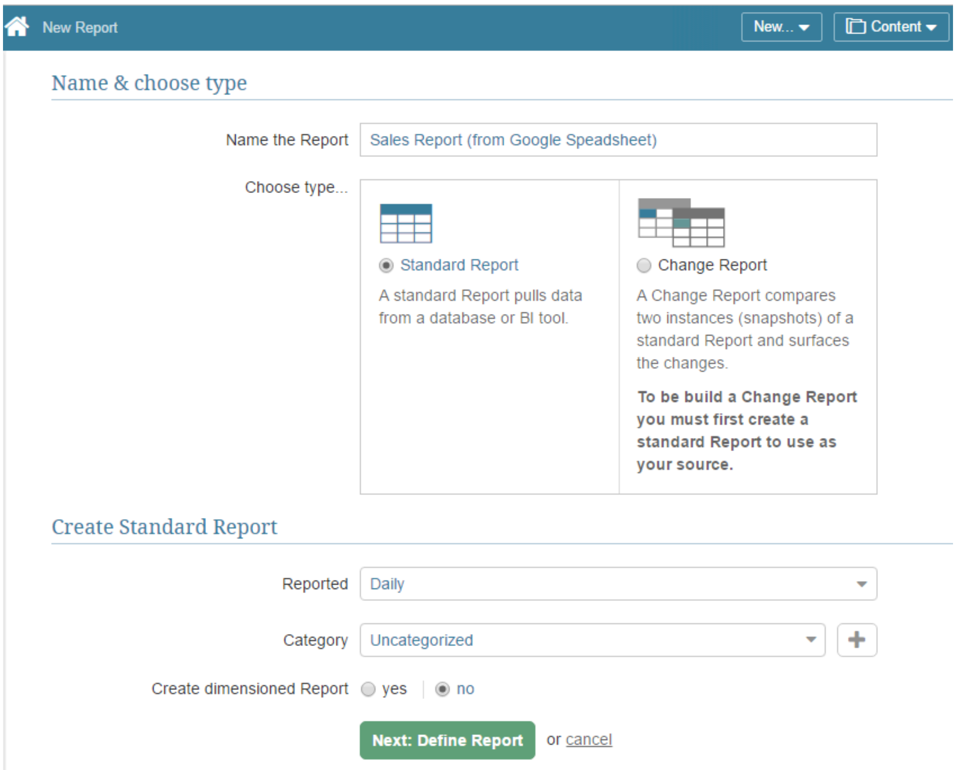
A Metric Insights element can be populated automatically based on data fetched from a Google Spreadsheet.

PREREQUISITE:

You must have created a Google Spreadsheet Plugin that is set to access Google Spreadsheets to serve as your **Data Source.**

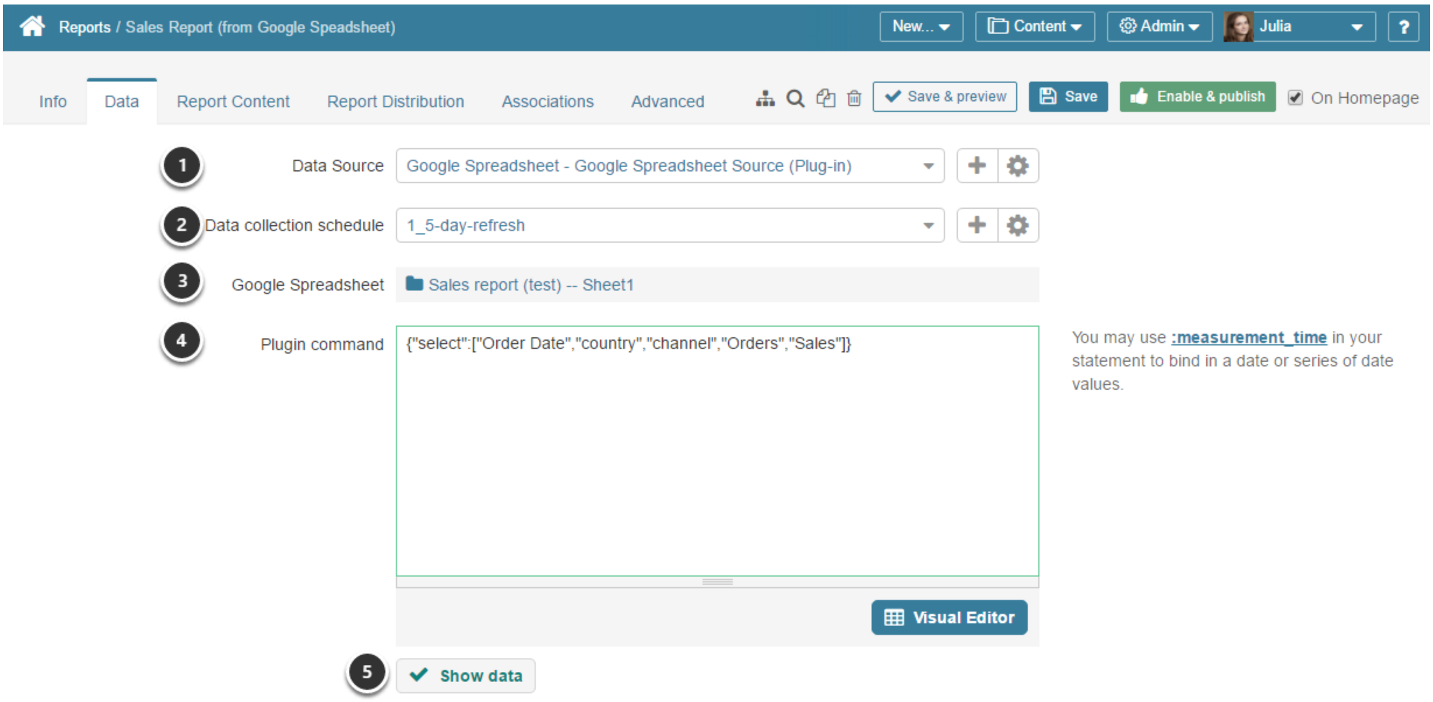
The example given in this article is for creating a Report.

1. Access New > Report



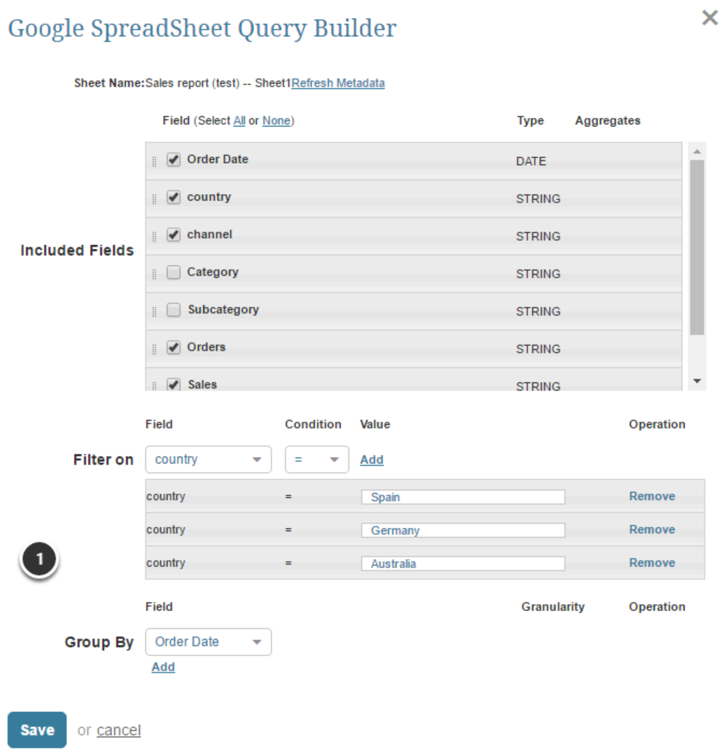
1. **Name the Report**: Define a unique descriptive name of your element
2. **Reported**: choose the measurement interval from the drop-down list
3. **Category**: define a category this element belongs to
4. To move on to defining data collection details, click **Next: Define Report**

2. Full Editor displays the Data Collection tab



1. **Data Source**: select the account you have created for **Google Spreadsheet**
2. **Data Collection Schedule**: Specify the trigger that will be used to collect the data for your Report
3. **Google Spreadsheet:** Choose the file which should serve as a basis of a future Report
4. Input **Plugin Command** listing all the data you would like to fetch from Google Spreadsheet (manually or using the **Visual Editor**)
5. Once you are ready with your command, click **Show Data**.

2.1. Example using the Visual Editor

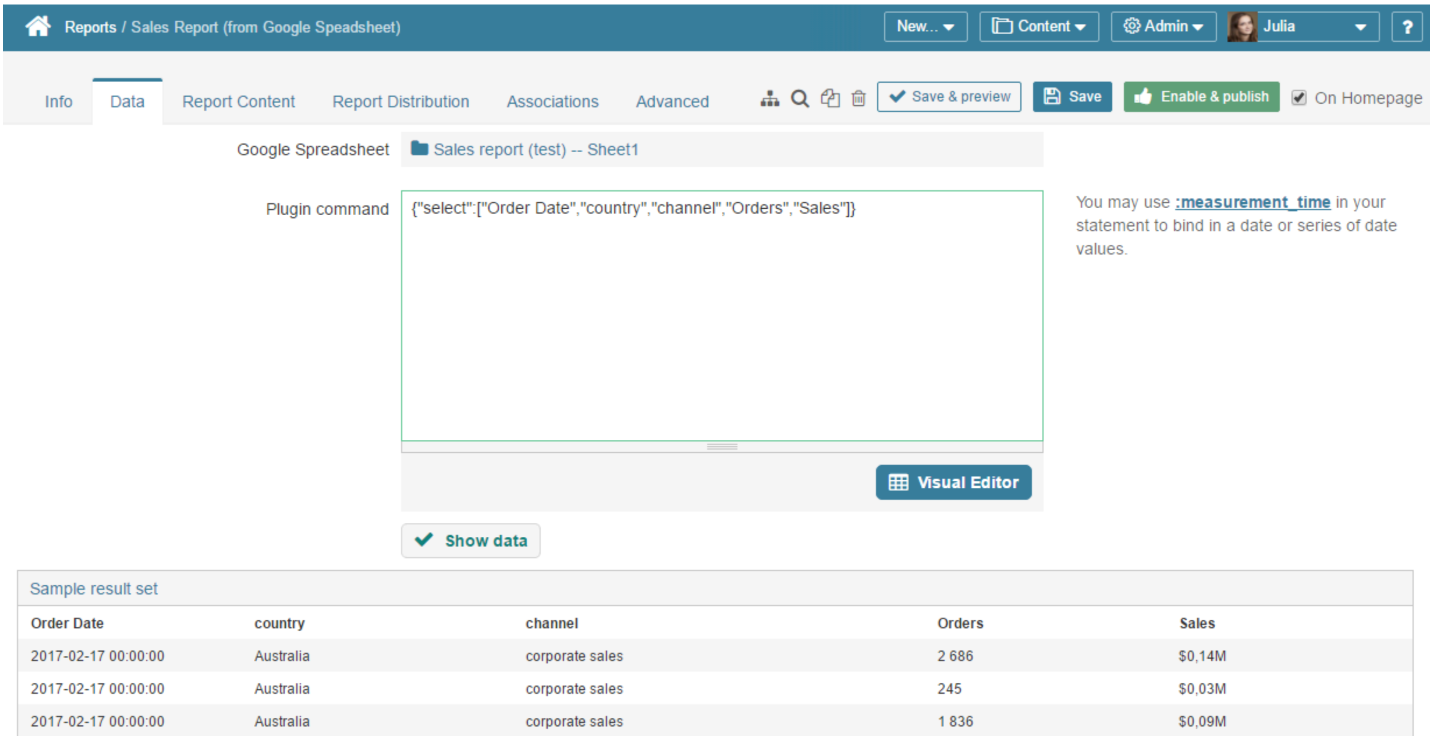


The **Google Spreadsheet Query Builder** allows constructing commands without the need to learn the plugin syntax and avoiding typos/mistakes.

1. Select the **fields** for your element
2. *Optionally,* add **Filters**
3. *Optionally,* add **Group By** criteria

Save your settings. Plugin command validating will start automatically.

3. Plug-in command will be validated and Data Collected on Save from Visual Editor

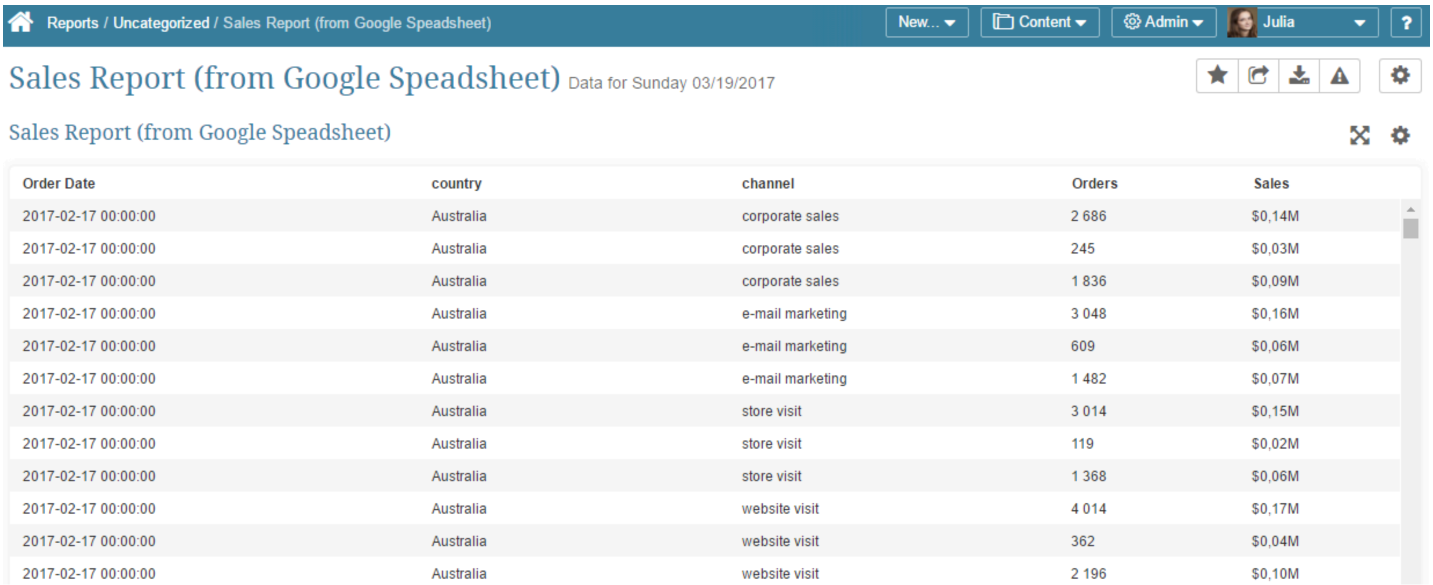


Order Date	country	channel	Orders	Sales
2017-02-17 00:00:00	Australia	corporate sales	2 686	$0,14M
2017-02-17 00:00:00	Australia	corporate sales	245	$0,03M
2017-02-17 00:00:00	Australia	corporate sales	1 836	$0,09M

If the command is validated successfully, the **Sample Results set** is going to be shown below.

At the upper right corner of the screen click **Enable and Publish**

4. Report will be displayed in Viewer



Order Date	country	channel	Orders	Sales
2017-02-17 00:00:00	Australia	corporate sales	2 686	$0,14M
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2017-02-17 00:00:00	Australia	corporate sales	1 836	$0,09M
2017-02-17 00:00:00	Australia	e-mail marketing	3 048	$0,16M
2017-02-17 00:00:00	Australia	e-mail marketing	609	$0,06M
2017-02-17 00:00:00	Australia	e-mail marketing	1 482	$0,07M
2017-02-17 00:00:00	Australia	store visit	3 014	$0,15M
2017-02-17 00:00:00	Australia	store visit	119	$0,02M
2017-02-17 00:00:00	Australia	store visit	1 368	$0,06M
2017-02-17 00:00:00	Australia	website visit	4 014	$0,17M
2017-02-17 00:00:00	Australia	website visit	362	$0,04M
2017-02-17 00:00:00	Australia	website visit	2 196	$0,10M

This Report is going to be automatically updated upon the Data Collection Trigger, assigned to in in the Editor.