## 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 <u>Google Spreadsheet Plugin</u> that is set to access Google Spreadsheets to serve as your **Data Source.** 

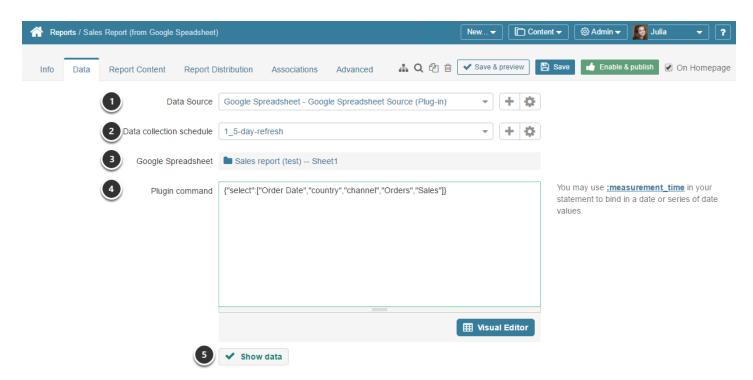
The example given in this article is for creating a Report.

#### 1. Access New > Report

lew Report		New 🔻 📄 Con
Name & choose type		
Name the Report	Sales Report (from Google Speads	heet)
Choose type	Standard Report	Change Report
	A standard Report pulls data from a database or BI tool.	A Change Report compares two instances (snapshots) of a standard Report and surfaces the changes.
		To be build a Change Report you must first create a standard Report to use as your source.
Create Standard Report		
Reported	Daily	•
Category	Uncategorized	• +
Create dimensioned Report	o yes ● yes ● no	
	Next: Define Report or <u>cancel</u>	

- 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

Google Spre	eadSheet Query Builder				
Sheet Name:Sales report (test) Sheet1Refresh Metadata					
	Field (Select All or No	ne)		Type Aggre	gates
	Order Date			DATE	*
	country			STRING	
Included Fields	🛛 🗹 channel			STRING	
	Category			STRING	
	Subcategory			STRING	
	Orders			STRING	
	Sales			STRING	*
	Field	Condition	Value		Operation
Filter on	country 💌	= •	Add		
	country	=	Spain		Remove
	country	=	Germany		Remove
	country	-	Australia		Remove
	Field			Granularity	Operation
Group By	Order Date -				
	Add				
Save or cancel					

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

Reports / Sales I	Report (from Google Speadsheet)		New ▼	Content 🗸 🖉 Admin 🗸 🧕 Julia 🔹 🤇 ?
Info Data	Report Content Report D	stribution Associations Advanced	🚠 🔍 🖓 🛍 🗸 Save & pr	eview 🖺 Save 📫 Enable & publish 🕑 On Homepage
	Google Spreadsheet	Sales report (test) Sheet1		
	Plugin command	You may use <u>:measurement_time</u> in your statement to bind in a date or series of date values.		
			I Visual E	Editor
		✓ Show data		
Sample result set				
Order Date	country	channel	Order	s 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

Reports / Uncategorized / Sales Rej	port (from Google Speadsheet)	New •	▼ Content ▼ & Admin	🕶 🌠 Julia 🛛 👻	?
Sales Report (from Google Speadsheet) Data for Sunday 03/19/2017				* C 🕹 A	\$
Sales Report (from Google Sj	peadsheet)			×	¢
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	
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.