

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

The screenshot shows the 'New Report' interface. At the top, there's a header bar with a home icon, 'New Report', and buttons for 'New...' and 'Content'. Below the header, the main area is titled 'Name & choose type'. It contains a text input field for 'Name the Report' with the value 'Sales Report (from Google Spreadsheet)'. Below this, there's a 'Choose type...' section with two options: 'Standard Report' (selected) and 'Change Report'. The 'Standard Report' option includes a description: 'A standard Report pulls data from a database or BI tool.' The 'Change Report' option includes a description: 'A Change Report compares two instances (snapshots) of a standard Report and surfaces the changes.' Below these options, there's a section titled 'Create Standard Report'. It contains a 'Reported' dropdown menu set to 'Daily', a 'Category' dropdown menu set to 'Uncategorized' with a plus icon to its right, and a 'Create dimensioned Report' section with radio buttons for 'yes' and 'no' (the 'no' button is selected). At the bottom, there's a green button labeled 'Next: Define Report' and a link labeled 'or cancel'.

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 SpreadSheet Query Builder



Sheet Name: Sales report (test) -- Sheet1 [Refresh Metadata](#)

Field (Select [All](#) or [None](#))

Type

Aggregates

Field (Select All or None)	Type	Aggregates
<input checked="" type="checkbox"/> Order Date	DATE	
<input checked="" type="checkbox"/> country	STRING	
<input checked="" type="checkbox"/> channel	STRING	
<input type="checkbox"/> Category	STRING	
<input type="checkbox"/> Subcategory	STRING	
<input checked="" type="checkbox"/> Orders	STRING	
<input checked="" type="checkbox"/> Sales	STRING	

Included Fields

Field

Condition

Value

Operation

Filter on

country

=

Add

country	=	Spain	Remove
country	=	Germany	Remove
country	=	Australia	Remove

1

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.

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

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

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