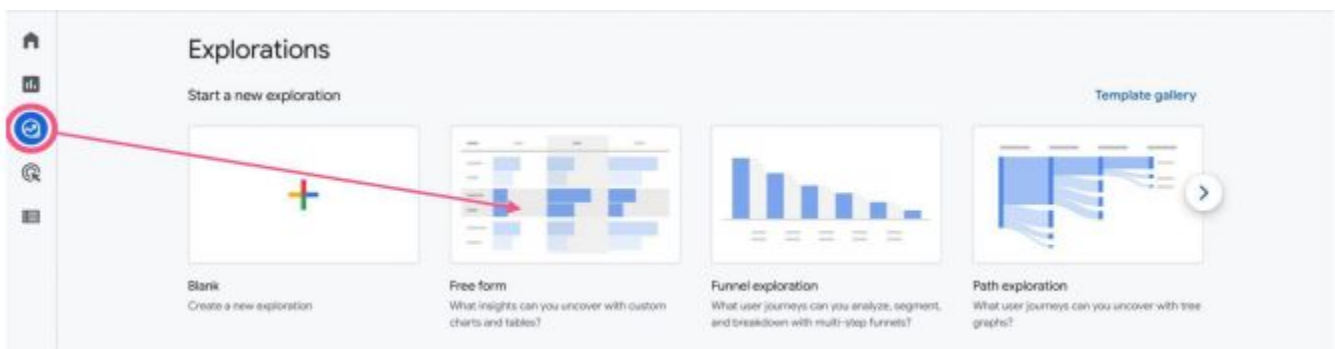


The Explore tab in Google Analytics 4 (GA4), allows you build out custom reports (or 'Explorations') in order to see the data that is most relevant and important for your business. Oftentimes these reports need to be shared with a client, or duplicated with minor adjustments for comparison or consistency of your reports.

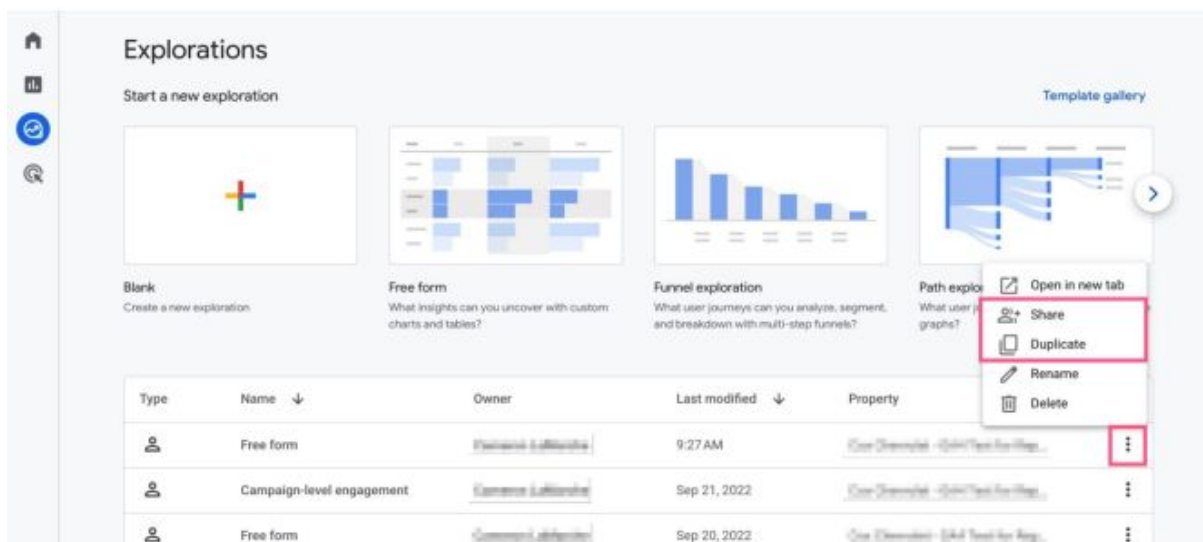
This resource will provide you step-by-step instructions on how to share and duplicate Explorations in GA4.

To begin, you will need to log into your GA4 property and navigate to the 'Explore' section in the GA4 interface:

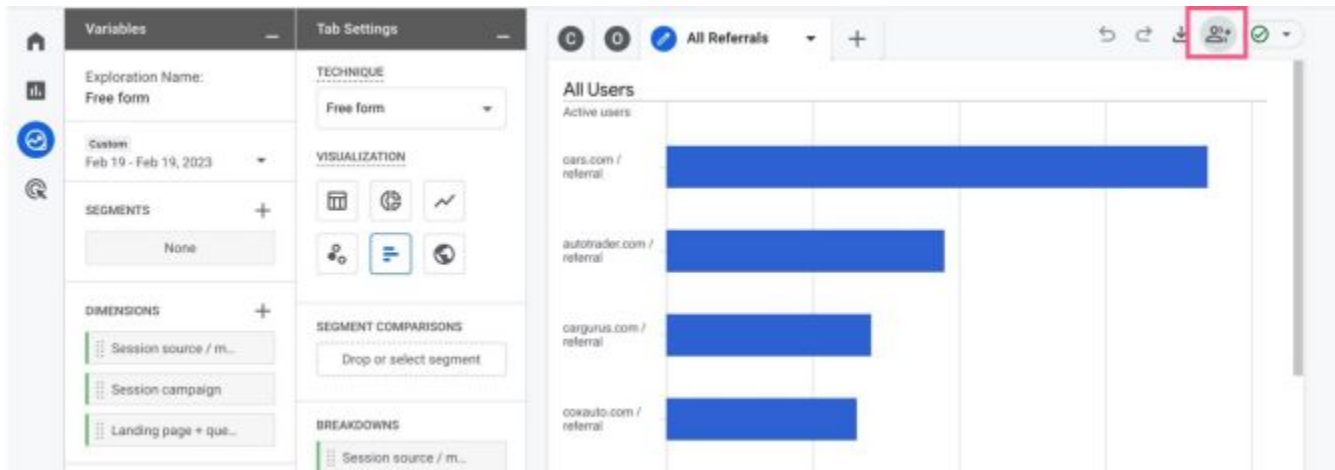
Step 1 - Create Your Custom Report (unless you already have a report made)



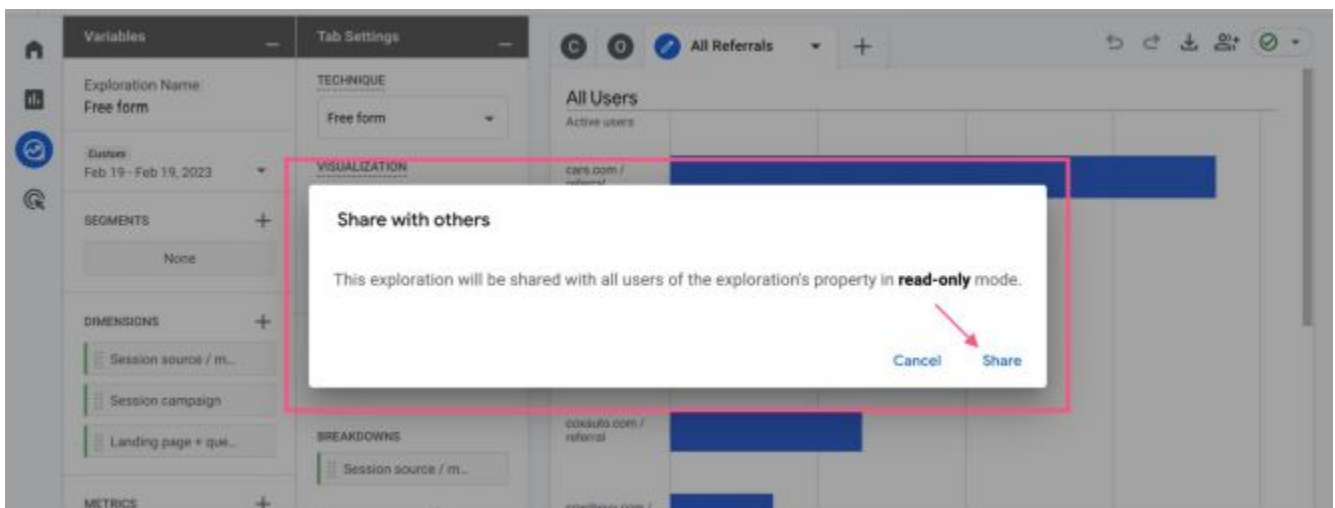
Step 2 - To Duplicate or Share a Report After Creating It, Click the 3 Dots on the right



Step 3 - Alternatively, Within The Report, Click The 'Share' Icon At The Top Right

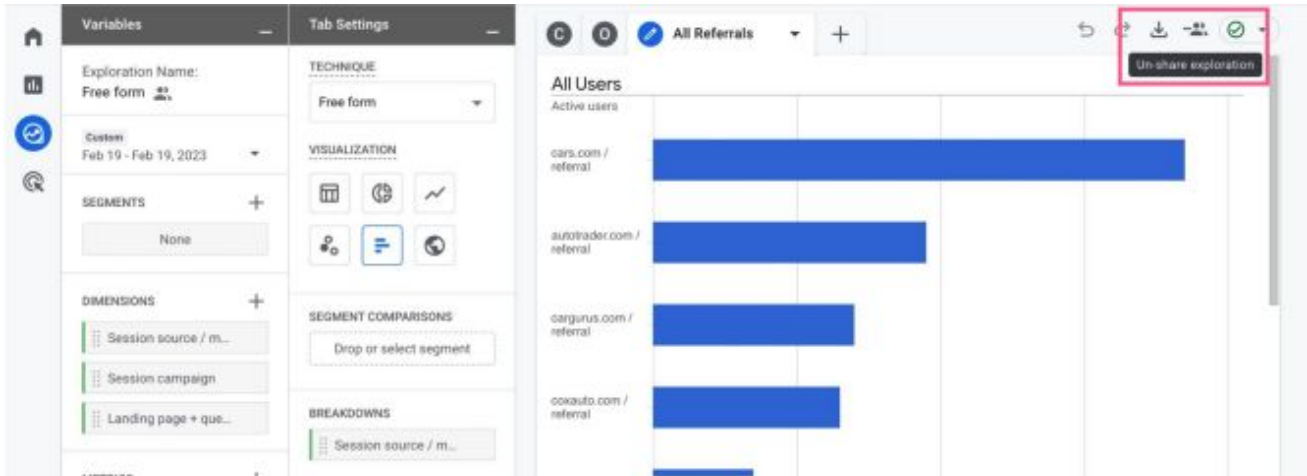


Step 4 - Click Share



As of right now, Google only allows for shared explorations to be viewed (NOT edited) by anyone who has the Viewer role to the GA4 property. The report must duplicated or copied by whoever it was shared with in order for them to edit it.

Step 5 - The Report Can Be Un-Shared The Same Way



Please reach out to support@dealerinspire.com if you have any questions after following these step-by-step instructions.