

Scheduled Email Reporting in Google Looker Studio

Looker Studio offers automated Scheduled Email reporting. Similar to GA4 Basic Reports, we can set up a Looker Studio report to be automatically sent to recipients.

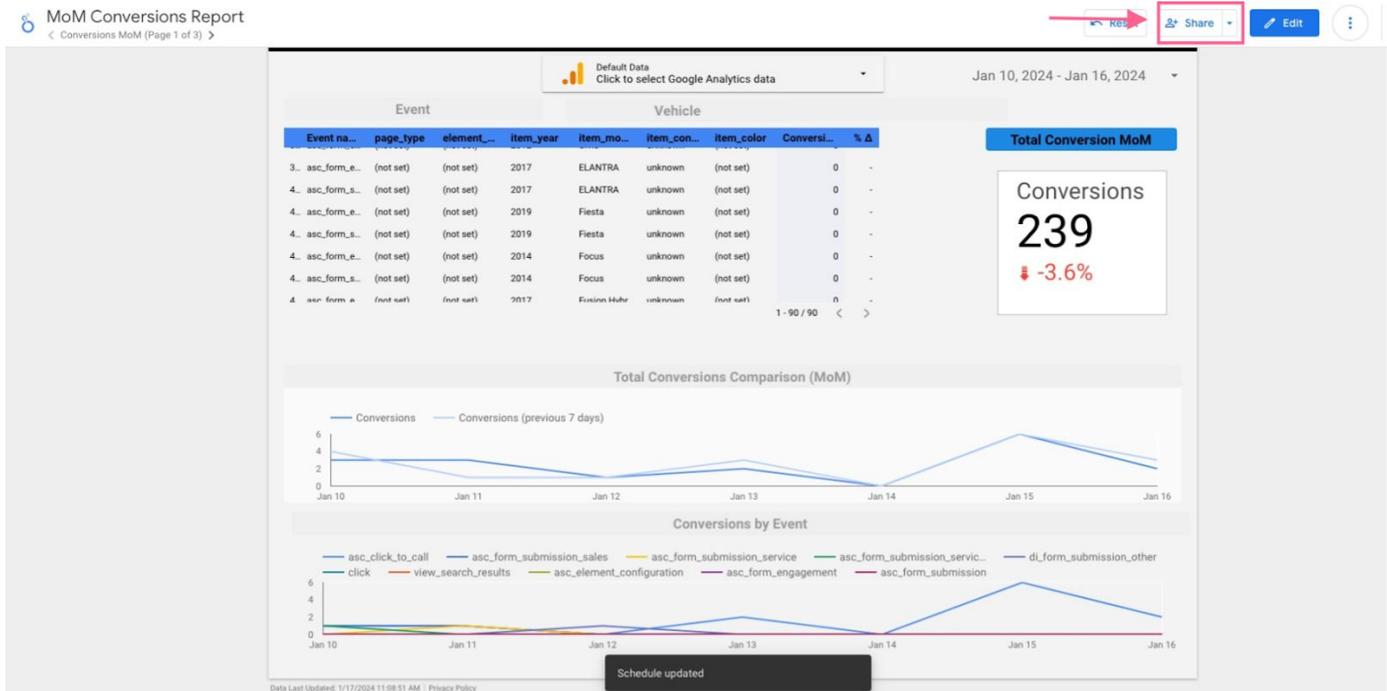
PLEASE NOTE:

In order to setup Scheduled Email Reporting for Looker studio:

- The recipient must be added as a user on the report
- The user setting up the report must be an administrator on the Looker Report

Next we'll look at the steps for setting up Scheduled Email Reporting for Looker Studio reports.

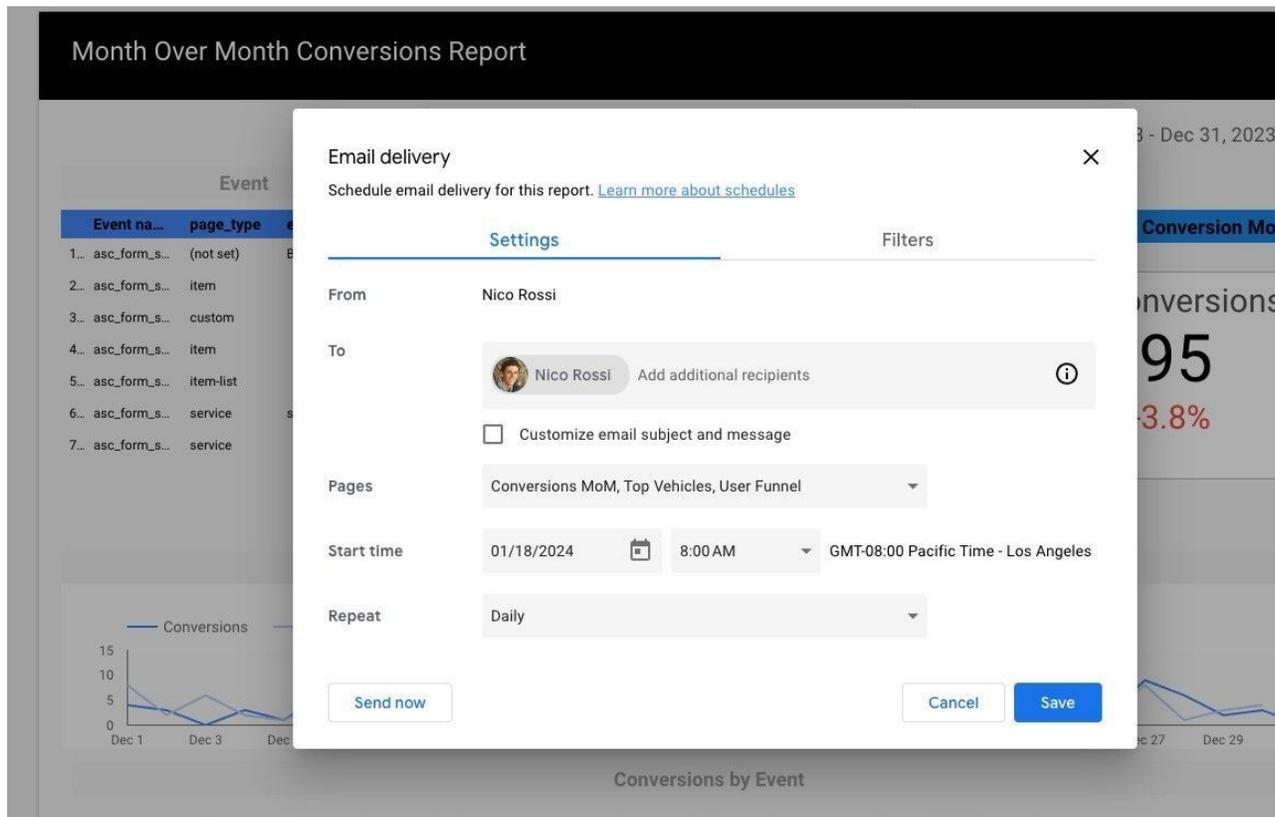
Step 1: Navigate to Looker Studio and the report you wish to use. Once in the report look for the “Share” option in the top right corner and click on it.





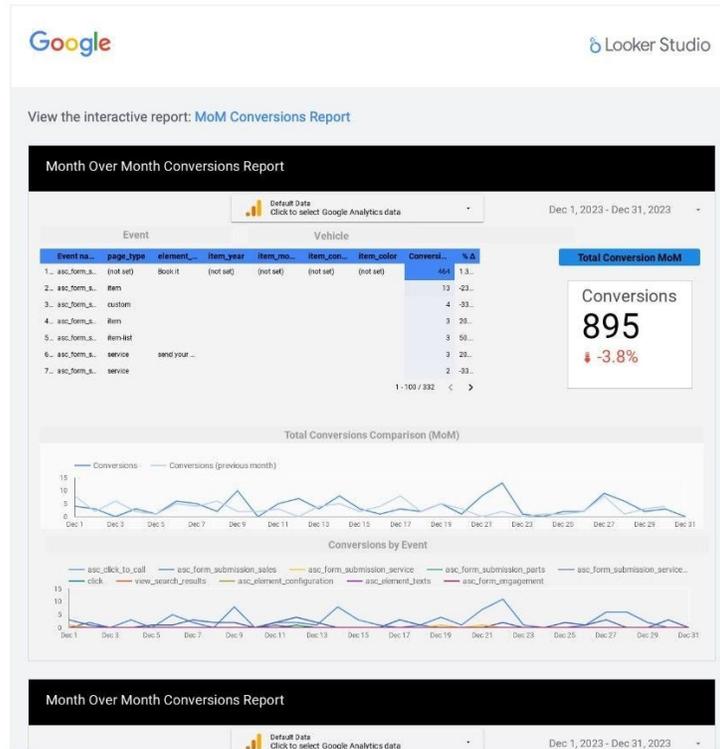
Step 2: After clicking on the Share option, select “Schedule Delivery.” This will take you to the email delivery page where you can add recipients, choose the frequency of how often you want the report sent, choose the pages sent, and filter the date range.

- Looker studio will allow you to add any email as a recipient, but that user will only receive scheduled emails if they are added to the report with user access! Please ensure any recipient is also added as a user if you want them to be able to receive the scheduled emails.



Step 3: Once the Email Delivery is saved the Looker Studio report will be sent to the recipient via email. This contains a direct link to the report as well as a downloadable PDF file towards the bottom of the email.

- The bottom PDF will contain the report with the filtered dates. These dates will change on each email sent based on what was chosen when setting up the email delivery.



Step 4: To make any changes navigate back to the Looker report and click on “Share” → “Schedule Delivery.” Here you can make any necessary changes to the email delivery of the selected report.

Month Over Month Conversions Report

Event

| Event na... | page_type |
|--------------------|-----------|
| 1... asc_form_s... | (not set) |
| 2... asc_form_s... | item |
| 3... asc_form_s... | custom |
| 4... asc_form_s... | item |
| 5... asc_form_s... | item-list |
| 6... asc_form_s... | service |
| 7... asc_form_s... | service |

Conversions

Conversions by Event

asc_click_to_call asc_form_submission_sales asc_form_submission_service asc_form_submission_parts asc_form_submission_servic... click view_search_results asc_element_configuration asc_element_texts asc_form_engagement

Month Over Month Conversions Report

Default Data Click to select Google Analytics data

Dec 1, 2023 - Dec 31, 2023

Share

Settings Filters

From Nico Rossi

To Nico Rossi Add additional recipients

Customize email subject and message

Pages Conversions MoM, Top Vehicles, User Funnel

Start time 01/17/2024 11:30 AM GMT-08:00 Pacific Time - Los Angeles

Repeat Daily

Send now Cancel Save