

Configure Analytics Access

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Analytics access determines which collaborators can view project reporting and export available data. Use this process to confirm analytics visibility for a project and identify when additional access configuration is required.

Overview

Project analytics provide reporting information for a specific project. Collaborators who can access the project's analytics area can review reporting information and, where available, use **Export CSV** to download data for analysis outside Atloria.

In the currently available interface evidence, Atloria provides project navigation and analytics reporting, but no collaborator-level analytics permission fields, role selectors, or **Save** controls are shown. This means you should first confirm the collaborator's project access and then verify whether they can open the project's analytics area.

If your organization needs analytics to be restricted separately from general project access, contact the project administrator or your Atloria administrator. They can confirm whether analytics access is managed through project membership or through an organization-level policy not shown in the current project interface.



Screenshot pending: Project analytics area showing reporting visibility and available actions.

Prerequisites

Before you begin, make sure you have:

- Access to the Atloria **Projects** area.
- The project selected for which you want to review analytics access.
- The name or email address of the collaborator whose access you want to verify.

- Administrator or project-management assistance if the collaborator cannot access the project.
- A reason for granting reporting access, especially if the collaborator may use **Export CSV**.

Step-by-Step Instructions

1. Select **Projects** to open the list of available projects.
2. Select the project whose reporting access you want to review.
3. Open the project's analytics area.
4. Ask the collaborator to open the same project from their own Atloria account.
5. Ask the collaborator to open the project's analytics area.
6. Confirm whether the collaborator can see reporting information on the analytics screen.
7. Confirm whether the collaborator can see the **Export CSV** action, if your organization allows reporting data to be exported.
8. Select **Export CSV** only when you need a downloadable copy of the displayed reporting data.
9. Review the exported file according to your organization's data-handling requirements.
10. Remove or adjust the collaborator's project access through your organization's established project-access process if they should not be able to view analytics.
11. Contact an administrator if the collaborator can access the project but should not be able to access its reporting information separately.

 *Screenshot pending: Analytics screen with the Export CSV action available to an authorized collaborator.*

Tips and Best Practices

- Treat analytics visibility as project reporting access. Because no separate collaborator-level analytics control is shown in the available interface, verify access by testing the collaborator's ability to open the project and its analytics area.

- Review access using the collaborator's own account whenever possible. Your own administrator access may allow you to see screens or actions that are unavailable to other collaborators.
- Use **Export CSV** carefully. Exported reporting data can be stored, shared, or analyzed outside Atloria, so grant access only to collaborators who need to work with that data.
- Recheck analytics access when project team membership changes. A collaborator who no longer needs project reporting should no longer retain the project access that makes reporting visible.
- Confirm the project before reviewing access. Use ← **Back to Projects** to return to the project list if you opened the wrong project, then select the correct project before continuing.
- Use reporting access consistently across similar collaborators. For example, give the same level of project access to team members with the same reporting responsibilities, unless a business requirement calls for an exception.

Related Pages

- [Manage Project Collaborators](#)
- [View Project Analytics](#)
- [Export Analytics Data to CSV](#)
- [Projects Overview](#)
- [Administrator Guide: Project Access](#)

Troubleshooting

A collaborator cannot open the project's analytics area

Confirm that the collaborator can first access the correct project from **Projects**. If they cannot open the project, ask an administrator to review their project membership or assigned access.

A collaborator can view analytics but cannot find Export CSV

The **Export CSV** action may not be available for every collaborator, reporting view, or organization policy. Ask an administrator to confirm whether exports are enabled for that collaborator and project.

You need to limit analytics access without removing general project access

No separate analytics-only permission control is shown in the available interface evidence. Contact your Atloria administrator to determine whether your organization has an organization-level access policy or another approved process for separating reporting access from project access.