

**Login:**           XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
**Password:**    XXXXXXXXXX

You can use any of the latest browsers (Firefox, Microsoft, or Safari) to complete these instructions. For purposes of this training we will use Windows Internet explorer 8.

*Note: If you do not have a login or password then contact us at [contactus@jamesriverwebs.com](mailto:contactus@jamesriverwebs.com) and we will create one free of charge.*

When you open it up you should see something that looks like this figure 1.

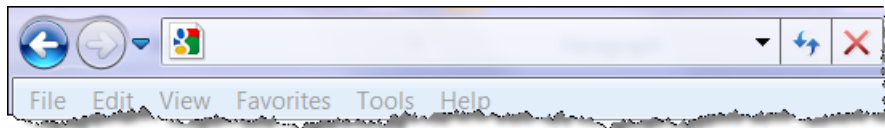


Figure 1

In the address line type the following 'www.google.com/accounts' without the ' and press Enter. You should then see something similar to figure 2.

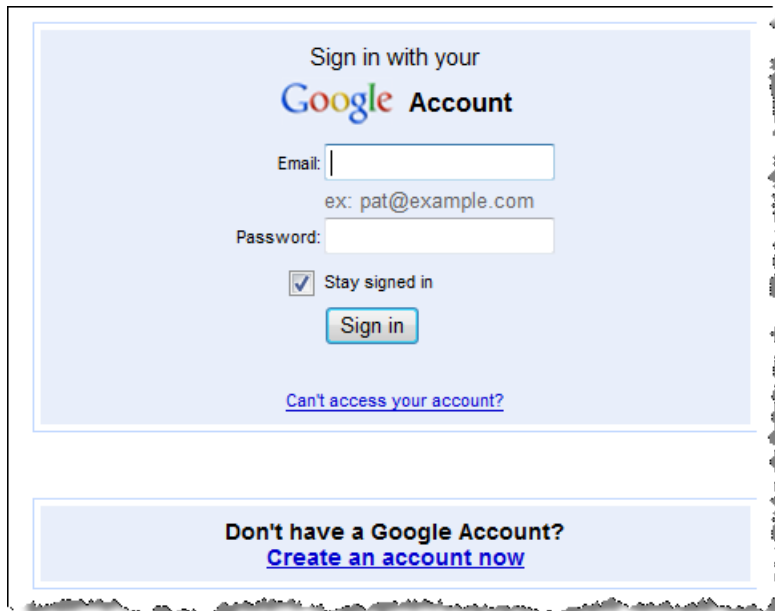


Figure 2

You should be able to enter the email address and the password that was provided to you. It is important that you use the exact email and password that was provided otherwise you will not have access to see your statistics.

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Once you have entered click on Sign in.

You then should see a screen like figure 3.



Figure 3

Click on 'Analytics'. Once you do this it will take you into a dashboard that contains a lot of information about your web site. (Figure 4)

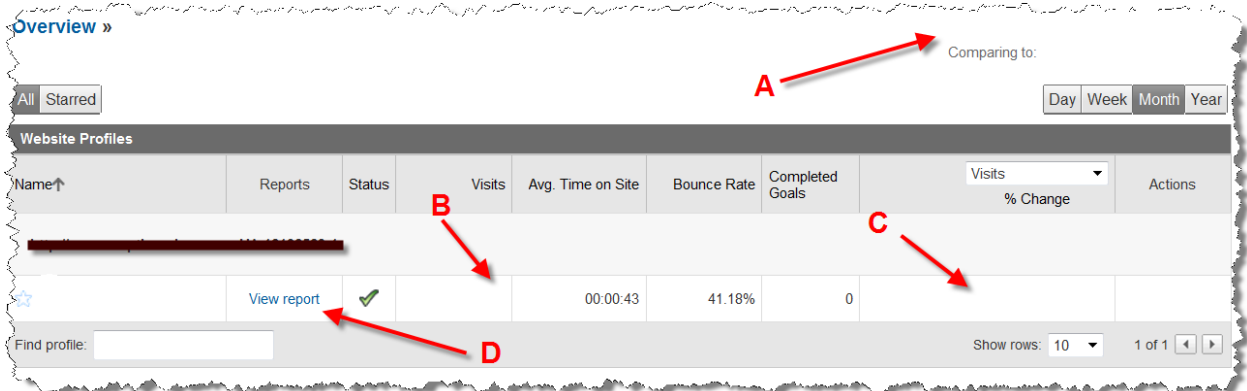


Figure (4)

**Figure 4 definitions.**

- A. The Date period of this analysis. (You can change this)
- B. The total number of Visits for the time date period set.
- C. Percent Change of visits to the site
- D. Click 'View' (Clicking on this will take you to another screen with vast amount of information and statistics).

\*If you would like to discuss these statistics in greater detail you can call us @ 757-871-8920.