Step-by-Step Instructions to Change User Permissions in Matomo

This guide explains how to change user permissions in Matomo via the "Users" section in "Administration." Assign roles (View, Write, or Admin) per website.

Change Log

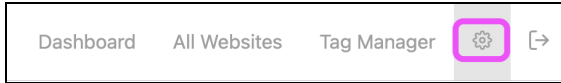| Date	Author	Comments
12/06/2024	Jess Dunbar	Created initial document

Instructions

1. **Log In to Matomo**

   ◆ Use a user account with at least "Admin" privileges.

2. **Access the Administration Section**

   ◆ In the top-right corner of the dashboard, click the gear icon or navigate to **"Administration."**
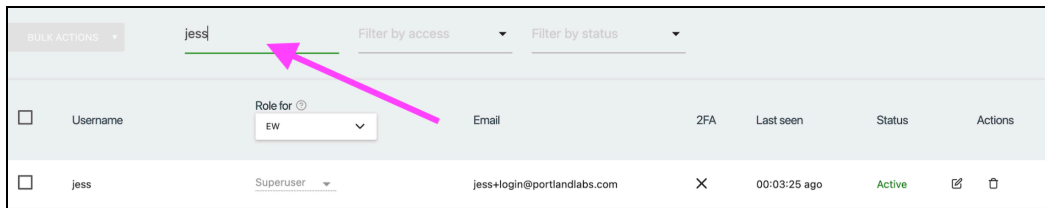
Dashboard	All Websites	Tag Manager	⚙	[→

3. **Open the Users Management Page**

   ◆ In the left-hand menu, click **"System"** > **"Users."**

   ◆ This is where you can view, add, or manage user accounts and permissions.

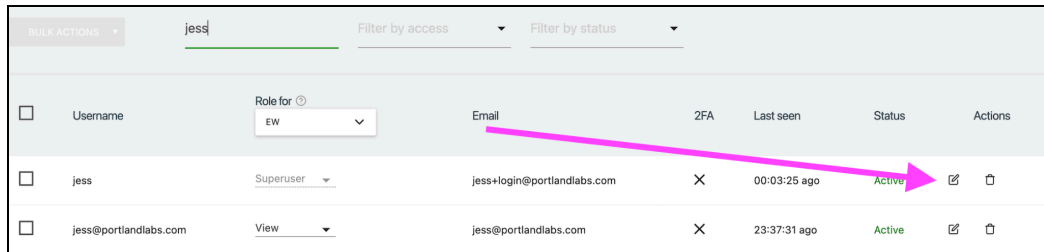 | ☌ Personal |
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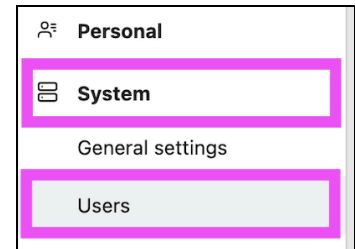
4. **Locate the User to Modify**

   ◆ In the Users list, find the user whose permissions you want to change.

   ◆ Use the search bar at the top of the page if necessary.

BULK ACTIONS ▾	jess	Filter by access ▾	Filter by status ▾				
☐ Username	Role for ⓘ EW ▾		Email	2FA	Last seen	Status	Actions
☐ jess	Superuser ▾		jess+login@portlandlabs.com	✕	00:03:25 ago	Active	✎ 🗑

5. **Edit the User's Permissions**

   ◆ Under the Actions column, click the "Edit" icon for the user.

BULK ACTIONS ▾	jess	Filter by access ▾	Filter by status ▾				
☐ Username	Role for ⓘ EW ▾		Email	2FA	Last seen	Status	Actions
☐ jess	Superuser ▾		jess+login@portlandlabs.com	✕	00:03:25 ago	Active	✎ 🗑
☐ jess@portlandlabs.com	View ▾		jess@portlandlabs.com	✕	23:37:31 ago	Active	✎ 🗑

◆ On the left-hand side, click "Permissions."
◆ A list of websites and their corresponding permissions for the user will appear.

6. Grant Permissions for All Websites

Select the desired permission level:

◆ **View:** Allows the user to view reports but not make changes.
◆ **Write:** Grants the ability to view reports and modify settings like goals, segments, or reports for a specific website.
◆ **Admin:** Full control over website settings, including user management.

To give the user access to all websites:

◆ At the top of the page, click "Apply" under "Give this user access to all websites."

7. Apply Website-Specific Permissions

If the user needs different roles for specific websites (e.g., contractors or team members), assign permissions individually for each website.

◆ Click Yes to save the changes.

Results

With this knowledge, users can effectively manage access to Matomo by assigning, modifying, or revoking user permissions for specific websites. They can control who views reports, edits settings, or manages users, ensuring secure and tailored access aligned with organizational roles and requirements.