Hotjar Headscript Setup Guide

To configure the '**Hotjar**' settings, the admin must add the '**Head Script**' in the input-field provided under 'Hotjar' section that can be accessed from **System Settings > General Settings > SEO tab** as shown in figure 1.

Fig. 1: Hotjar Settings (Admin-end)

To get access to the 'Head Script', the admin must follow the steps provided below:

1. The admin must visit https://www.hotjar.com/ which will redirect them to the '**Hotjar**' official website. If the admin does not have an account for Hotjar, they must click either on '**Sign Up with Google**' to signup with their gmail account or '**Sign Up with Email**' to sign up with any other email account. Please refer to figure 2.

   If the admin has an existing account, please follow the instructions provided from Step 5 and ahead.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.
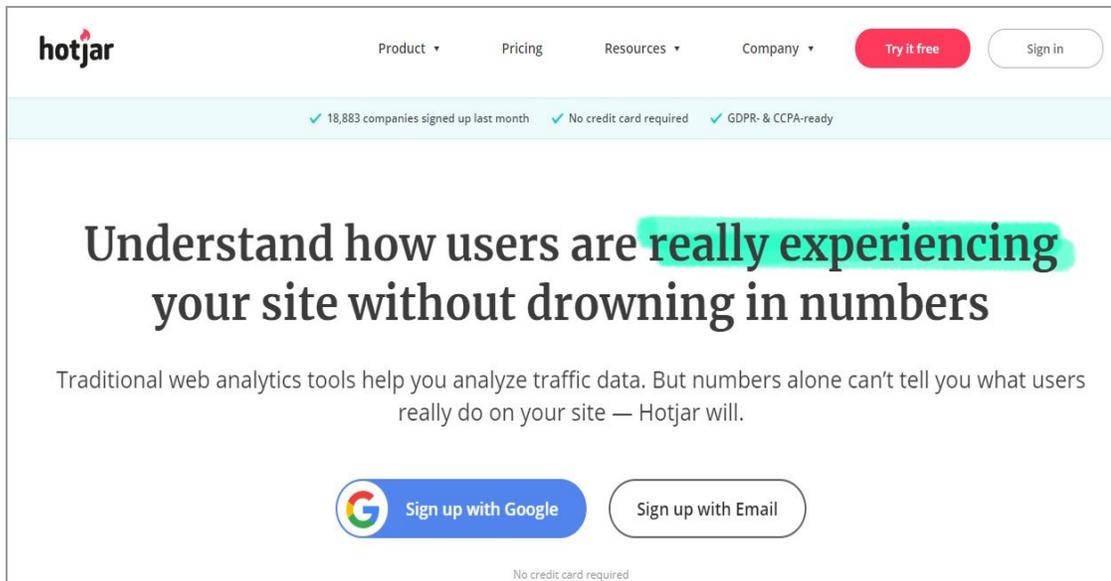
Fig. 2: Hotjar Homepage

2. The admin must complete the basic sign up steps. Once the sign up process is complete, the admin will be redirected to the Hotjar '**Site Dashboard**' page as shown in figure 3.
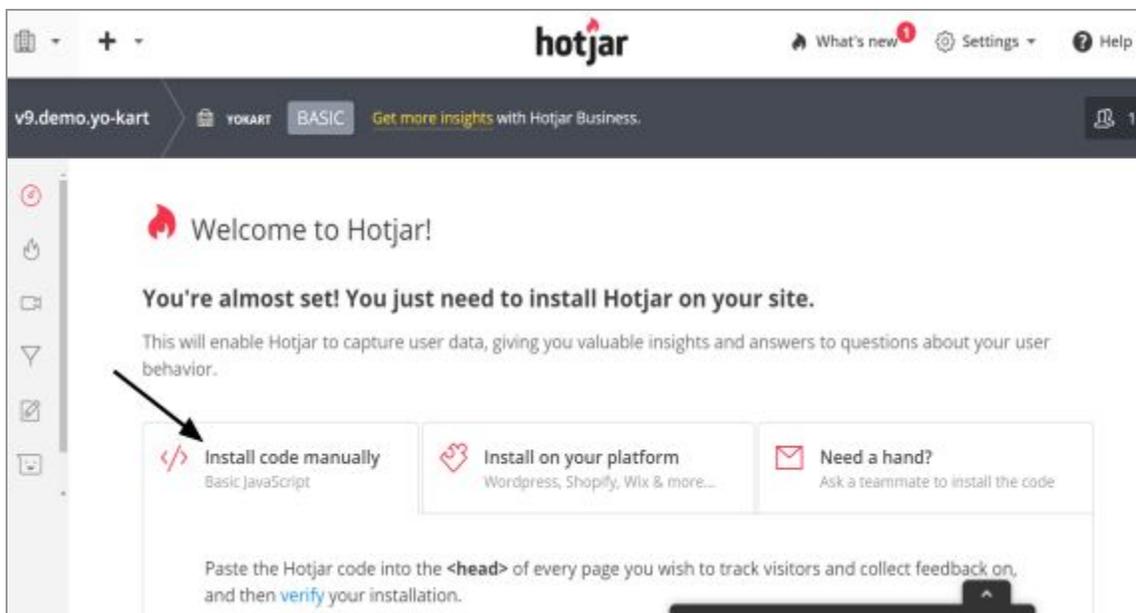
NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*****) next to a form control's label indicates it as 'required'.

Fig. 3: Hotjar Site Dashboard Page

3. There are three tabs displayed on this page. The admin must scroll down to view the '**Install Code Manually**' tab which displays the Hotjar Code as shown in figure 4
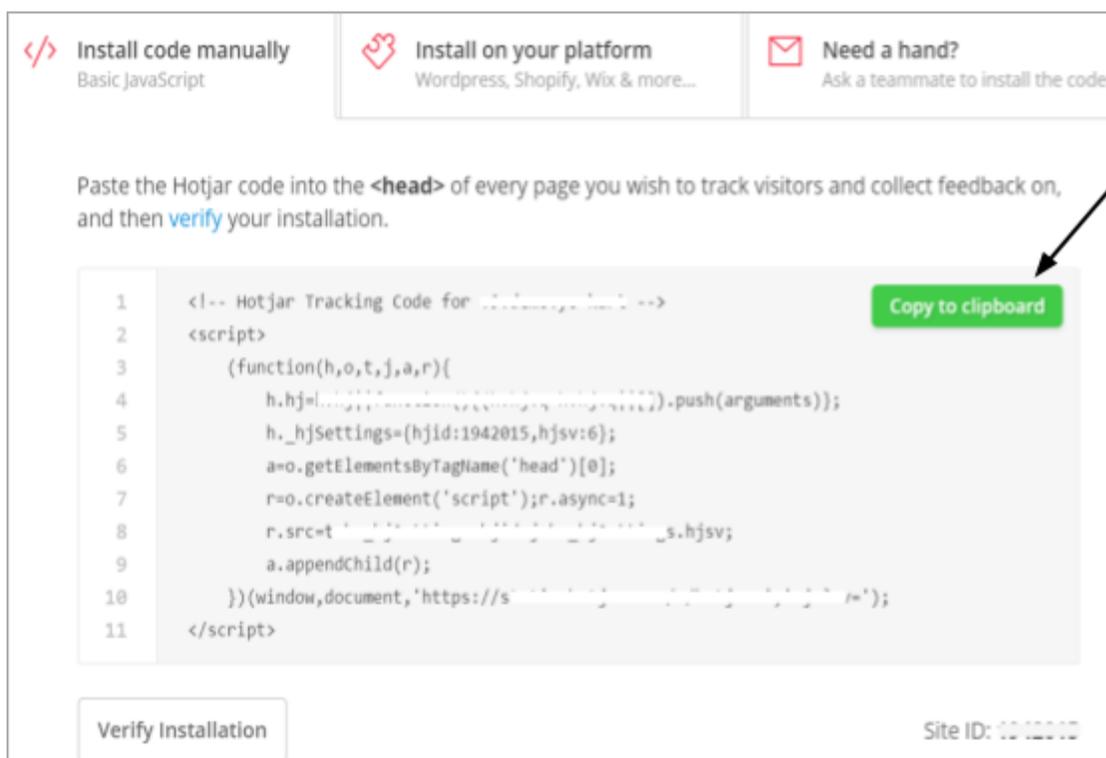
Fig. 4: Hotjar Code

4. The admin must click on the '**Copy to Clipboard**' button and then paste it in the settings provided on their dashboard as shown in figure 1.
5. If the admin is an existing user or if the admin wants to create a new code for a separate website, they must click on the '**Settings**' icon provided on the top-right corner of the header navigation bar. A drop-down list will open as shown in figure 5. The admin must click on the '**Sites & Organizations**'.

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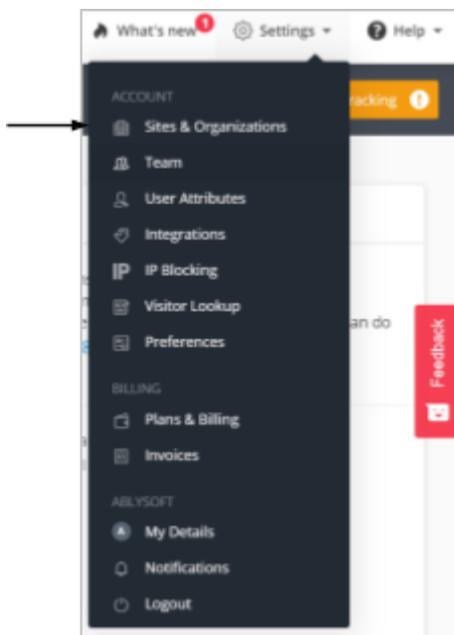
Fig. 5: Settings Drop-down Menu

6. The admin will be redirected to the '**Sites & Organizations**' page as shown in figure 6. If the admin wants to create a new site, they can click on the '**New Site**' button provided on this page as marked in the figure 6 below.
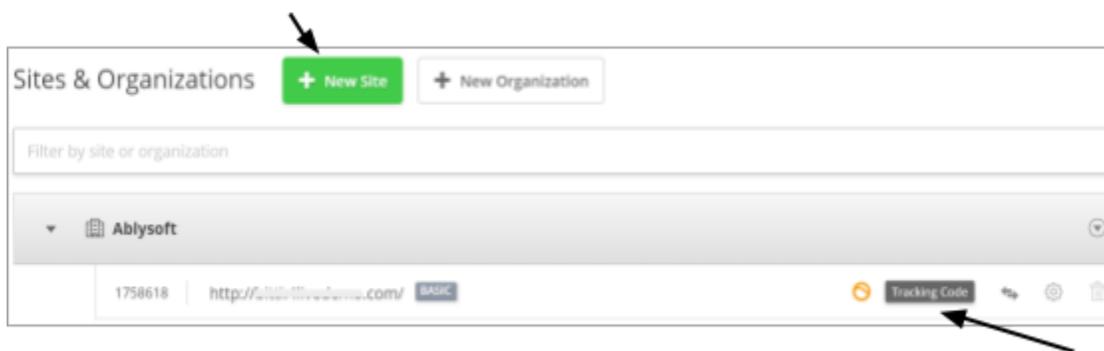
Fig. 6: Sites & Organizations Page

7. The created sites are displayed in the list below. The admin must click on the '**Tracking Code**' button provided within the row of the respective site. The '**Tracking Code**' pop-up will appear similar to that shown in [figure 4](#) from

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which the admin can copy the code and paste it in their settings as shown in [figure 1](#).