



# User management

Tags: **Flow**

All Flow users, including those ingested from your integrations, appear on the **Users** page. Use this page to manage ingested users and users you've added to Flow.

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Who can use this?

<u>Core</u>	<u>Plus</u>
✓	✓

## User information

To view your users:

1. Click **Settings** in Flow's top navigation.
2. In the left navigation under User management, click **Users**.

The users page provides the following information:

NAME ↓	EMAIL ↕	INCLUDE IN METRICS ↕	HAS LOGIN ↕	MEMBER OF	MEMBER OF GROUP(S) ↕	ALIASES ↕
<input type="checkbox"/> Lena Markosian	exampleemail@company.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	3 ...
<input type="checkbox"/> Jamie Flores	exampleemail2@company.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	0 ...

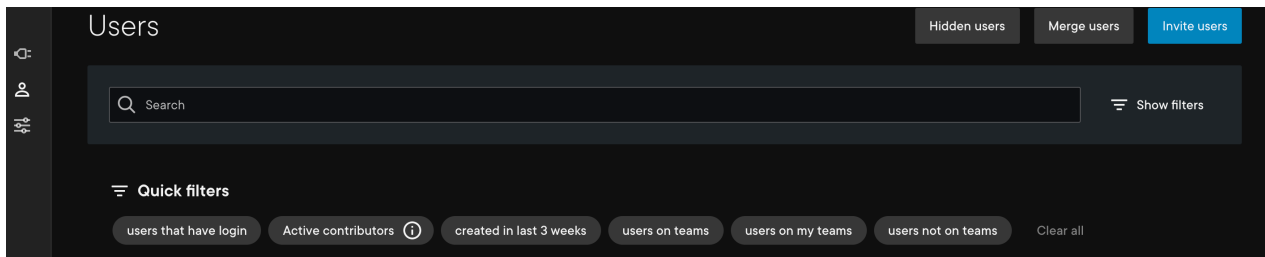
- **Name** is the display name Flow uses to refer to the user in Flow. Click on the name to view the user's details page.
- **Email** is the email Flow displays when referencing the user in Flow.
- **Include in metrics** indicates whether Flow includes or excludes the user in its metric calculations. Click the toggle to include the user in or exclude the user from metrics.
- **Login** indicates if the user can log in to Flow and view metrics or perform other actions. A green check mark indicates they can log in to Flow.
- **Member of** shows the user's team memberships. Click the information in this column to view the teams the user is associated with.
- **Member of group(s)** indicates whether the user is actively a part of a programming group. Learn more about [group programming](#).
- **Aliases** indicates the number of aliases associated with the user. Learn more about [aliases](#).

- The **three dots icon** gives you additional options to manage the user.

**Tip:** Click the arrows next to each column header to sort users by that feature. For example, sorting by Name sorts your users in alphabetical order by their names.

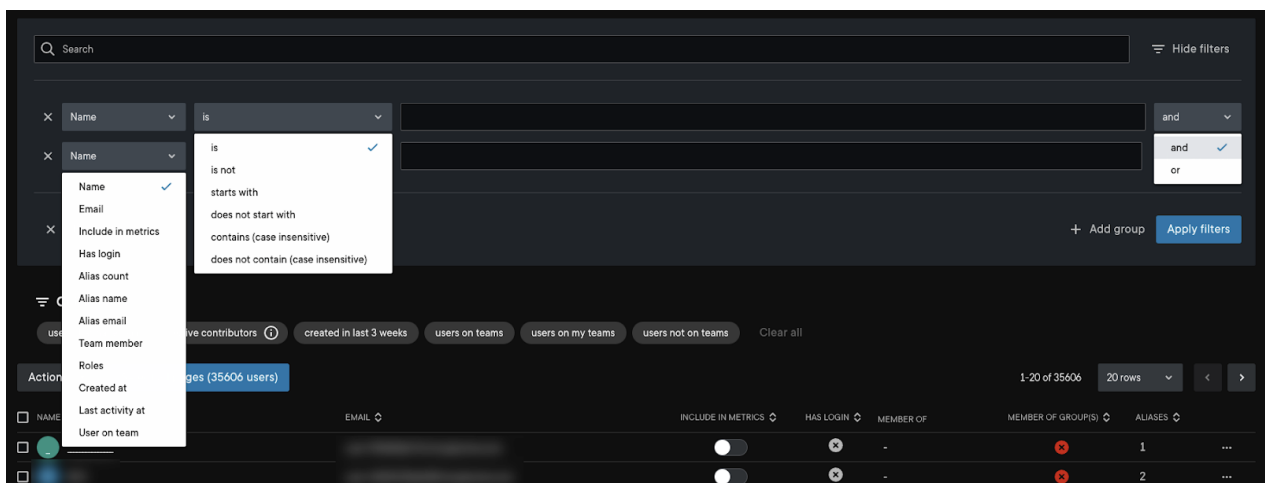
## Advanced filters and Quick filters

Complex filters and quick filters give you the ability to locate and/or narrow down your user list to a specific user or group of users.



Use Quick filters to locate the following types of users

- **Users that have login** are any user(s) that can log in to and access Flow
- **Active contributors** are users included in metrics with PR or commit activity. These users count towards license usage.
- Users **created in last 3 weeks** are any new user(s) that have been ingested recently
- **Users on teams** are any user(s) on a team
- **Users on my teams** are user(s) on the same team(s) as you.
- **Users not on teams** are any user(s) not added to a team



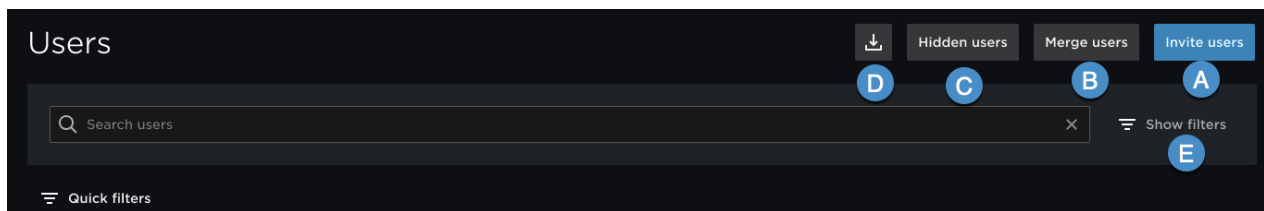
Complex filters can help you filter your users by one or multiple groups using one of the following filter types:

- **Name** is the user name
- **Email** is the user email

- **Include in metrics** indicates whether the user is included in or excluded from metrics
- **Has login** refers to users with logins
- **Alias count** refers to users with a specific alias count
- **Alias name** refers to users with a specific alias name
- **Alias email** refers to users with a specific alias email
- **Team member** refers to users on a specific team
- **Roles** refers to users with a specific role
- **Created at** shows users created on a specific date.
- **Last activity at** shows users with work activity on, before, or after a specific date
- **User on team** specifies whether the user is part of a team

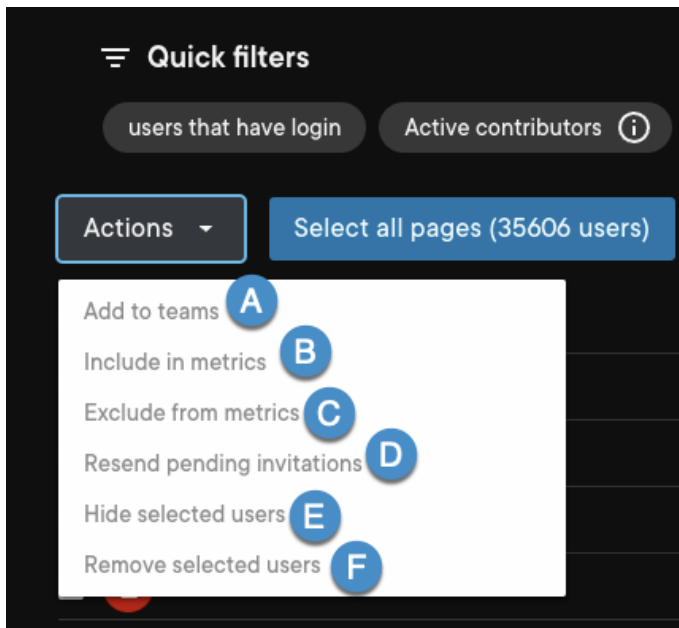
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## User management



On the **User** page you can take the following actions:

- Invite users** to Flow. Learn more about [inviting users to Flow](#).
- Merge users**. If you are seeing duplicate users in your reports you can merge these aliases so that all data is consolidated under one apex user. Learn more about [merging users](#).
- View **Hidden users** and hide or unhide users. Learn more about [hiding users](#).
- Download CSV file of users.
- Apply complex filters.



To edit current Flow users:

1. Click the box next to the users you want to edit.
2. Click the **Actions** dropdown menu.

Under the Actions dropdown menu, you can:

- A. **Add to teams.** You can add one or more users at a time to teams.
- B. **Include in metrics.** Flow prompts you to confirm your changes.
- C. **Exclude from metrics.** Flow prompts you to confirm your changes.
- D. **Resend pending invitations.** If you have one or multiple users that have pending invitations to join your Flow account, you can resend these invitations by selecting the users with invites and clicking **Resend pending invitations**.
- E. **Hide selected users.** Flow prompts you to confirm your changes.
- F. **Remove selected users.** Flow prompts you to confirm your changes.

**Note:** If a user has no commit, PR, or ticket data associated with them or any merged aliases, removing them deletes them from Flow entirely. If a user has any commit, PR or ticket data, Flow hides them. Clicking **Remove selected users** shows a modal listing which users are deleted and which are hidden..

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## User CSV download

Download the user CSV to view a list of your users. Use this list to audit your users, check their permissions, and see which users need to be merged.

**Tip:** Any filters you apply on the Users page in Flow are applied to the CSV download. Use the in-app filters to see the list of users you want. Hidden users are not included in the CSV.

Below is a list of column fields in the CSV:

- Name
- Included in Metrics
- Has Login
- Apex User ID
- Email address
- Sign in Email
- Aliases
- Alias Count
- Start Date
- Last Login
- Last Activity
- Active Contributor
- Disabled Login
- Member of Pairs
- Teams
- Roles
- Default Teams View Rights
- See Individual Metrics Default
- Access

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If you need help, please email [support@pluralsight.com](mailto:support@pluralsight.com) for 24/7 assistance.