

Managing user details

You can manage associated aliases, view and manage team membership, view and manage user's view rights, view and edit user's associated roles, manage user's access to reports, and administrative permissions and API access.

Who can use this?

Core Plus
✓ ✓

Access each user's details from the Users page. Search for a user, then click on their name to view their user details. View the user's name, email, start date, and Flow access status at the top of the user's page. Manage the user's Flow access, hide the user, and include the user in metrics.

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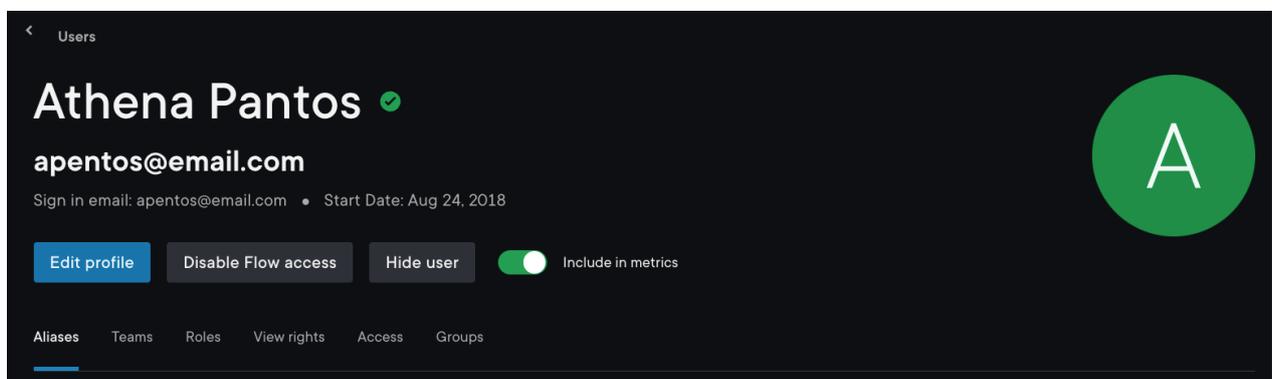
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Manage user Flow access

Some Flow users have login access to Flow while others do not. You can see a user's Flow access status as an icon next to their name. Users with a green check by the name have an active flow login. Users with a red X do not have Flow access. Users with a grey check mark used to have Flow access but the access is currently disabled.



To disable Flow access, click **Disable Flow access**.

To enable Flow access, click **Enable Flow access**. This is for users with a Flow login or who had a Flow login in the past.

Click **Invite user to sign in** for users without a Flow login.

The user's Flow access status also influences the tabs available on their user page. Users with Flow access have all tabs available: aliases, teams, roles, view rights, access, and groups. Users without Flow access have three tabs: aliases, teams, and groups.

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Edit profile

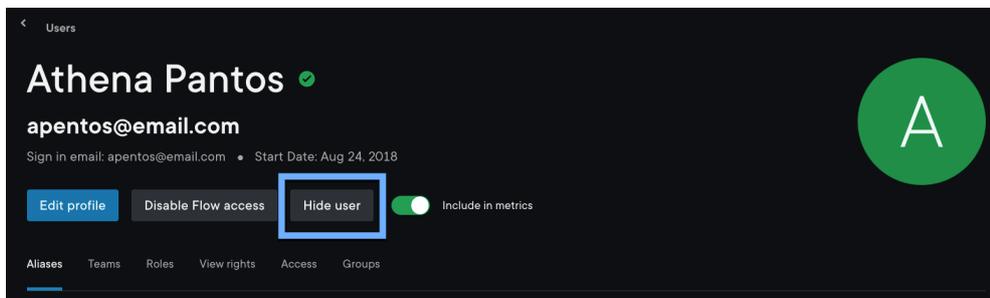
If you are a user, navigate to **Account settings** to edit your name, profile image, and email address. Learn about editing your [Profile](https://help.pluralsight.com/help/what-is-a-profile-for) (<https://help.pluralsight.com/help/what-is-a-profile-for>). Learn more about [editing your email](https://help.pluralsight.com/help/how-do-i-change-my-primary-email-address) (<https://help.pluralsight.com/help/how-do-i-change-my-primary-email-address>).

Admins can edit a user's start date on the user's page. Click **Edit profile** to edit the start date of the user.

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Hide user

You can hide a user from their details page. To hide a user, click **Hide user**. You can hide more than one user at once from the **Users** page.



Learn more about [Hidden users](https://help.pluralsight.com/help/hidden-users) (<https://help.pluralsight.com/help/hidden-users>).

Learn about the [difference between hiding users and excluding users](https://help.pluralsight.com/help/why-are-there-so-many-users) (<https://help.pluralsight.com/help/why-are-there-so-many-users>).

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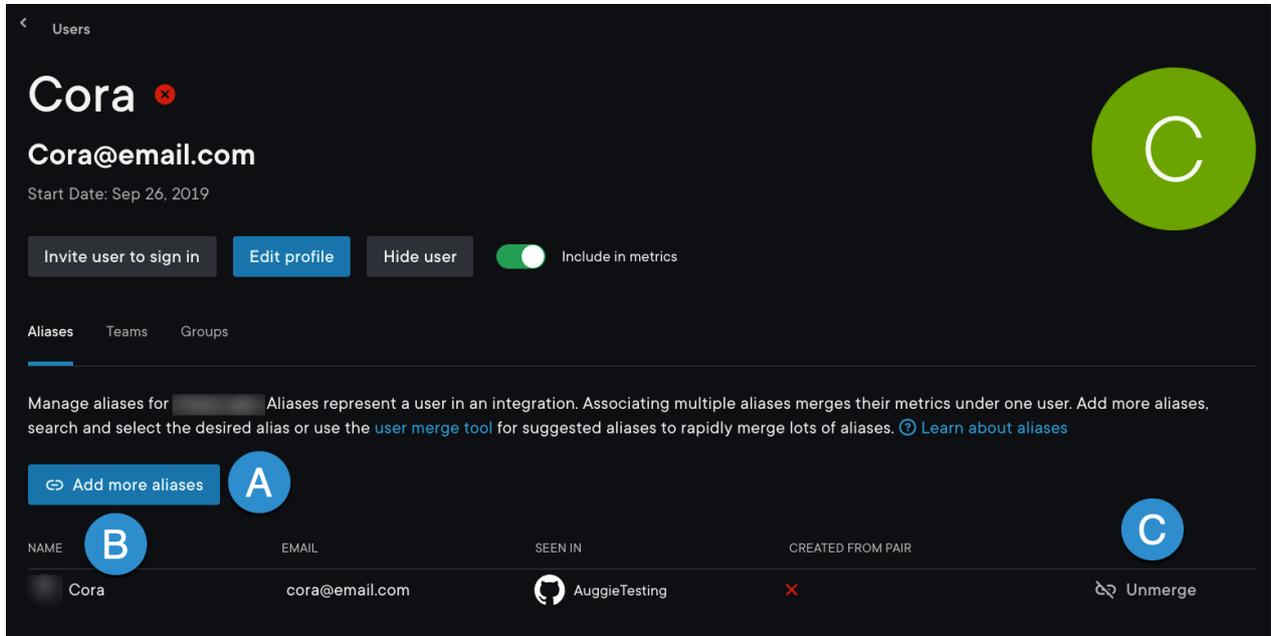
Include in metrics

Use the **Include in metrics** toggle to include or exclude the user in Flow metrics.

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Manage associated aliases

Under this section the **Alias** tab, remove or add aliases associated with the user. Learn more about [aliases](https://help.pluralsight.com/help/aliases) (<https://help.pluralsight.com/help/aliases>).



- A. Add an alias. If there are missing aliases that should be merged under the user, click **Add more aliases**. Then use the search bar to locate any additional aliases and add them to the user.
- B. Alias list. This list contains all aliases associated with the user. You can also see what integration the alias was pulled in from.
- C. Unmerge alias. If an alias was incorrectly added to the user, you can remove them by clicking **Unmerge**.

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Team membership

Under the **Teams** tab, manage the user's team membership and view rights for each team.

- A. Search for an existing team and add the user to the team.
- B. Adjust the user's team level view rights by team.
- C. For users on a team, select the user's team membership type as viewer or contributor. Learn more about [types of view rights](https://help.pluralsight.com/help/types-of-view-rights) (<https://help.pluralsight.com/help/types-of-view-rights>).
- D. Remove the user from the team.

Tip: You may see **Inherit** under either view rights field. **Inherit** means the user inherits the [view rights](https://help.pluralsight.com/help/types-of-view-rights) set at the role or organization level.

Aliases **Teams** Roles View rights Access Groups

Manage team memberships for [redacted] Inherited view rights on this page are inherited from that specific team's settings. Any changes made on this page will override all other org, role, or user permissions when [redacted] is viewing data for these teams. [Learn about team membership](#)

[Add more teams](#) **A**

NAME B	CAN VIEW TEAM MEMBERS' METRICS	TEAM MEMBERSHIP TYPE C	D
Engineers	Inherit <input checked="" type="checkbox"/> Yes	contributor	
Feature Team 2	Inherit <input checked="" type="checkbox"/> Yes	contributor	
Tempest	Inherit <input checked="" type="checkbox"/> Yes	contributor	

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User view rights

Under the view rights tab, manage an individual user's view rights. You can set what teams the user can see and if they can view those metrics. Under the **Which teams can users see by default?** drop down, select the user's ability to view teams by selecting all teams, no teams, or user's teams. In the **Can users see individual users' metrics?** drop down, select **Yes** or **No** to modify the user's ability to view the metrics for the team.

Use the **What the user sees** diagram to better understand how the selection and changes affect your user's view rights.

Set the default view rights for **Sylvia**. Users assigned to multiple roles will inherit the broadest view rights of all their roles. Changing these view rights will override all org or role permissions for this user. Individual team view settings still override these. [Learn about view rights](#)

Which teams can users see by default?

Can users see individual users' metrics?
 Yes

What the user sees

The diagram illustrates the user's view rights. It shows a central 'User' icon. Above it, 'User's team(s)' and 'Other teams' are listed. Arrows point from these categories to the user icon. Below the user icon, 'Team members' and 'Other contributors' are listed. Arrows point from the user icon to these categories.

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Roles

Under the **Roles** tab, you can add or remove a role for the user. Learn more about [setting up roles](https://help.pluralsight.com/help/setting-up-roles) (<https://help.pluralsight.com/help/setting-up-roles>).

To add or remove roles:

1. To add a role, check the box beside the role and associated view rights you want the user to have.
2. To remove a role, check the box next to the role you want to remove for the user.
3. Click **Save changes**.

ROLES	REPORT ACCESS	MANAGEMENT ACCESS	API ACCESS	TEAM VIEW RIGHTS	CAN VIEW OTHER USERS' M
<input checked="" type="checkbox"/> Owners Default	17 reports	18 permissions	22 APIs	All teams	<input checked="" type="checkbox"/> Yes
<input checked="" type="checkbox"/> Members Default	17 reports	-	-	Inherit All teams	Inherit <input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Global	2 reports	3 permissions	-	All teams	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Executive	15 reports	12 permissions	13 APIs	All teams	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Team Member with C	-	-	-	Their own teams	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Team Member	-	-	-	No teams	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Contractor	-	3 permissions	13 APIs	All teams	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> VPE	4 reports	-	-	Inherit All teams	Inherit <input checked="" type="checkbox"/> Yes

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Access

The **Access** tab contains all the user's permissions. These permissions influence what reports they can see, their access to Settings, and what they can manage within Flow, including APIs. These permissions are preset based on the role assigned to the user.

Note: Only admins can edit their own permissions. If you are not an admin, you need to have the manage users access to edit user permissions.

You can add access if the user's existing roles do not include the access you want for the user. To add access, click the check box next to the access and then click **Save changes**. To remove access, change the role of the user to one without access. Alternatively, create a new role with a different set of privileges and assign it to the user.

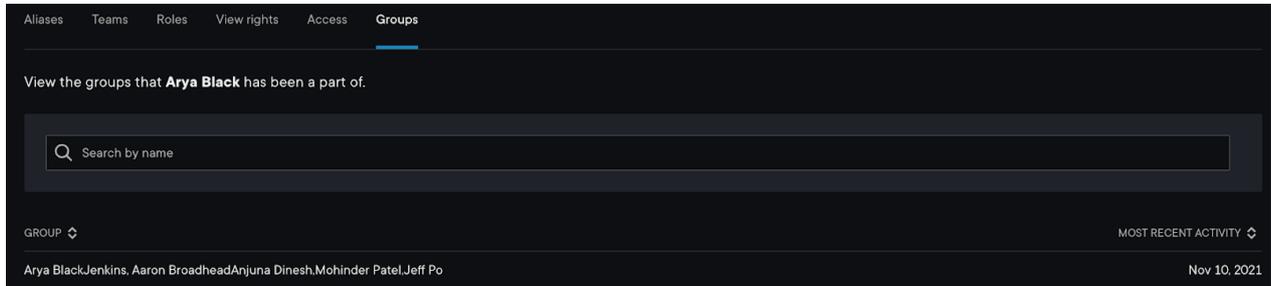
REPORTS	MANAGEMENT	API ACCESS
<input type="checkbox"/> Select All <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work Log <input checked="" type="checkbox"/> Knowledge Sharing <input checked="" type="checkbox"/> Project Timeline <input checked="" type="checkbox"/> Dev Snapshot <input checked="" type="checkbox"/> Daily Update <input checked="" type="checkbox"/> Spot Check <input checked="" type="checkbox"/> Review Workflow <input checked="" type="checkbox"/> Review Collaboration <input checked="" type="checkbox"/> PR Resolution <input checked="" type="checkbox"/> Player Card <input checked="" type="checkbox"/> Reviewer Fundamentals <input checked="" type="checkbox"/> Submitter Fundamentals 	<input type="checkbox"/> Select All <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Manage Targets <input checked="" type="checkbox"/> Manage Calendars <input checked="" type="checkbox"/> Manage Organization <input checked="" type="checkbox"/> Manage Billing <input checked="" type="checkbox"/> Manage Roles <input checked="" type="checkbox"/> Manage Configuration <input checked="" type="checkbox"/> Manage API Keys <input checked="" type="checkbox"/> Receive Daily Digest Email <input checked="" type="checkbox"/> Receive Weekly Digest Email <input checked="" type="checkbox"/> Manage Email Reporting <input checked="" type="checkbox"/> Manage Users & Teams UPDATED <input checked="" type="checkbox"/> Manage Group Programming Settings 	<input type="checkbox"/> Select All <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Calendars API <input checked="" type="checkbox"/> Org Membership API <input checked="" type="checkbox"/> Org Invite API <input checked="" type="checkbox"/> Commits API <input checked="" type="checkbox"/> Events API <input checked="" type="checkbox"/> Pull Requests API <input checked="" type="checkbox"/> Pull Request Projects API <input checked="" type="checkbox"/> Repos API <input checked="" type="checkbox"/> Targets API <input checked="" type="checkbox"/> Teams API <input checked="" type="checkbox"/> Team Membership API <input checked="" type="checkbox"/> Tickets API

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Groups

The Groups tab contains the auto created groups where the user participated in group programming. You can see the group's date of most recent activity and search for users within the groups.

Learn more about [group programming \(https://help.pluralsight.com/help/pair-programming\)](https://help.pluralsight.com/help/pair-programming).



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