Team management

All teams created in Flow or imported into Flow are shown on the Teams page. Use this page to create new teams and modify existing teams.

Permissions

To manage teams, you need the Manage users & teams permission.

Who can use this?

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Team management

To view your teams, navigate User Management under the Settings menu, then click Teams.

The teams management page shows you the following information:

- **System created teams:**
  - **All users:** all users that have been ingested or added to Flow.
  - **Users excluded from metrics:** all users that have been excluded from reports.
  - **Users on teams:** all users assigned to at least one team.
  - **Users with no activity within 90 days:** any user that does not have any recent commit, PR and/or ticket activity in the last 90 days.
  - **Users without teams:** any user that is not currently a member of a team.
- All teams and nested teams you created in Flow.

- **Enable team:** this toggle shows you if you can filter reports using this team.

- **Nested teams:** this column shows you the number of nested teams under a parent team.

- **All users:** this column shows you the total number of users in the parent and nested teams.

- **Unnested users:** this column shows you the total number of users added to that specific team. It does not include any users that are a member of a nested team.

On the Teams page you can take the following actions:

- **Add a new team** through the Import Teams button or the Create team button.

- Download the current team structure. Use this structure as a reference when importing teams or changing your team structure.

- Enable or disable a team from appearing in your report filters. This can be done individually or in bulk. To enable or disable multiple teams, select the teams you wish to remove from your report filters and use the Actions drop down menu to click Enable teams or Disable teams.

  - When selecting a team with nested children, by default all nested teams are selected. Make sure to click Deselect nested if you do not want your changes or edits applied to the nested teams.

- Set team View Rights through the Actions dropdown menu. There are three options for team view rights:

  - Inherit (default): A parent team will always inherit the organization default view rights. Nested teams will inherit the view rights of their parent teams.

  - Can view other team member's metrics

  - View personal metrics only.

- Remove teams through the Actions dropdown menu. This deletes the parent team and any nested teams. Users are not deleted.

- Click on a team to review the team details.

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**Team Management Best Practices**

There are several approaches to importing your teams into Flow. While you can manually create teams and add users to them, this is usually untenable for larger organizations. We recommend you use one of the below import methods from the Teams page if you need to import many teams into Flow:

- **Bulk import teams** through an API or CSV import.

- Import teams from GitHub, GitHub Enterprise, or ADO once your integration is set up. We recommend this import if you already use these integrations to manage your teams. Learn more about importing teams from GitHub or ADO.

To learn more about importing your teams, see the Bulk import teams article.
Ongoing management

Once your teams are imported, there are a few strategies to keep your teams up to date:

- Automated team update: upload your team CSVs via the API. To learn more about bulk Importing via the API, see the Bulk import teams article.

**Note:** You can download a CSV of your team structure from the Teams page. This allows you to make quick edits and then re-upload.

- Delegating Team Management: If you prefer to delegate team and user management to your team managers, we recommend granting them the Manage users & teams permission. This allows team managers to manage their teams and users, without the ability to upgrade their own permissions, or those of others.

To make it easier to find users on your teams, go to the Users page:

- Filter the users list to only users on my teams, so your team managers can quickly find their users and update their teams, permissions or view rights.

- The Aliases column on the Users page is clickable and provides a quick view of the unique emails associated with a user. This makes it easier for team managers to quickly determine if that user is on their team outside of the Flow App and needs to be merged.

Team import history

To view the last 90 days of team imports, use the Team Import History page. You can see import details, as well as who performed the import. This is particularly useful if you’ve chosen to automate the team CSV upload and may have imports occurring on a regular basis.

View the Team Import History page by clicking the Import teams button on the Teams page.
Team view rights

Team view rights allow you to decide if you want users to be able to see individual metrics of their team members or the team’s aggregate metrics.

**Note:** If a user has been provisioned to see individual user metrics either via a Role or User view rights, they’ll be able to see all individual user metrics regardless of their team member view rights.

Team Membership View Rights Case Study

If a user has access to see individual user metrics due to their role, they’re able to see all individual user metrics regardless of their Team Membership view rights.

Let’s say a user has a role which gives them the below view rights:

- **Team view rights:** All teams
- **Can view other users:** Yes

Now let’s say the user is also on two teams: Unobtanium and Product. Their leader decides the user shouldn’t be able to see individual metrics for each of those teams, so the user’s view rights for each team is set to No. This would indicate the user cannot see team members’ metrics.
Flow follows a waterfall method to determine a user's view rights, taking the most permissive at each level, in order from Organization, Role, User, Team, and Team Membership. The scenario above is the one exception to the rule. In this scenario the user can view all user metrics even though their Team Membership view rights indicate they cannot.

If you need help, please contact Pluralsight Support.