

Hidden Users

When importing an open source repo, any users who contributed to that repo are imported with the repo's data. This includes users outside the organization. These outside users can clutter your user list and make managing your actual users challenging. Hiding these users allows you to focus on the users on your team and capture their metrics accurately.

Note: Users who are not part of your organization and who were imported with an open source repo do not have access to your instance or data. Hiding users does not delete them.

Learn more about [managing users: hiding versus 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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What happens when I hide users?

Hiding users hides users from your user list and excludes them from metrics. Hiding users does not delete the user.

Hiding users:

- Removes them from the main user list and moves them to the hidden users page
- Removes them from teams
- Removes them from reports
- Removes their metrics
- Includes them in auto-merging. Hidden users may have a matching ingested alias. When using auto-merge, that alias is merged into the hidden user and stays hidden. You do not need to re-hide the user if they are re-ingested from another repo.

When a user is hidden:

- You cannot view their PRs, PR comments, or PR activity
- You cannot view their commits or commit activity

Note: Hiding a user with Flow access disables this user's login to Flow. You will receive a warning in the confirmation

modal if one of the selected users has a login. You can only re-enable a user's login from the **Hidden users** page or their detail page by [unhiding this user](#). If this user's login provides access to Skills, they will still have Skills access.

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What do I need to do before hiding users?

Before hiding users, make sure all users are on a team and complete your team members' merge suggestions. This helps you filter and hide the users that aren't part of your organization. Learn more about [merging users \(https://help.pluralsight.com/help/merge-users\)](https://help.pluralsight.com/help/merge-users).

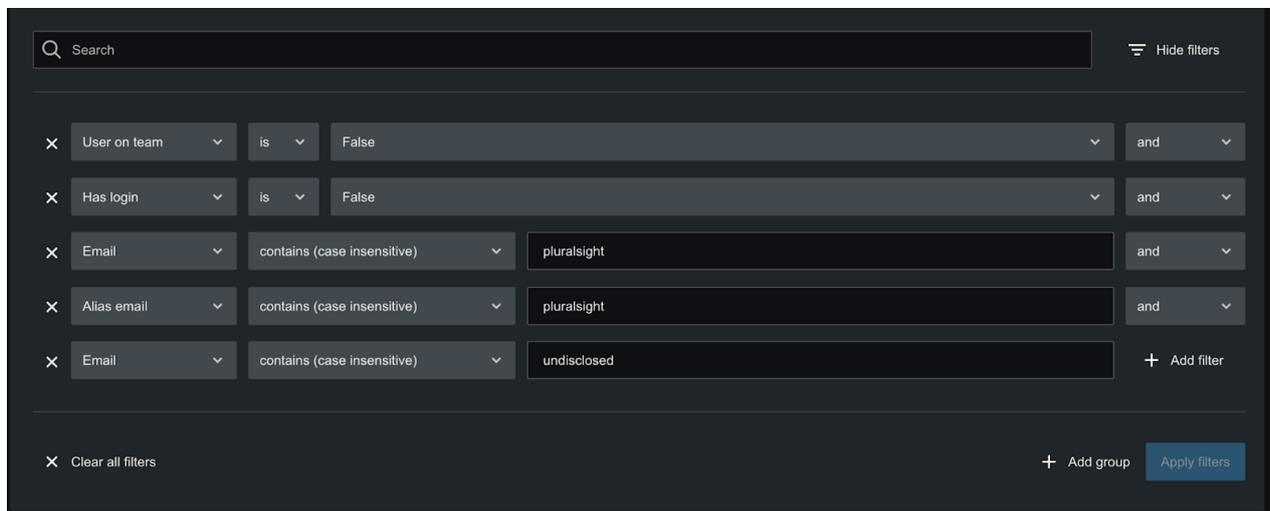
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Hiding users who are not part of the organization

The best way to hide users who are not part of your organization is to use filters to find those specific users and then hide them.

Setting the filter allows you to see who is part of your organization and who is not. Use the filter to isolate users who are not part of your organization. Some of these users may have more than one email address.

To access the users filter, click **Show filters** on the Users page.



The screenshot shows a dark-themed user filter interface. At the top left is a search bar with a magnifying glass icon and the text 'Search'. To the right is a 'Hide filters' button with a list icon. Below the search bar is a list of five filter rules, each with a close button (X) on the left and an 'and' dropdown on the right. The filters are: 1. 'User on team' is 'False'. 2. 'Has login' is 'False'. 3. 'Email' contains (case insensitive) 'pluralsight'. 4. 'Alias email' contains (case insensitive) 'pluralsight'. 5. 'Email' contains (case insensitive) 'undisclosed'. At the bottom left is a 'Clear all filters' button. At the bottom right are '+ Add group' and 'Apply filters' buttons.

To find all users not part of the organization, filter to see users who are not on a team and do not have a login. Then, filter by email addresses and alias emails. Once you have filtered for users not part of the organization, you can easily hide them. You can also set a filter to include undisclosed users in the list since they may also be users whose user information you need to view.

Note: An undisclosed user is one whose email address is not provided when the githost is integrated with Flow. This can happen when a user's account or email address is private.

To filter for users who are not on a team and do not have a login:

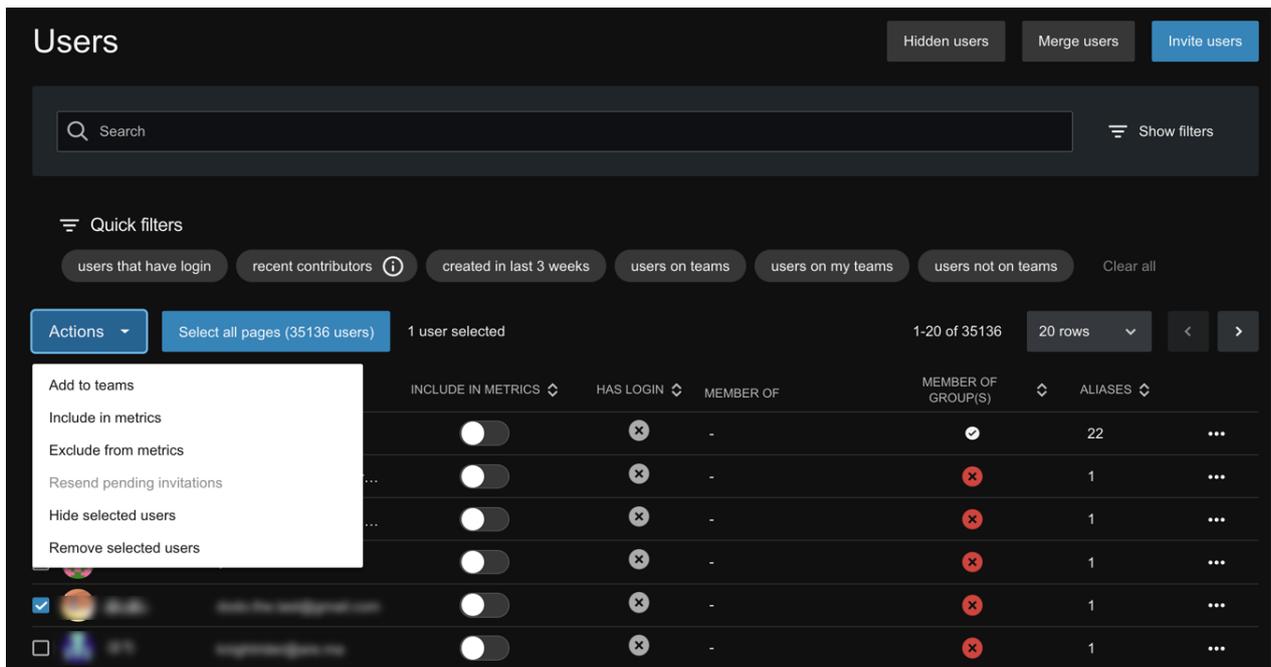
1. Select [Users on teams] [is] [false] to hide all users not on teams.
2. Click **Add filter** and select [and] in the boolean.
3. Select [Has login] [is] [false] to exclude all users with logins
4. Click **Add filter** and select [and] in the boolean.
5. In the first filter, exclude users with your company's email domain by setting [Email] [does not contain] [email domain here]
6. Click **Add filter** to add a filter and select [and] in the boolean.
7. In the new filter, select [Alias email] [does not contain] [email domain here]. This excludes users who have an alias with your company's email domain.
8. To hide undisclosed users, click **Add filter** and select [and] in the boolean.
9. In the new filter, select [Email][contains case insensitive][undisclosed].

Note: Users who are already hidden will not appear in these filters.

Once your filter settings are complete, click **Apply filters**. Next, scroll down to the users list to hide users.

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Hide users



The screenshot shows the 'Users' management interface. At the top, there are buttons for 'Hidden users', 'Merge users', and 'Invite users'. Below that is a search bar and a 'Show filters' button. A 'Quick filters' section contains buttons for 'users that have login', 'recent contributors', 'created in last 3 weeks', 'users on teams', 'users on my teams', 'users not on teams', and 'Clear all'. The main area shows a table of users with columns for 'INCLUDE IN METRICS', 'HAS LOGIN', 'MEMBER OF', 'MEMBER OF GROUP(S)', and 'ALIASES'. An 'Actions' menu is open over the first user, showing options like 'Add to teams', 'Include in metrics', 'Exclude from metrics', 'Resend pending invitations', 'Hide selected users', and 'Remove selected users'. The table shows 1-20 of 35136 users, with 20 rows displayed.

	INCLUDE IN METRICS	HAS LOGIN	MEMBER OF	MEMBER OF GROUP(S)	ALIASES	
<input type="checkbox"/>	<input type="checkbox"/>	x	-	✓	22	...
<input type="checkbox"/>	<input type="checkbox"/>	x	-	x	1	...
<input type="checkbox"/>	<input type="checkbox"/>	x	-	x	1	...
<input type="checkbox"/>	<input type="checkbox"/>	x	-	x	1	...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	x	-	x	1	...
<input type="checkbox"/>	<input type="checkbox"/>	x	-	x	1	...

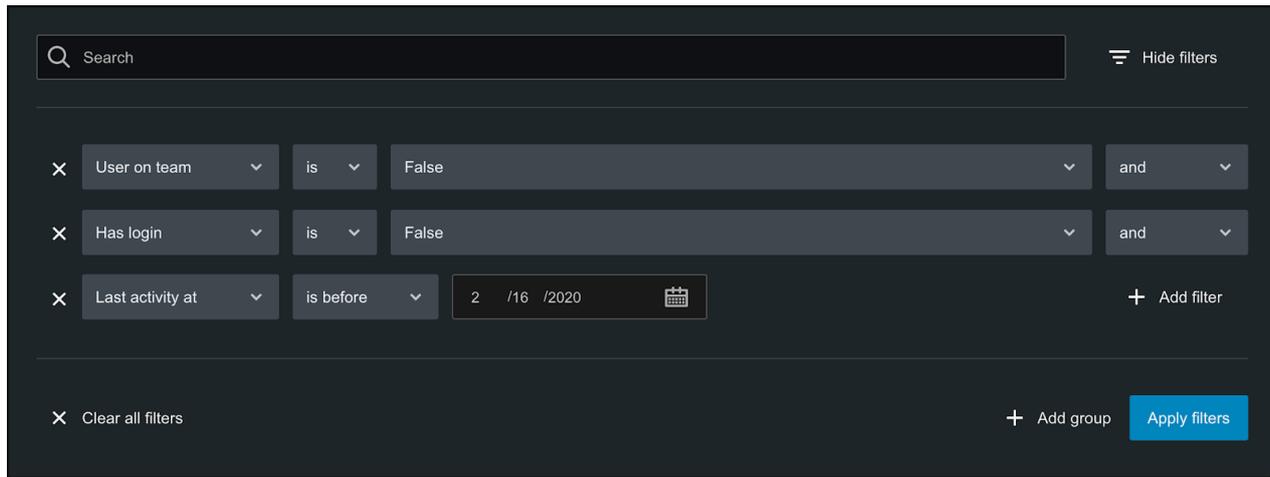
Once you apply the filter for users who are not part of the organization, you can hide them. Depending on the number of users, filtering could take around a minute.

To hide these users:

1. Click **Select all pages**. This selects all users on all pages.
2. Next, click the **Actions** dropdown.
3. Click **hide selected users**.
4. Use the pop up to verify you want to hide these users.

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Hiding users with your organization's email domain



The screenshot shows a filter configuration interface with a search bar at the top. Below the search bar, there are three filter rows. The first row is 'User on team' with a dropdown arrow, followed by 'is' with a dropdown arrow, then 'False' with a dropdown arrow, and finally 'and' with a dropdown arrow. The second row is 'Has login' with a dropdown arrow, followed by 'is' with a dropdown arrow, then 'False' with a dropdown arrow, and finally 'and' with a dropdown arrow. The third row is 'Last activity at' with a dropdown arrow, followed by 'is before' with a dropdown arrow, then a date input field containing '2 /16 /2020' and a calendar icon, and finally '+ Add filter'. At the bottom left, there is a 'Clear all filters' button. At the bottom right, there is a '+ Add group' button and an 'Apply filters' button.

You may have users that are no longer part of your organization but still have the company email domain.

To filter for these users:

1. Navigate to the users filter
2. In the filter, select [Users on teams] [is] [false]. This filters for all users not on teams.
3. Click **Add filter** and select [and] in the boolean.
4. In the filter, select [Has login] [is] [false]. This excludes all users with logins.
5. Click **Add filter** and select [and] in the boolean.
6. In the filter, select [Last activity at] [is before] [select the date]. This filters for all users who's most recent activity is before the date you selected.
7. Click **Apply filter**

For this filter, make sure all users who are part of your organization are on a team, even if they do not contribute code. We recommend only hiding users without activity for 12 months so any annual reports will still include these users' contributions.

Once you have filtered for users who are no longer part of your organization but still have the company email domain, you are ready to hide them.

To hide these users:

1. Click **Select all pages**.
2. Click the **Action** dropdown.
3. Click **hide selected users**.
4. Use the confirmation modal to verify you want to hide these users.

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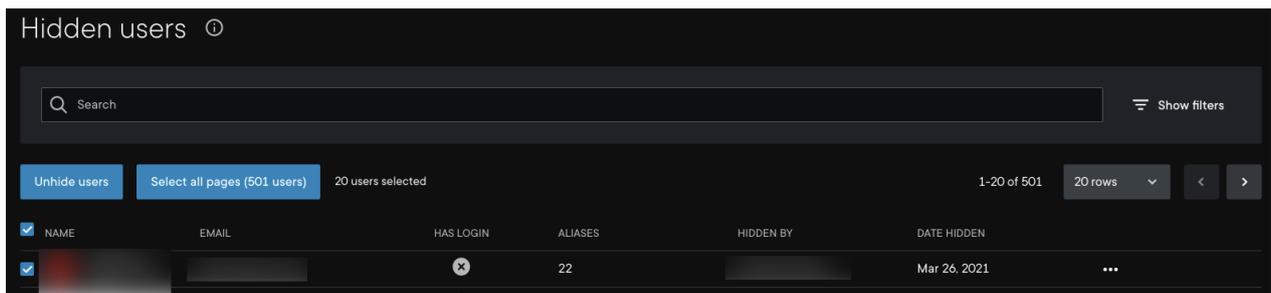
How do I view hidden users?

To view hidden users, navigate to the Hidden users page by clicking **Hidden users** on the Users page.

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How do I unhide users?

To unhide users, select the users you want to unhide and click Unhide. You will see a confirmation modal.



In the confirmation modal, toggle to include the users you are un hiding in metrics. This applies to all users you're un hiding.

Note: Hiding a user who is on a team removes the user from that team. If you unhide the user, you will need to manually add the user back to the team. Learn more about [how to create teams](https://help.pluralsight.com/help/how-to-create-teams) (<https://help.pluralsight.com/help/how-to-create-teams>).

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How do I re-enable a user's login?

Hiding a user removes a user's login. If you accidentally disable a user's login, you can re-enable their login by un hiding them from the Hidden users page.

To re-enable access for a hidden user:

1. From the Hidden users page, select the user whose access you want to enable.
2. Click **Unhide**.

3. A pop up will appear asking to verify un hiding a user. Select the **Re-enable sign in** toggle to re-enable access.

Note: When un hiding multiple users at once, you may want to re-enable the login for only some of those users. You can un hide them separately or toggle off the **Re-enable sign in** option using the confirmation modal. If you toggle off the re-enable login option, go to the user's detail page and click **Enable Flow access** to re-enable the user's login.

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