How do I track user activity?

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This article explains how to find user activity information, like login history and access expiration, in the Big Think+ User Management dashboard.

The User Management dashboard helps you monitor whether users have accessed the platform, when they last interacted with it, and whether their access is still active. Understanding this information can help you decide when to resend invitations, remove inactive users, or extend access.

What activity information is shown for each user?

Each user in the dashboard includes a few key data points:

- **Last Activity:** Shows the most recent time the user either logged into Big Think+ or was invited to the platform.
- **Status:** Indicates whether the user has logged in, hasn’t accessed the platform yet, or no longer has access.
- **Expires At:** Displays the date when the user's access ends. After this date, they can no longer log in.

What do the status labels mean?

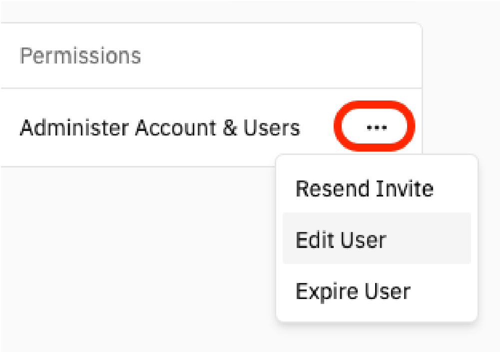
Here’s how to interpret the status labels shown in the dashboard:

- **Active:** The user has successfully logged into Big Think+ at least once. Their access is current and unexpired.
- **Hasn’t Logged In:** The user has received an invitation but has not yet accessed the platform. You can resend their invite from the dashboard if needed.
- **Expired:** The user’s access has ended because their expiration date has passed. They will need a new expiration date and a re-sent invite to regain access.

How can I take action based on user activity?

Use the checkboxes next to user names to take bulk actions, or click the ••• (More) menu next to an individual user to:

- **Resend an invitation**
- **Edit their expiration date or permissions**
- **Remove their access**



Tip: You can filter by email or name to quickly locate users you want to take action on.
