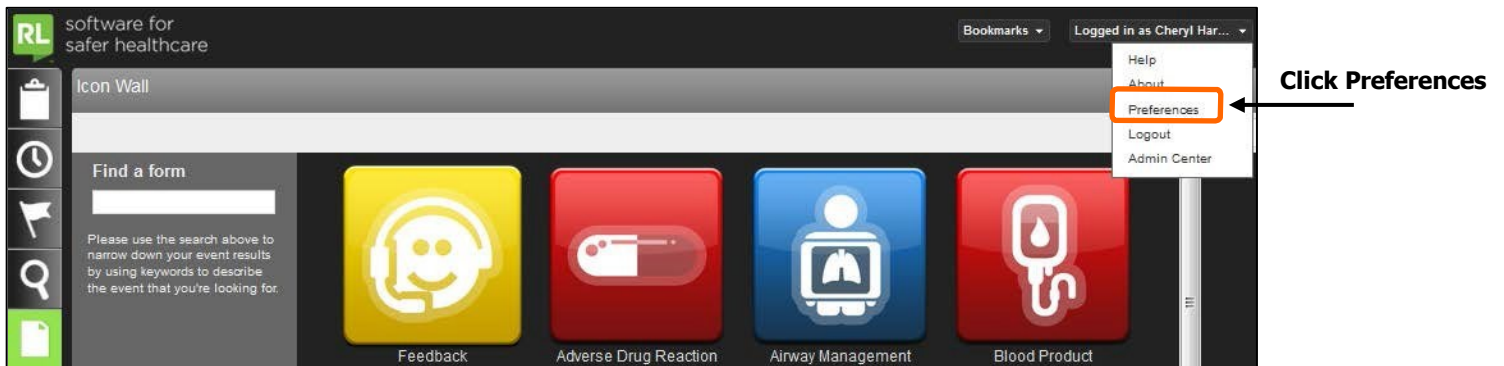


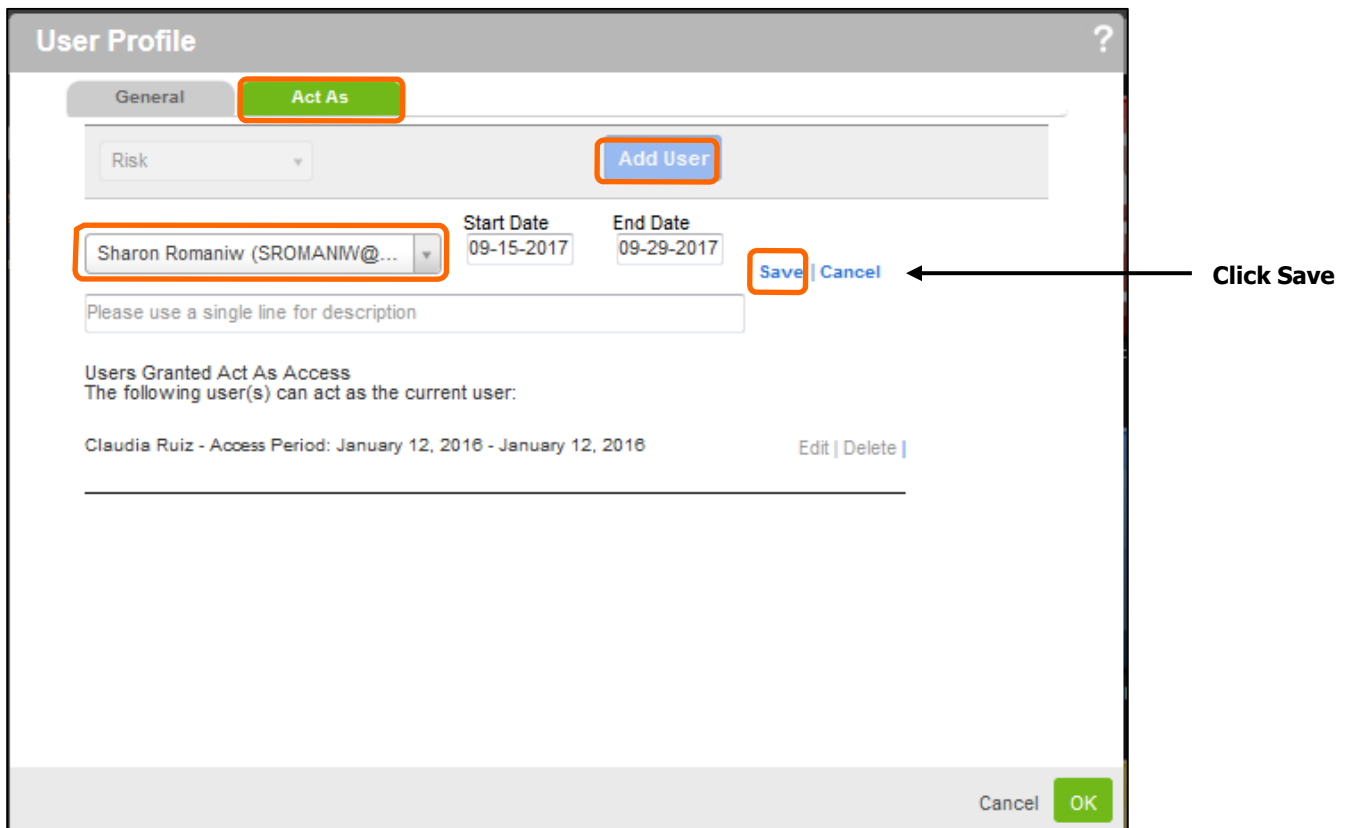
Using the Act As Feature

Using the Act As feature can allow another RL registered user to act as you. This means that an assigned user can log in as someone else to view and manage their files. This is a useful feature for coverage during vacations, etc.

1. Click the **Preferences** option from the *Logged in as* drop-down box.



2. Select the **Act As** tab from the *User Profile* dialog box.



3. Click the **Add User** button.
4. Select the user you want to assign as your “Act As”.
5. Select the **From** and **To** dates that you want for the Act As privileges.
6. Click the **Save**, then **OK**.

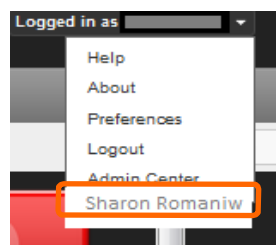
Act As access has now been granted to the user you selected.



Note: The person **Acting As** you will **Not** receive alerts or emails to your files. You should advise the person you have assigned Act As because they are not notified by RL6.

If you have been given access to act as another user, this option appears in the Logged in as drop-down box at the top-right of your window. As soon as you choose to act as another user, RL6 appears as if you were the other user, you would have access to the user’s RL6 files, reports, Info Centre etc.

1. From the top-right corner, click the *Logged in as* drop-down box and click on the user you want to act as.

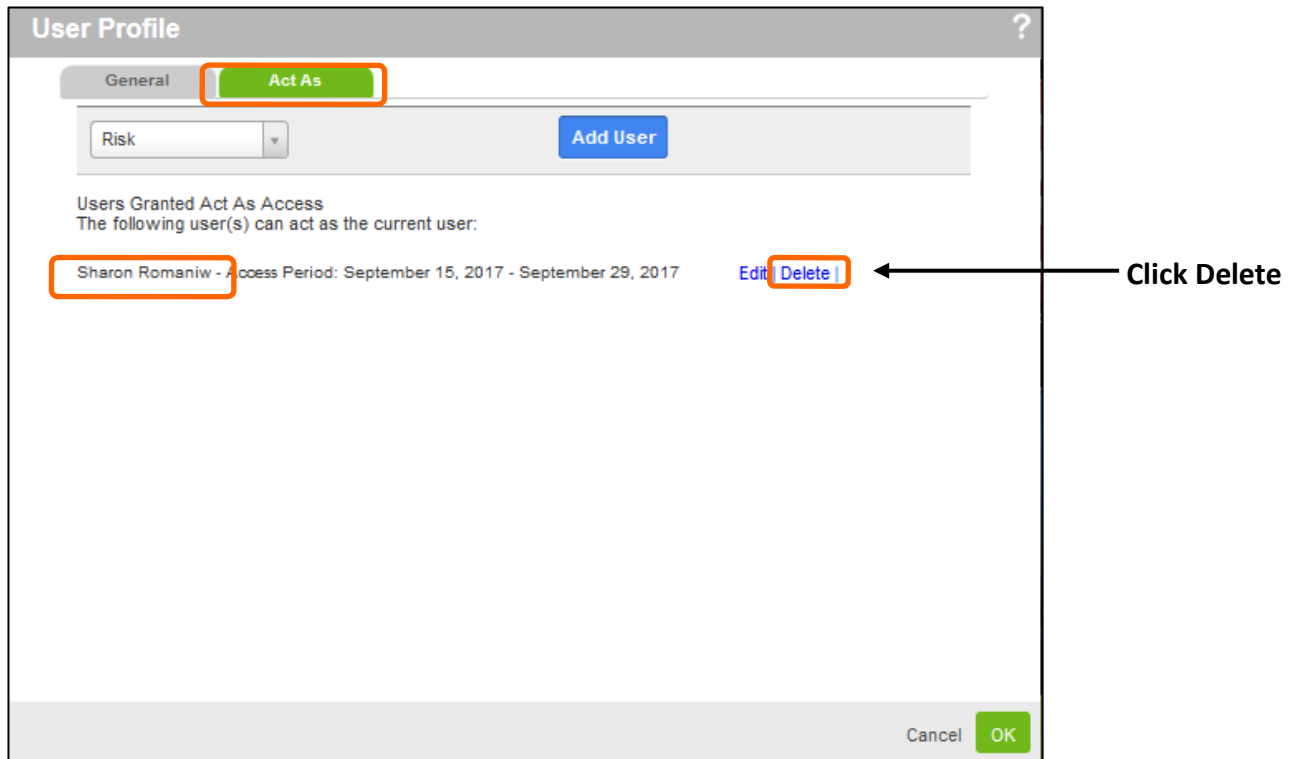


2. Now that you are Acting As the user you selected from the *Logged in as* drop-down box you can work in that user's RL6 files.
3. To stop acting as another user, click **End Act As** from the *Logged in as* drop-down box.

Note: When someone is assigned Act As they do not receive a notification message from RL stating that they have been assigned Act As privileges.

To delete the Act As access for the user:

1. Click the **Preferences** option from the *Logged in as* drop-down box.
2. Select the **Act As** tab from the *User Profile* dialog box.



3. Select **Delete** to remove the granted user's Act As access.