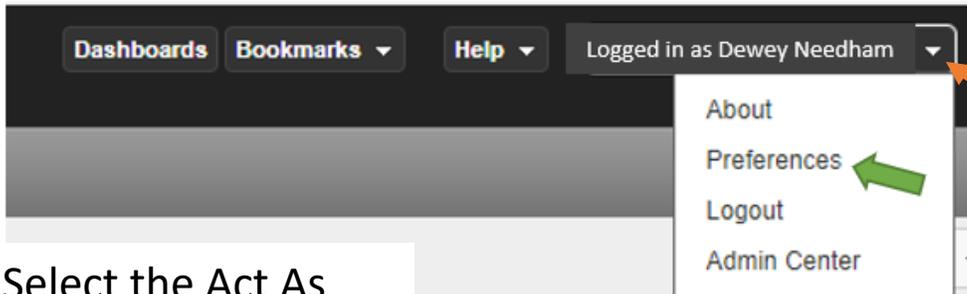![Shared health Soins communs Manitoba logo]

RL- Using the Act as Feature

Going on Holidays? Use this feature to allow another file manager to log in under your profile to manage safety event submissions. This is a useful feature for coverage during times of absences.

Log in on RL, from main page click on drop box to find preference

Select the Act As tab from the User Profile dialog Box
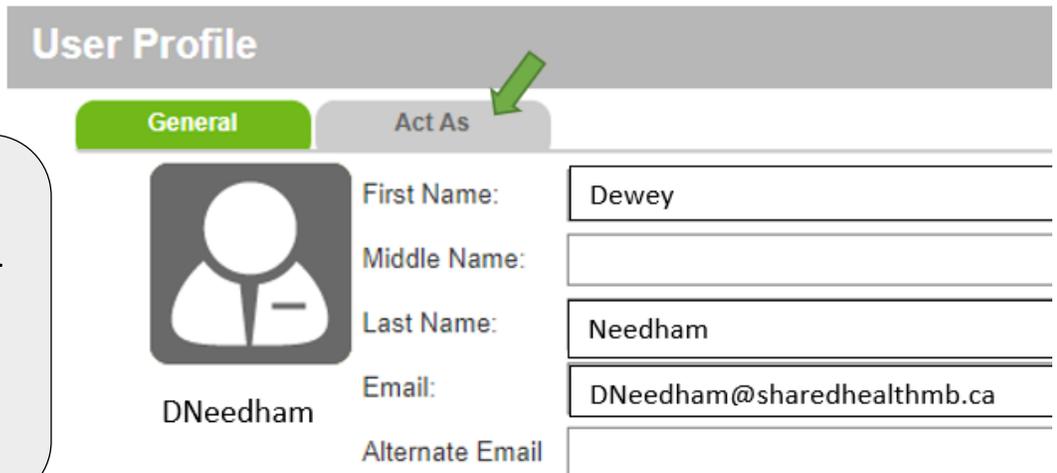
Note:
The user "Acting As" you will **NOT** receive alerts or emails to your files.

Option appears in the Logged in drop-down box to act as another user. This is how they will access your files in your absence.
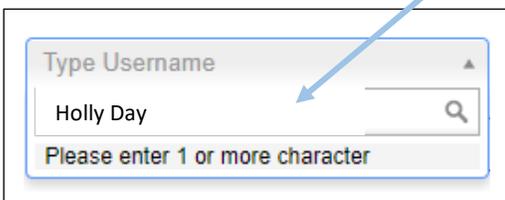

- Click **Add User** button
- Search and select the user you want to assign as your "Act As"
- Enter start & end dates for coverage
- Click Save, then OK

Save | Cancel

Act As access has now been granted to Holly ☺!   Cancel   OK