Tidy Academy

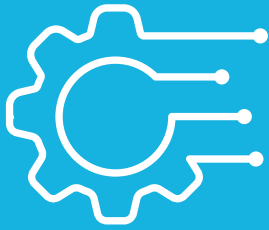**OVERVIEW**

STEPS

Set up users actions on behalf

This can be used to get a complete view of the project, even if not all resources are using TidyWork to enter their time and materials.
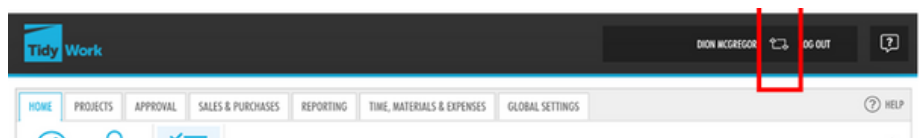
Ensure you have permissions to identify as the user. This must be done by a **Resource Administrator.** Go to the **Actions on behalf tab**. Within this screen, you will see a list of users you can choose to act on behalf of.
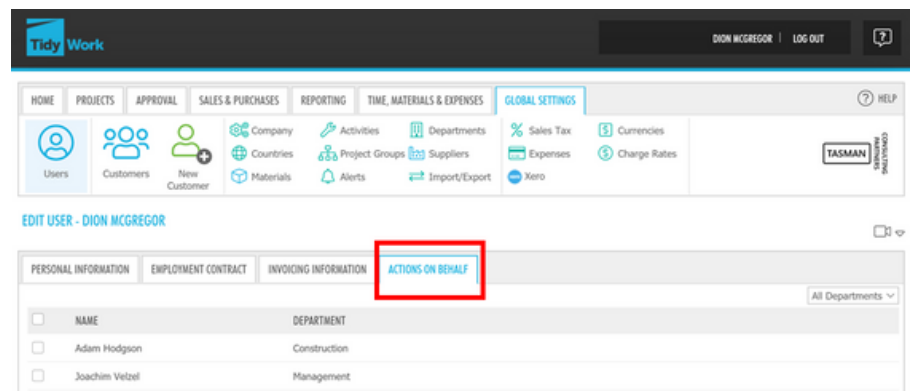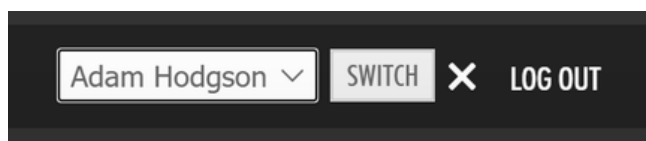

Click the **Tick box** on the left to select the user. Click save.
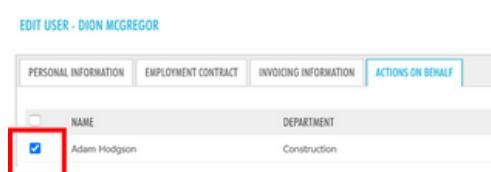
You can now switch between the users you have chosen. To do this, click on the **switch** icon.

A drop-down list will appear giving you the option to select the user. Click the switch button once you have selected the user.

You can now act as this user on their behalf. To switch back, click the **switch back to me button**.