Impersonate User (Program Office)

This document provides program office users with the steps necessary to impersonate a user. This guide is based on standard classic Beeline VMS configuration. Client-specific configurations may vary slightly from what is explained here.

To impersonate a user:

1. Log in to Beeline VMS using your *user name* and *password*. Your Home screen appears.
2. Click the Admin drop-down arrow located in the Header Menu bar and select **Security**. The Security Administration screen displays.
3. Click **Users** next to the + (plus) sign on the left-hand side of the screen. The Users screen displays. This gives you access to ALL users regardless of user group (e.g., Clients, MSP, Resource, Suppliers) within a single group list.
4. Use the various data fields to enter identifying user information, then, click **Search**.
5. Locate the user who you want to impersonate in the results list and click the checkbox to the left of their name.
6. Click **Proxy** in the action bar. (NOTE: An alternate label may be Impersonate.)

   Your assigned user role and security permissions determine which users you can impersonate. In general, you can only impersonate a user who is assigned to the same user level, or a lower level.

7. The screen refreshes and displays content as if you were that user. Notice that the Welcome salutation above the Header Menu bar changes to display Impersonating and the name of the user being impersonated.

   All actions in Beeline VMS are date, time, and user stamped. This includes actions taken while in impersonation mode. The user stamp will indicate the name of both the active user and the impersonated user. All date, time, and user stamps are retained in the archival database for audit purposes.

8. To stop impersonating a user, simply click on their name displayed above the Header Menu bar next to the Impersonating label.