**Masquerading**

***This feature is the best option for viewing a user’s activities.***

1. From the wrench, choose “Manage Users”
2. Find the user to masquerade as and click the user’s ID
3. View the user’s profile (defaults here when you click the user’s ID)
4. Click "Masquerade as [user]”
5. 
6. To switch back, choose “Switch back” at the top of the screen