

# Tools: Emulate User

**!** The content in this knowledge base is based upon the standard FACULTY180 environment. Your institution may have made changes to configure the FACULTY180 environment to meet your institution's needs; therefore, the screens in your FACULTY180 environment may differ slightly from the knowledge base. For more information, please contact your FACULTY180 administrator.

FACULTY180 allows administrators to emulate faculty and staff members to access information or to view FACULTY180 from their perspective. This is especially helpful for assisting faculty/staff members who have questions about using FACULTY180.

To emulate a user, do the following:

1. On the **Admin** section of the navigation menu, click **Administration**.

|  |   |
|--|---|
| Evaluation Forms                       | Manage custom evaluation forms  |
| Evaluations                            | Create faculty evaluations  |
| <b>▼ Input Faculty Classifications</b> |   |
| Create Input Form                      | Create faculty classification input forms   |
| Input Classifications                  | Assign faculty members to faculty classifications   |
| <b>▼ Bulk Data</b>                     |   |
| Upload Data                            | Upload faculty and current positions, courses and prefixes, committees, units, faculty classifications, scholarly outlets, scholarly outlet metrics, and secondary unit assignments in bulk |
| Back Up Data                           | Back up and export system data in bulk  |
| <b>▼ Tools</b>                         |   |
| Emulate User                           | Emulate faculty, administrators, and other users  |
| Support Accounts                       | Create accounts for staff members and non-faculty members who need administrative access  |
| Search                                 | Search faculty data based on words  |

2. In the **Tools** section, click **Emulate User**. The **Emulate User** screen displays.

Administration | Demo University

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Emulate User

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Count By Unit

Employment Status: Full Time ▼

Assigned To Unit As: Primary Unit ▼

| Unit <input type="checkbox"/>           | Total | Attached In |         |            |            |
|---|-------|-------------|---------|------------|------------|
|   |       | University  | College | Department | Discipline |
| <input type="checkbox"/> UNIV           | 368   | 4           | -       | -          | -          |
| <input checked="" type="checkbox"/> COB | 178   | -           | 2       | -          | -          |
| <input checked="" type="checkbox"/> COS | 186   | -           | 1       | -          | -          |

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1. Locate the user you wish to emulate by using the filters in the **Count By Unit** section, then selecting the appropriate unit. The results display in the **Search Names Below** field. If necessary, use the search field to locate the desired user within the search results.

Upon locating the desired user, click the user's name. A confirmation message opens.

2. Click **OK**. You are now emulating the selected user.

After the page loads, it should show the name of the user that you are emulating at the top of the screen in a red box.

3. To exit the emulation, click **Exit Emulation** at the top-right corner of the screen.

The screenshot shows the top of the Interfolio Support interface. A red header bar at the top left displays 'Emulating Scott K. Harris'. On the right side of this bar, there are two buttons: 'Emulation Details' and 'Exit Emulation'. The 'Exit Emulation' button is highlighted with a red border. Below the header, a dark navigation bar contains a hamburger menu icon on the left and 'Interfolio Support' with a dropdown arrow on the right. The main content area features a sidebar on the left with links for 'Home', 'Faculty180', 'Announcements & Help', 'Profile', and 'Activities'. The main content area displays a welcome message 'Welcome back, Interfolio Support' and a section titled 'Your Action Items' with a link to 'Assign Activity Classifications for Imported Scholarly Works'.