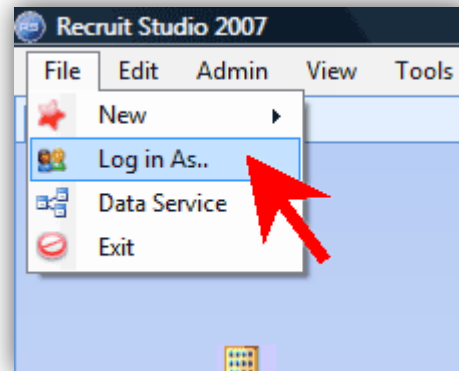


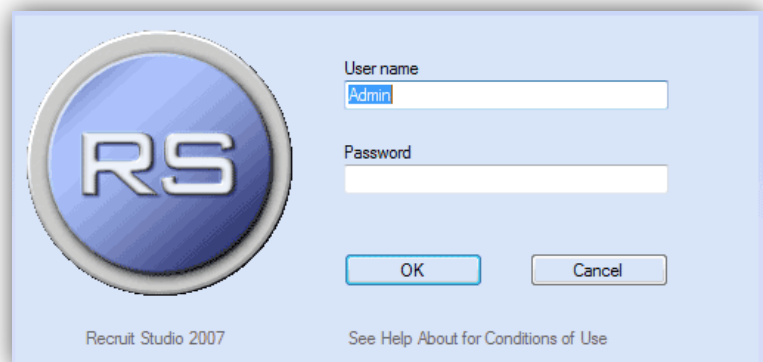
How do I switch user without closing Recruit Studio?

Some functions will require you to be logged in as the Admin user, such as exporting Search & Mailings results. It's easy to forget to log in as Admin before you start your search so Recruit Studio allows you to switch users without closing the program.

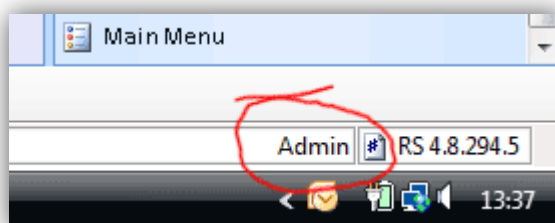
1. If you find that you need to log in as another user, go to the File menu and choose 'Log in As.'



2. The log in screen will be displayed. *Don't forget you may need to know the password, particularly if you are logging in as Admin.*



3. You can see which user is logged in at the bottom right of your screen.



4. Continue with what you were doing and don't forget to log back in as your own user when you have finished!