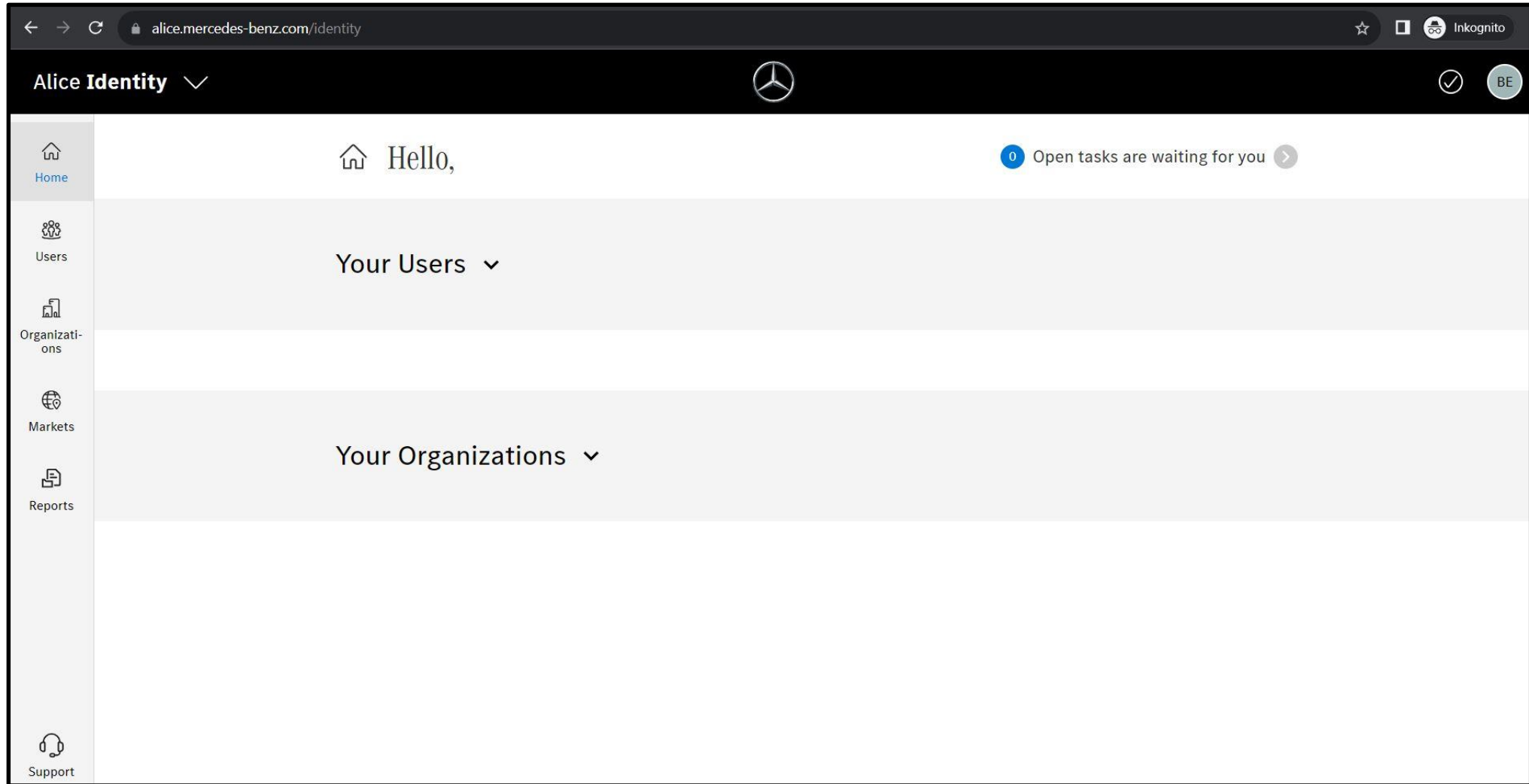


DAIMLER TRUCK

Application role assignment by Portal Manager in Alice



Step 1: Open Alice.
(URL: <https://alice.mercedes-benz.com>)



Step 2: Go to "Alice Access" and click "New Request" to assign the role to a specific user, click "Someone else" to select the user.

The screenshot shows a web browser window with the URL <https://alice.mercedes-benz.com/access/accessRequest/delegated>. The page title is "Alice Access". A teal arrow points to the "Alice Access" header. On the left sidebar, the "New Request" option is highlighted with another teal arrow. The main content area displays a flowchart for "Please select the user you want to apply role for." The flowchart consists of four steps: "User" (with a blue person icon), "Roles" (with a key icon and "Please Select" below it), "Additional Information" (with an information icon), and "Summary" (with a document icon). Below the flowchart, the text "Apply Role For" is followed by three options: "My Self" (with a pink "SR" icon), "Someone else" (with a blue person icon and a plus sign, and "Please Select" below it), and "Bulk Import" (with a blue person icon and a plus sign, and "Bulk import via CSV file" below it). A "Next" button is located at the bottom right of the page.

Step 3: Use the search bar and search for the user ID you want to assign the role to and click "Next".

The screenshot displays the Alice Access web interface. At the top, the browser address bar shows the URL <https://alice.mercedes-benz.com/access/accessRequest/delegated>. The page header includes the 'Alice Access' logo, the Mercedes-Benz logo, and a notification icon. A sidebar on the left contains navigation options: Home, New Request, Tasks, Requests, Control Center, Profile, and Support. The main content area features a search bar with the placeholder text 'Search for User ID, Name, Surname or E-Mail' and a search icon. Below the search bar are three filter dropdowns: 'Status' set to 'Active', 'Community' set to 'All Communities', and 'Country' set to 'All Countries'. A search result card is visible, showing a user profile with a purple circle containing 'SC' and a green checkmark. A blue arrow points to the search bar, and another blue arrow points to a blue 'Next' button at the bottom right of the page.

Step 4: Use the search bar and find the role you want to assign to the user.

The screenshot shows a web browser window with the URL `https://alice.mercedes-benz.com/access/accessRequest/delegated`. The page title is "Alice Access" and the main heading is "Roles". Below the heading, it says "Please select the roles you want to request." A progress bar shows four steps: "User" (checked), "Roles" (active), "Additional Information", and "Summary". Below the progress bar, there is a section titled "Selected Roles" with a search bar containing the text "Please select roles from below". A search bar below that contains the text "Search for Role-ID, Name or Description" and "ECON_START". A teal arrow points to the search bar. At the bottom right, there are "Previous" and "Next" buttons.

Step 5: Once you have selected the role, add validity incase if you don't want the validity deselect the checkbox and click **"Add Role"**.

The screenshot shows the Alice Access portal interface. At the top, the browser address bar displays `https://alice.mercedes-benz.com/access/accessRequest/delegated`. The page header includes the 'Alice Access' logo and a Mercedes-Benz icon. A sidebar on the left contains navigation links: Home, New Request, Tasks, Requests, Control Center, Profile, and Support. The main content area shows a role card for 'ECON_START' with a description: '20191018: Start authorization role for eCon. This was called S49_START till now because of compatibility reasons with old...'. Below the role card is a 'Request Options' dialog box. The dialog contains the following text: '20191018: Start authorization role for eCon. This was called S49_START till now because of compatibility reasons with old developed so ftware. This change is made at the request of the DSE Migration Team.' Under the 'Time Frame' section, there is a checked checkbox labeled 'Add time frame'. Below this are two date pickers: 'Valid From' set to 'April, 25, 2023' and 'Valid Until' set to 'October, 22, 2023'. At the bottom of the dialog, there are three buttons: 'Dismiss', 'Add Role', and 'Previous'. A blue arrow points to the 'Add Role' button. The 'Next' button is disabled.

Step 6: Click on "Next" as soon as you see a green check mark next to the selected role.

The screenshot shows the 'Alice Access' web interface. The browser address bar displays 'https://alice.mercedes-benz.com/access/accessRequest/delegated'. The page title is 'Alice Access'. A sidebar on the left contains navigation links: Home, New Request, Tasks, Requests, Control Center, Profile, and Support. The main content area is titled 'Selected Roles' and features a search bar with 'ECON_START' entered. Below the search bar are two dropdown menus: 'Applications' set to 'All Applications' and 'Role Options' set to 'All role types'. A list of roles is shown, with 'ECON_START' highlighted in a dark box with a green checkmark. The role description reads: '20191018: Start authorization role for eCon. This was called S49_START till now because of compatibility reasons with old...'. At the bottom right, there are 'Previous' and 'Next' buttons, with a large blue arrow pointing to the 'Next' button.

Step 7: Specify the reason for assigning the role to the supplier and click "**Next**".

The screenshot shows a web browser window with the URL `https://alice.mercedes-benz.com/access/accessRequest/delegated`. The page header includes "Alice Access" and a Mercedes-Benz logo. A sidebar on the left contains navigation icons for Home, New Request, Tasks, Requests, Control Center, Profile, and Support. The main content area displays a progress bar with four steps: "User" (Raut, Shubham), "Roles" (1 Role), "Additional Information" (current step), and "Summary". Below the progress bar, a "Reason" section contains a text input field with the placeholder "Enter your application reason..." and the text "Assigning role for test purpose." A note below the field states "Minimum of 20 characters needed." At the bottom right, there are "Previous" and "Next" buttons, with a large blue arrow pointing to the "Next" button.

Step 8: Cross check all the fields (e.g., selected role, user ID) and click on “**Submit**”.

The screenshot displays the 'Alice Access' web application interface. The breadcrumb trail at the top indicates the current step: **User** (checked), **Roles** (checked, 1 Role), **Additional Information** (checked), and **Summary** (document icon). The main content area is divided into two sections: 'Apply Role for' and 'Selected Roles'. The 'Apply Role for' section shows a user card for 'CHRISTIAN, SARAH' with a purple 'SC' role indicator. The 'Selected Roles' section shows 'ECON_START'. Navigation links include 'Go to User Selection' and 'Go to Role Selection'. At the bottom, there are 'Previous' and 'Submit' buttons, with a large blue arrow pointing to the 'Submit' button.

Step 9: As soon as you click on “**Submit**”, the corresponding role will be assigned to the respective user.

