DAIMLER TRUCK

Resetting/Editing the user role validity in Alice

Note: Only Portal Manager can change the validity of the user in Alice.

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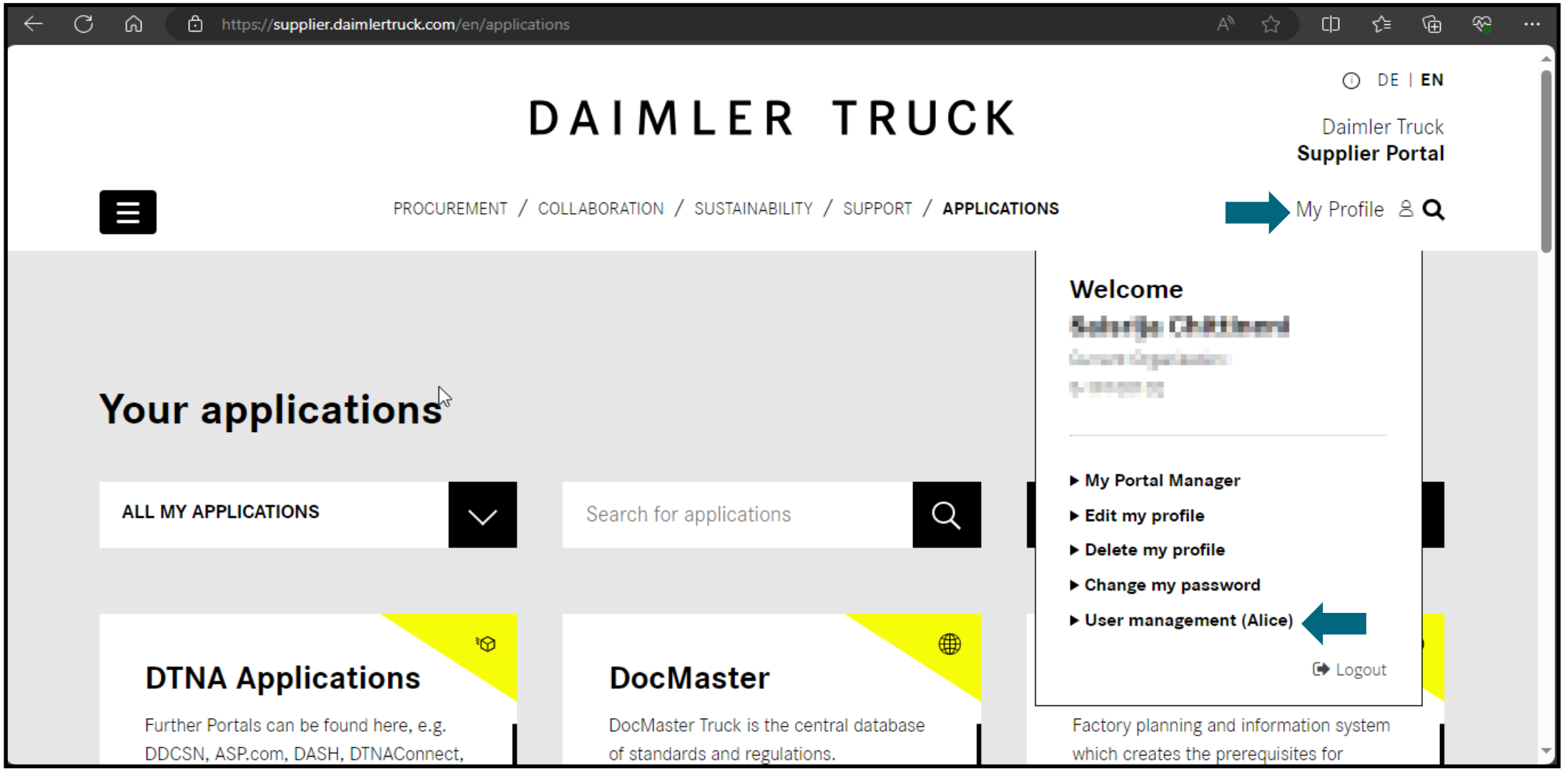
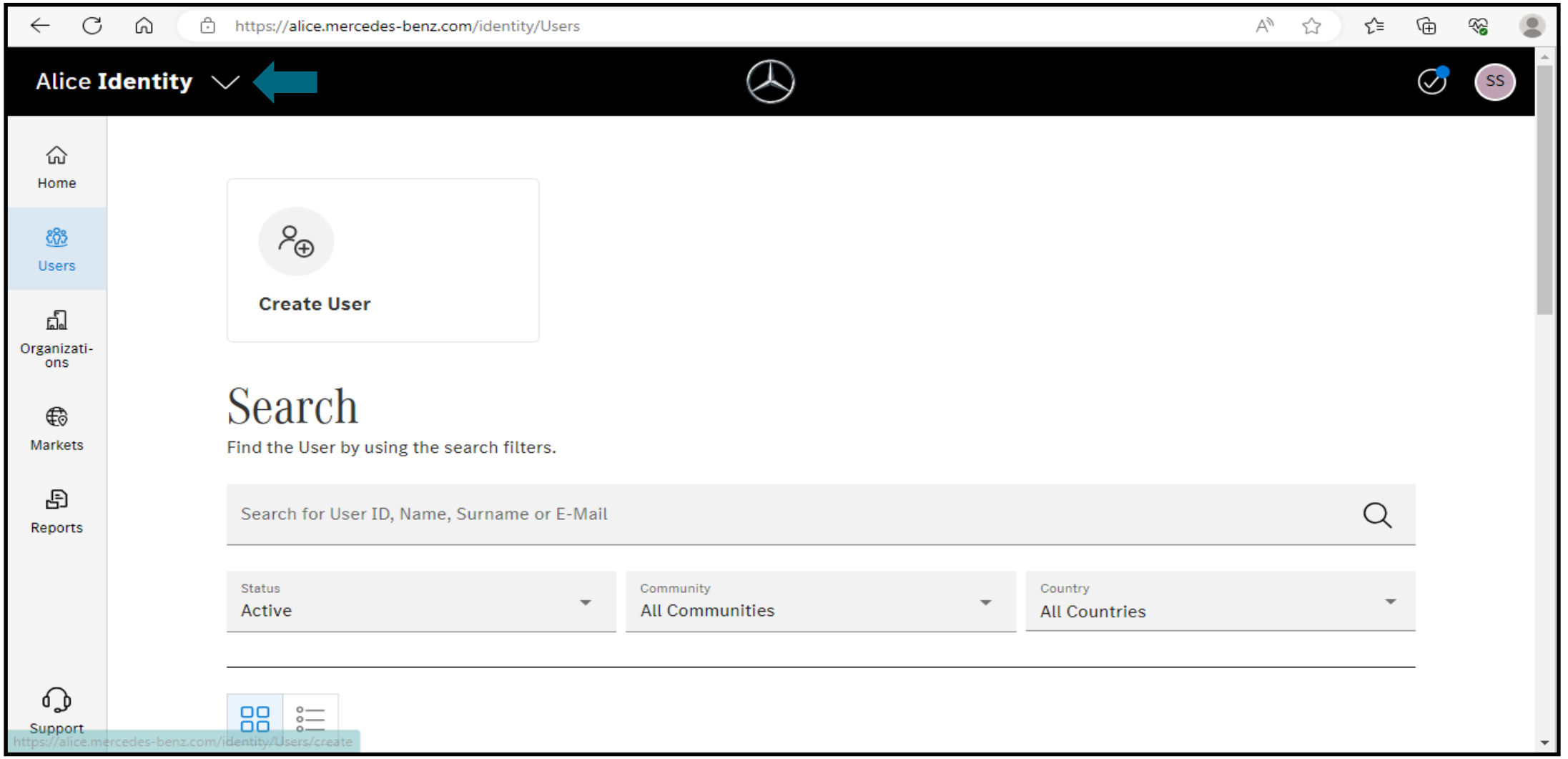
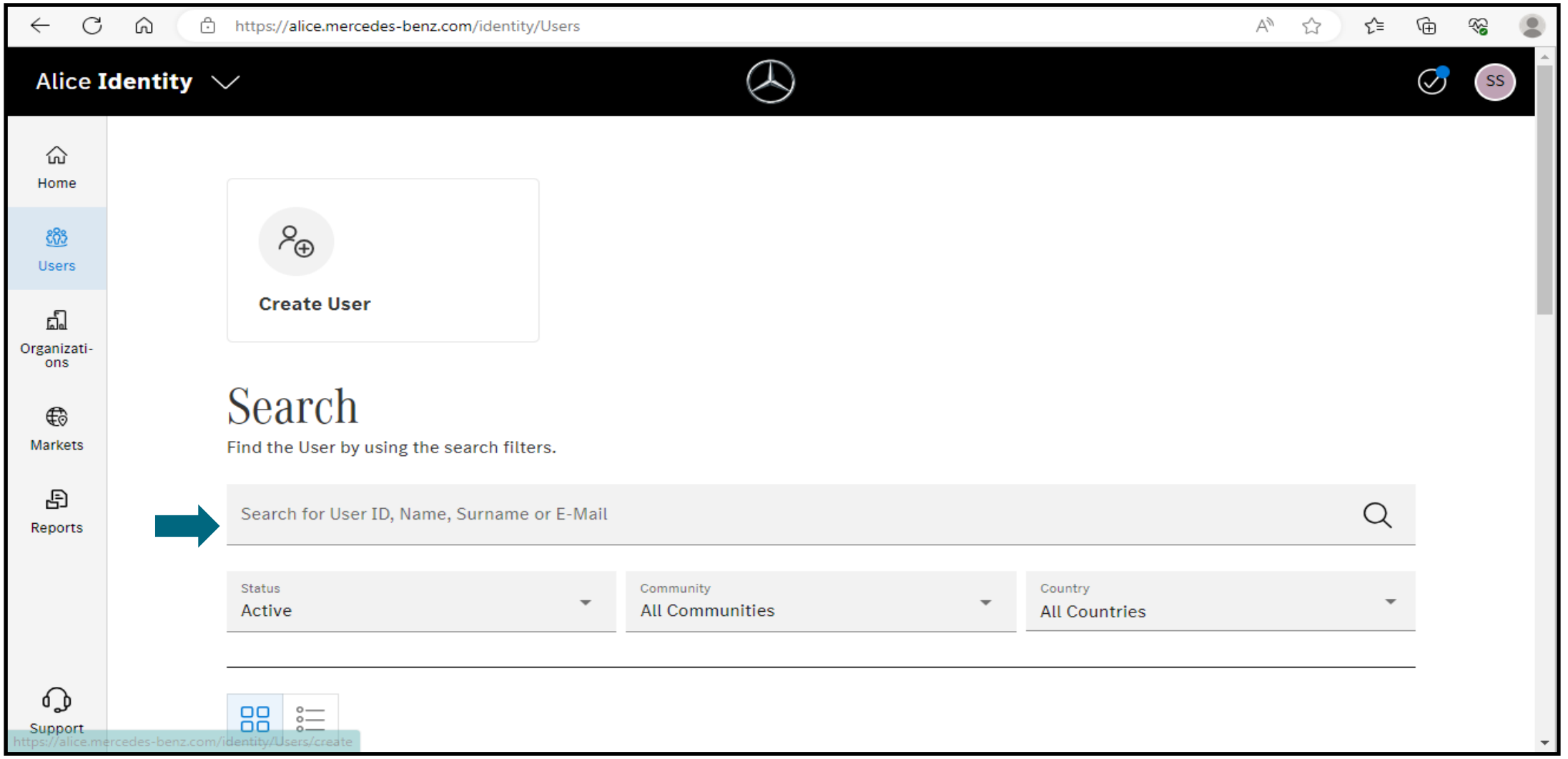
Step 1: Click the **“My Profile”** icon and then click on **“User Management(Alice)”**



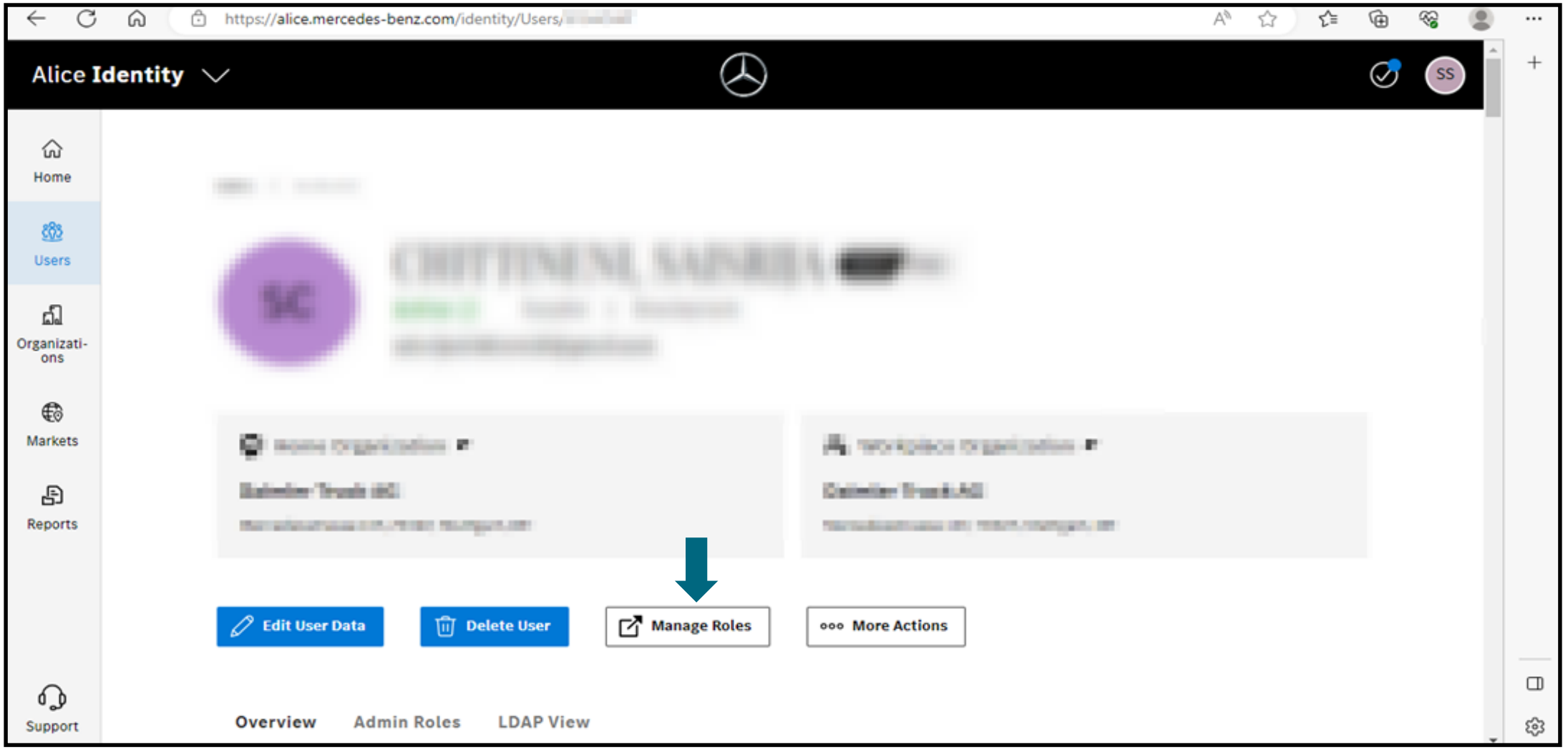
Step 2: Click on the drop down and select the **“Alice Identity”.**



Step 3: Search within the search bar for the user whom you want to set the roles validity.

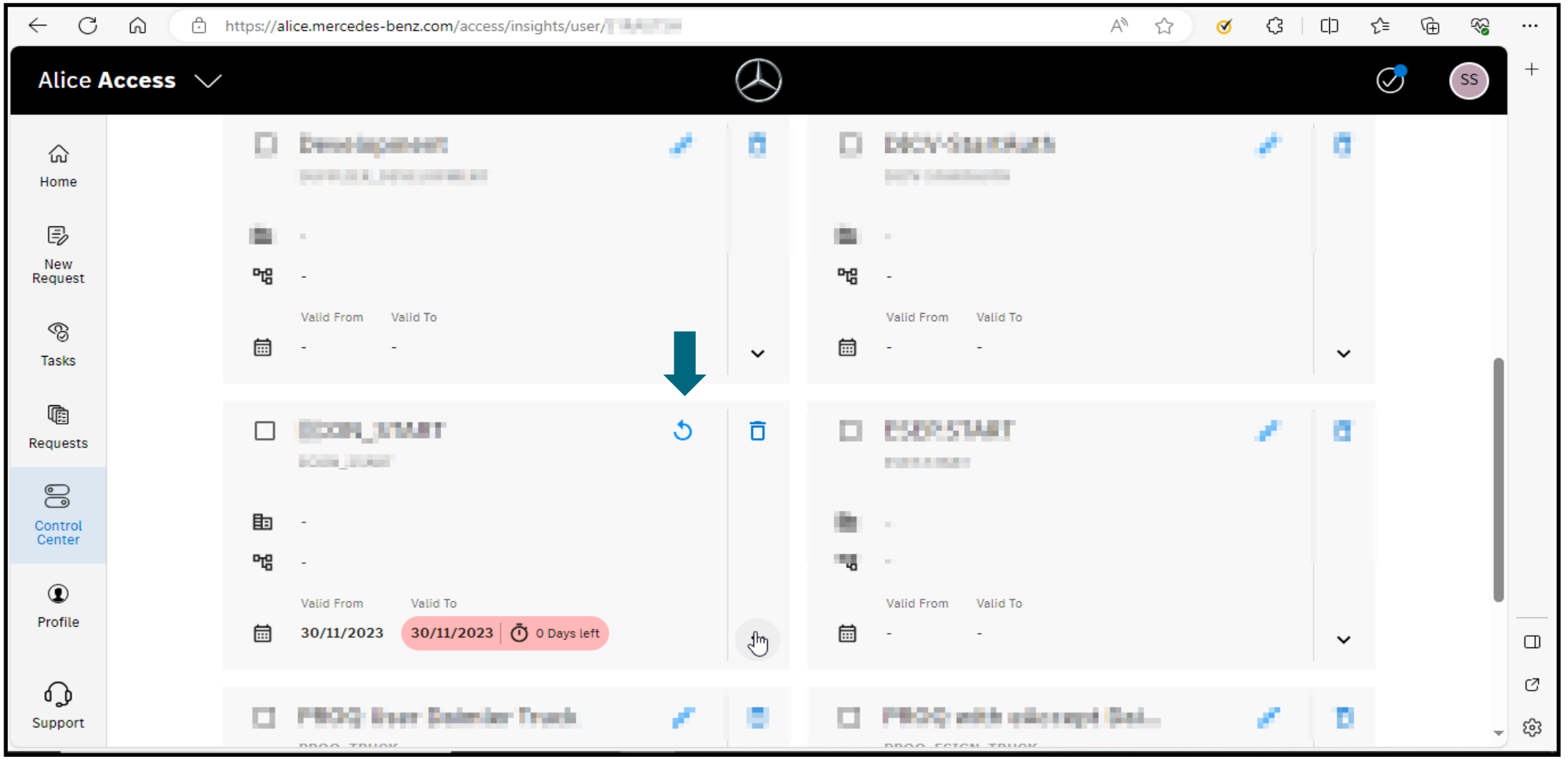


Step 4: Open the profile and select the **“Manage Roles”** option.

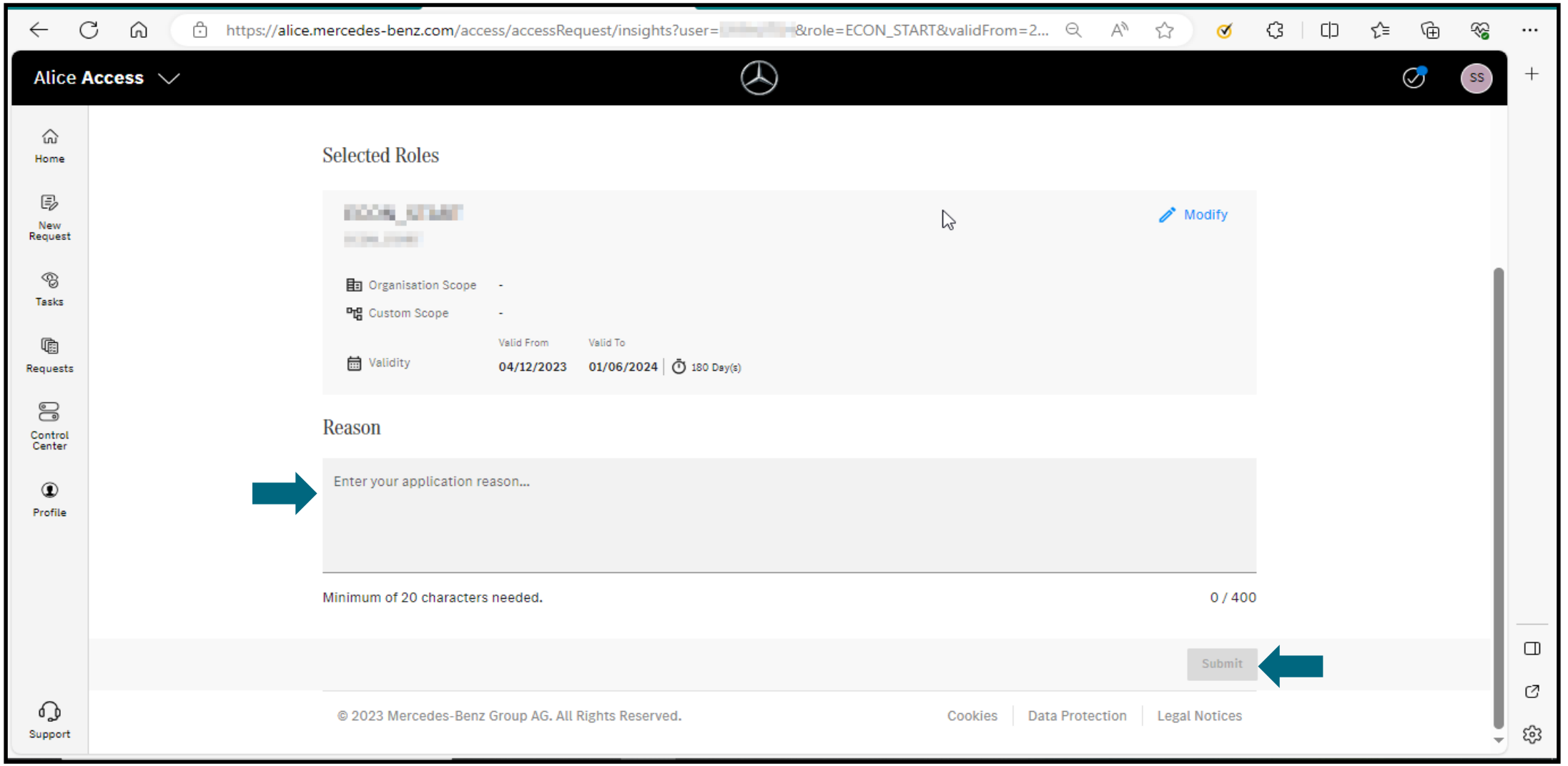


In case of validity reset:

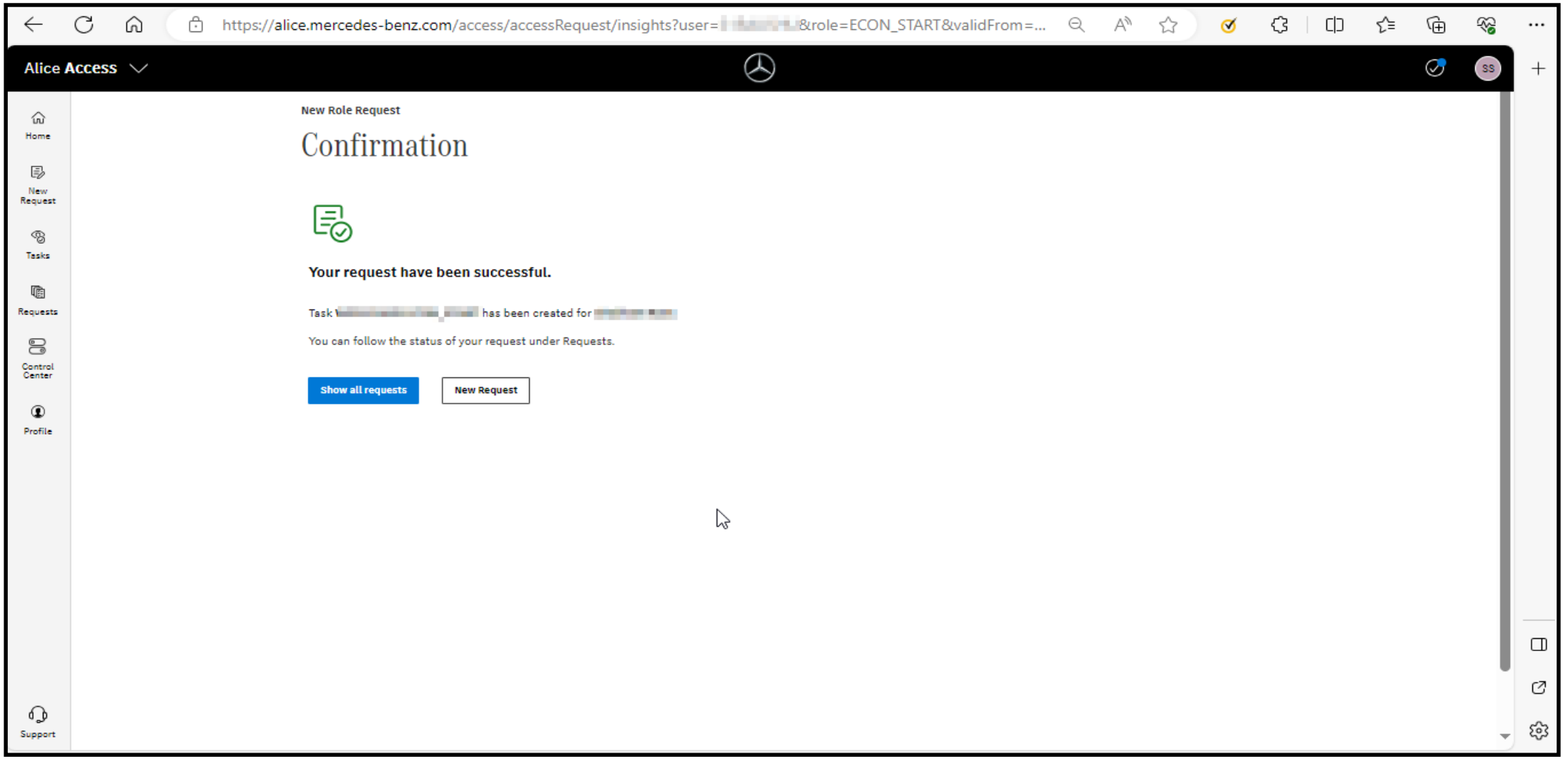
Step 5: If the validation expired, please click refresh symbol.



Step 6: Add a reason within the input field and then click on **“Submit”**.

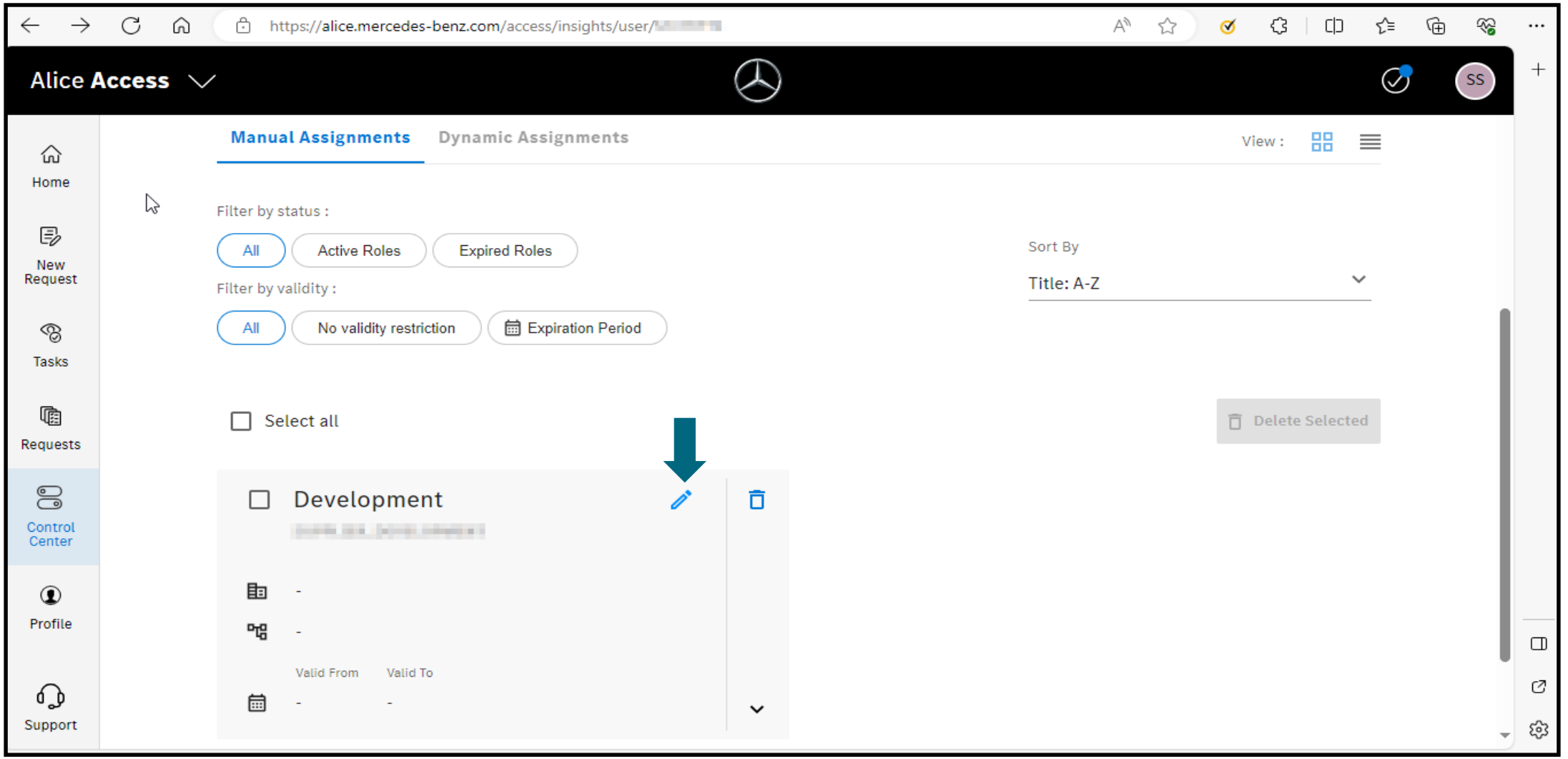


Step 7: Once the validity updates are done a confirmation tab will be displayed.

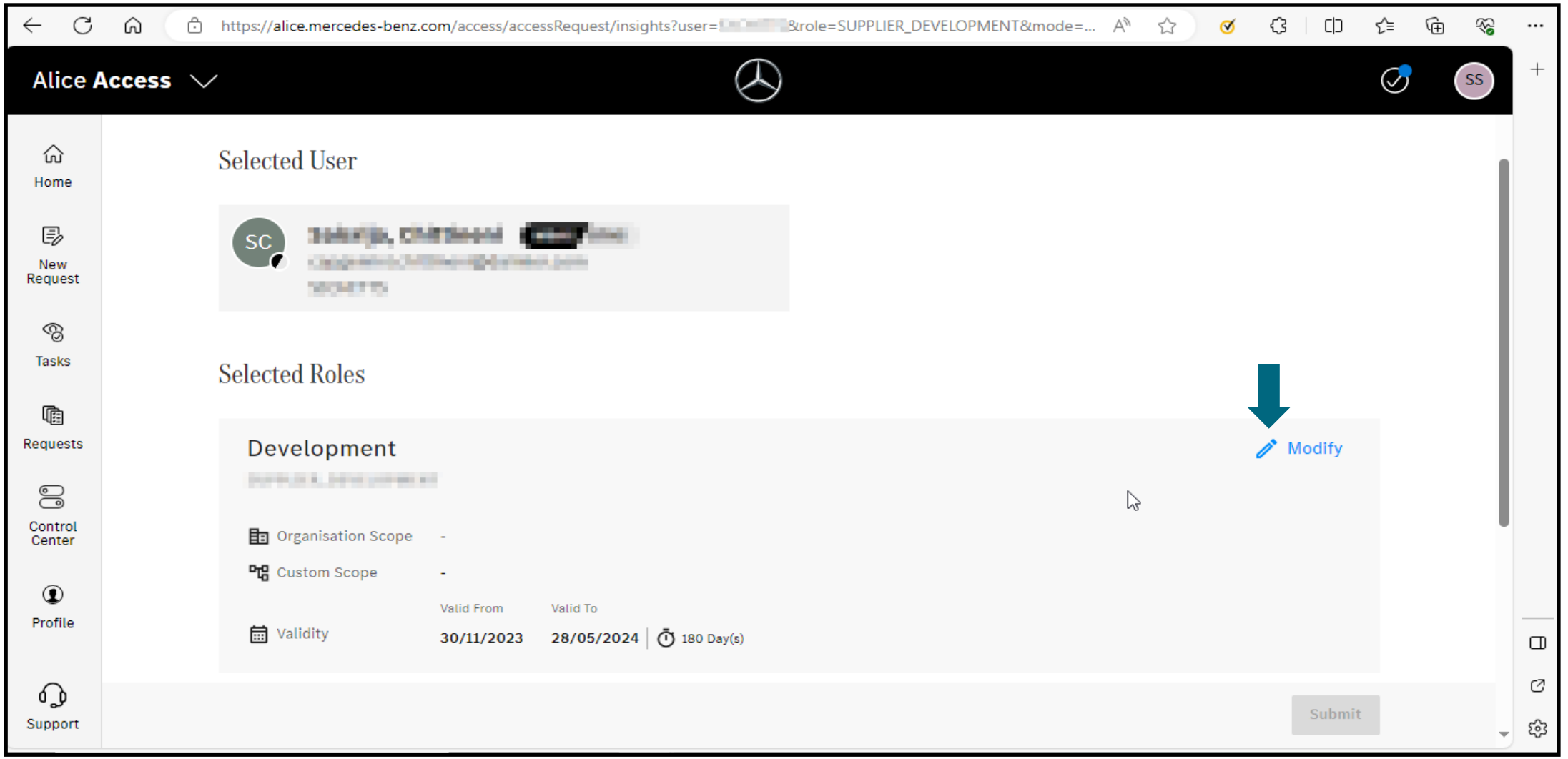


In case of editing the validity:

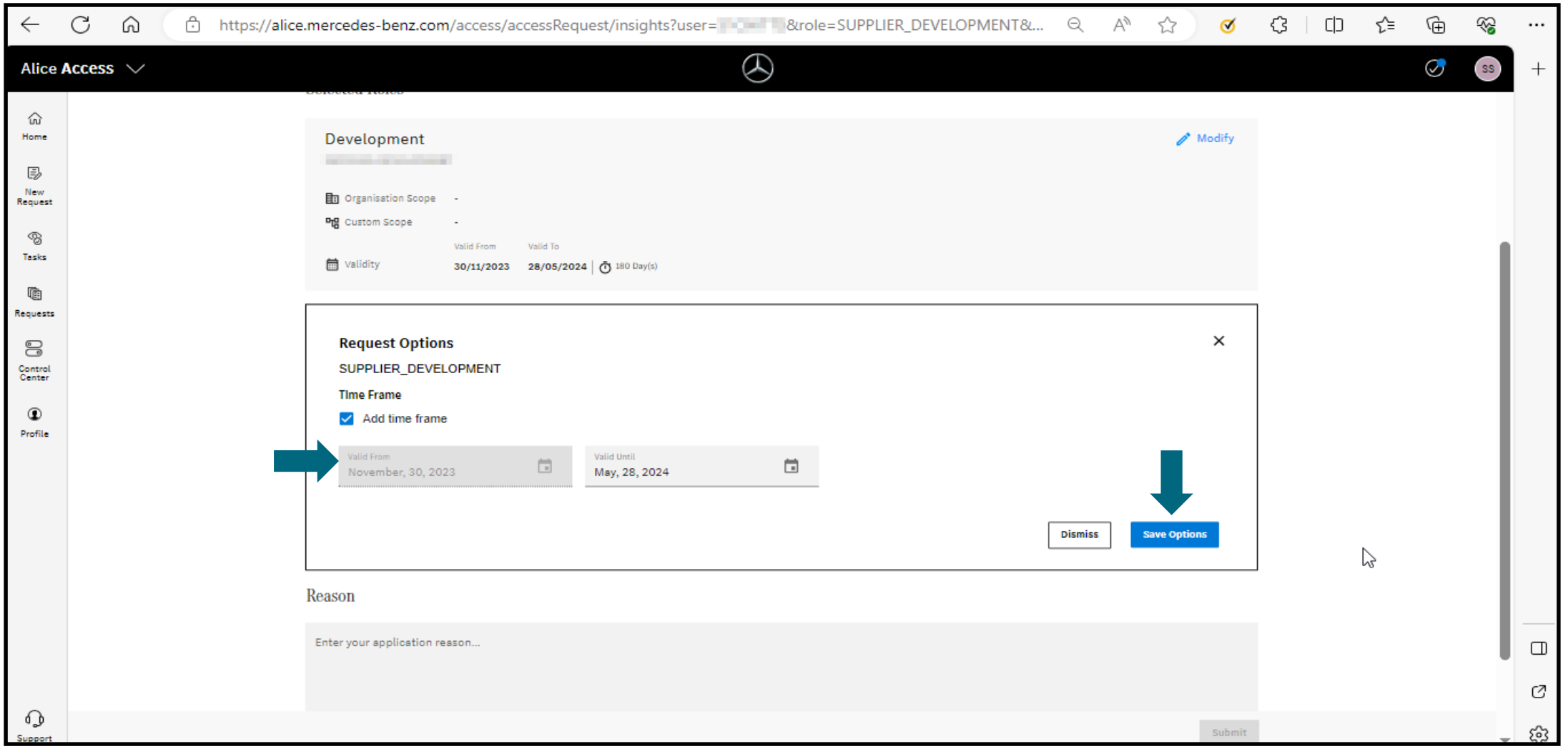
Step 8: Select role where validation need to be changed and click on the edit symbol.



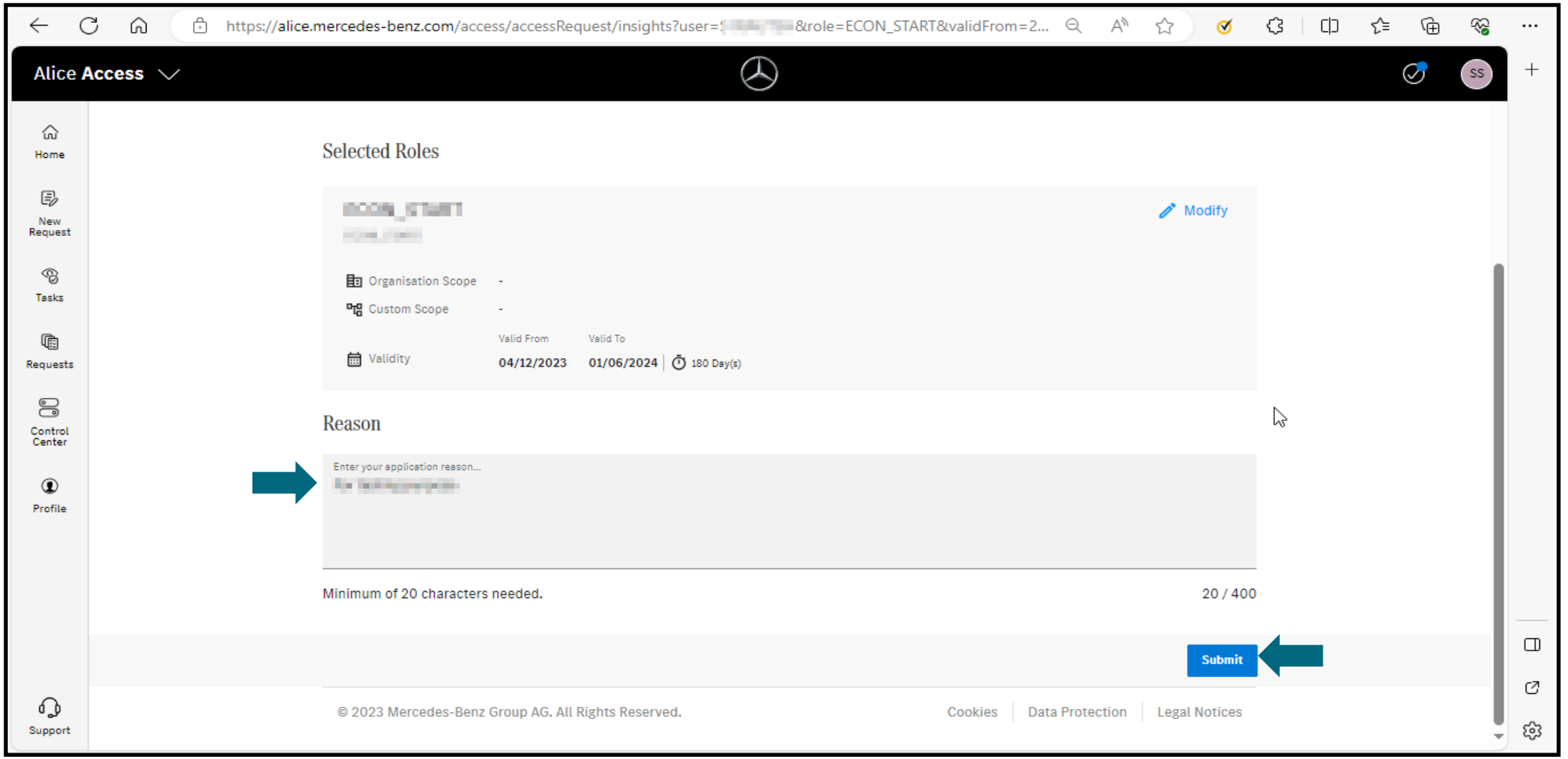
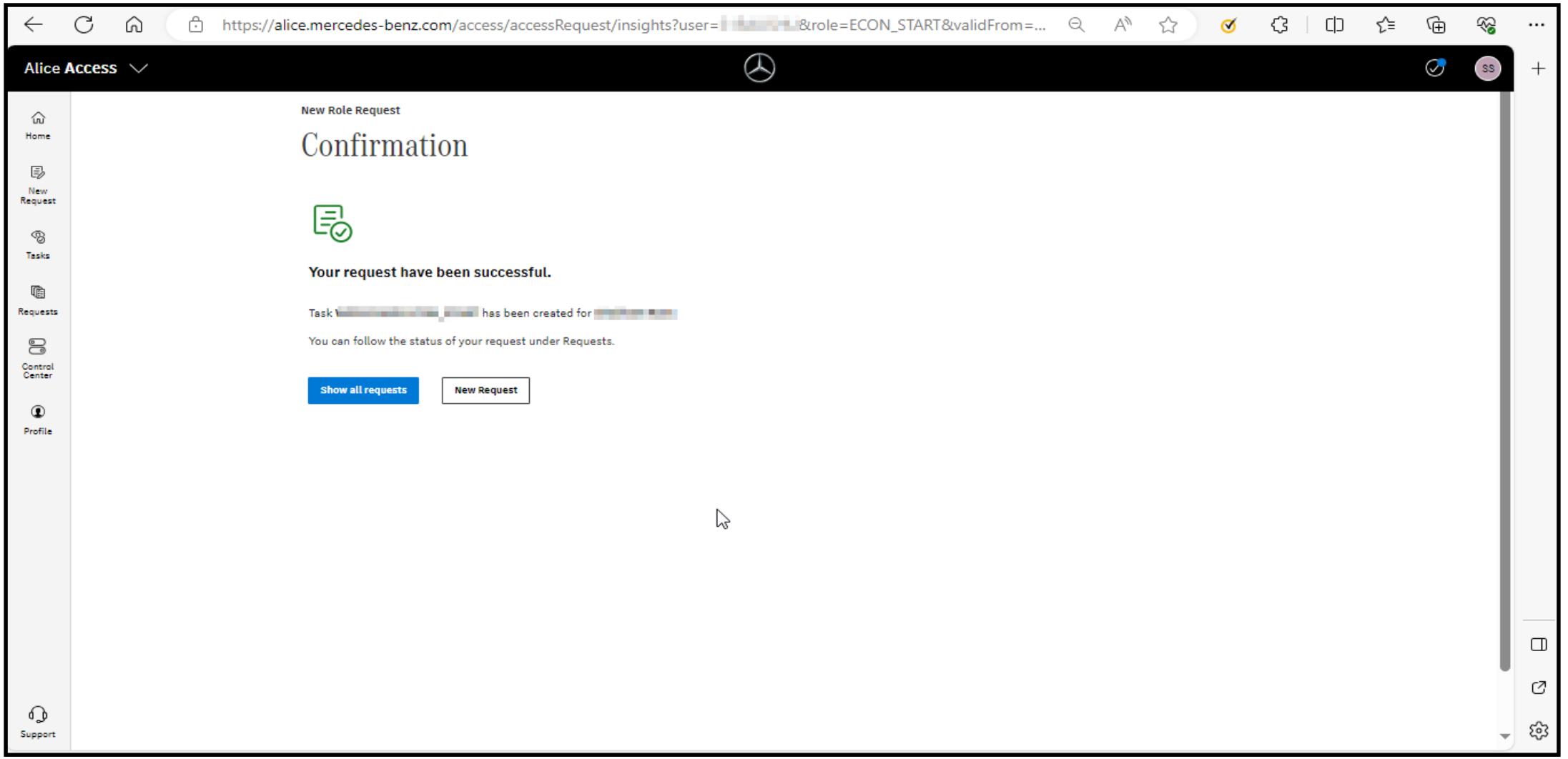
Step 9: Click on the **“Modify”**.



Step 10: Enable the **“Add Time Frame”** checkbox and update the validity and click **“Save Options”**.



Step 11: Fill in the application reason and then click on the **“Submit”** button.



Step 12: Once the validity updates are done a confirmation tab will be displayed.