

# DAIMLER TRUCK

## Resetting/Editing the user role validity in Alice

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



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

The screenshot shows the Daimler Truck Supplier Portal interface. At the top, the URL is <https://supplier.daimlertruck.com/en/applications>. The main header features the "DAIMLER TRUCK" logo and navigation links for "PROCUREMENT / COLLABORATION / SUSTAINABILITY / SUPPORT / APPLICATIONS". A "My Profile" link with a user icon and a search icon is highlighted with a blue arrow. Below the header, the "Your applications" section contains a dropdown menu for "ALL MY APPLICATIONS" and a search bar. The dropdown menu is open, showing a list of options: "My Portal Manager", "Edit my profile", "Delete my profile", "Change my password", and "User management (Alice)", with a blue arrow pointing to the last option. Below the dropdown, there are two application cards: "DTNA Applications" and "DocMaster".

DAIMLER TRUCK

DE | EN

Daimler Truck  
Supplier Portal

My Profile

PROCUREMENT / COLLABORATION / SUSTAINABILITY / SUPPORT / APPLICATIONS

Your applications

ALL MY APPLICATIONS

Search for applications

DTNA Applications

DocMaster

Welcome  
Subirja Chatterjee  
Current Organization:  
Daimler Truck

- ▶ My Portal Manager
- ▶ Edit my profile
- ▶ Delete my profile
- ▶ Change my password
- ▶ User management (Alice)

Logout

Further Portals can be found here, e.g. DDCSN, ASP.com, DASH, DTNACconnect,

DocMaster Truck is the central database of standards and regulations.

Factory planning and information system which creates the prerequisites for

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

The screenshot displays the 'Alice Identity' web interface. At the top, the browser address bar shows the URL 'https://alice.mercedes-benz.com/identity/Users'. The page header is dark with the Mercedes-Benz logo in the center. On the left, a sidebar lists navigation options: Home, Users (highlighted), Organizations, Markets, Reports, and Support. The main content area has a 'Create User' button with a plus icon. Below it is a 'Search' section with the text 'Find the User by using the search filters.' and a search bar containing the placeholder 'Search for User ID, Name, Surname or E-Mail'. Three filter dropdowns are visible: 'Status' set to 'Active', 'Community' set to 'All Communities', and 'Country' set to 'All Countries'. A teal arrow points to the 'Alice Identity' dropdown in the header. At the bottom left, a URL 'https://alice.mercedes-benz.com/identity/Users/create' is partially visible.

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

The screenshot displays the 'Alice Identity' web interface. The browser address bar at the top shows the URL 'https://alice.mercedes-benz.com/identity/Users'. The page header includes the 'Alice Identity' logo and the Mercedes-Benz emblem. A sidebar on the left contains navigation links for Home, Users, Organizations, Markets, Reports, and Support. The main content area features a 'Create User' button with a person icon and a plus sign. Below this is a 'Search' section with the text 'Find the User by using the search filters.' and a search bar containing the placeholder text 'Search for User ID, Name, Surname or E-Mail'. A blue arrow points to the search bar. Underneath the search bar are three filter dropdown menus: 'Status' (set to 'Active'), 'Community' (set to 'All Communities'), and 'Country' (set to 'All Countries'). At the bottom left, there is a 'Support' link and a URL 'https://alice.mercedes-benz.com/identity/Users/create'.

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

The screenshot displays the 'Alice Identity' user management interface. The browser address bar shows the URL 'https://alice.mercedes-benz.com/identity/Users/'. The page features a dark header with the 'Alice Identity' logo and the Mercedes-Benz emblem. A left-hand navigation menu includes options for Home, Users, Organizations, Markets, Reports, and Support. The main content area shows a user profile for 'CHRISTINE WANDER' with a purple profile picture. Below the profile, there are two organizational roles listed: 'Home Organization' and 'Workplace Organization'. At the bottom of the profile section, there are four action buttons: 'Edit User Data', 'Delete User', 'Manage Roles', and 'More Actions'. A prominent blue arrow points directly to the 'Manage Roles' button. At the very bottom of the interface, there are three tabs: 'Overview', 'Admin Roles', and 'LDAP View'.

## In case of validity reset:

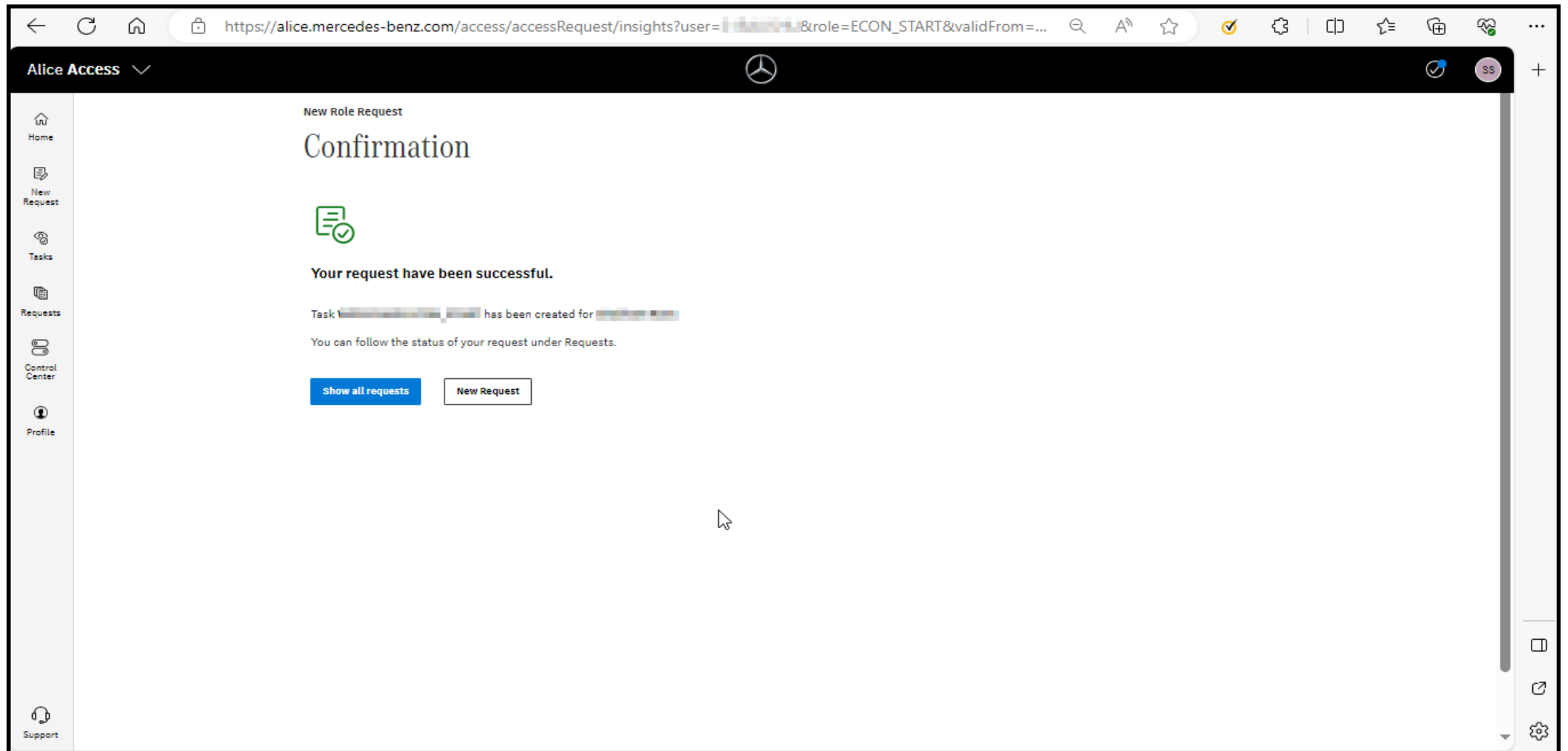
**Step 5:** If the validation expired, please click refresh symbol.

The screenshot shows the Alice Access web interface. The browser address bar displays the URL: <https://alice.mercedes-benz.com/access/insights/user/>. The interface features a dark header with the Mercedes-Benz logo and a user profile icon labeled 'SS'. A left sidebar contains navigation options: Home, New Request, Tasks, Requests, Control Center (highlighted), Profile, and Support. The main content area displays a grid of user role cards. Each card includes a checkbox, a role name, a Mercedes-Benz logo, and a 'Valid From' / 'Valid To' section. A blue arrow points to the refresh icon (a circular arrow) on the right side of the 'ESOP\_START' role card. Below the 'Valid To' date '30/11/2023', there is a red badge indicating '0 Days left'.

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

The screenshot displays the 'Alice Access' web application interface. The top navigation bar includes the Mercedes-Benz logo and the text 'Alice Access'. The main content area is titled 'Selected Roles' and shows a role named 'ECON\_START' with a 'Modify' link. Below this, there are details for 'Organisation Scope', 'Custom Scope', and 'Validity' (04/12/2023 to 01/06/2024, 180 Day(s)). The 'Reason' section features a text input field with the placeholder 'Enter your application reason...'. A blue arrow points to this input field. Below the input field, it states 'Minimum of 20 characters needed.' and '0 / 400'. At the bottom right of the form, there is a 'Submit' button, which is also pointed to by a blue arrow. The footer contains copyright information for Mercedes-Benz Group AG and links for Cookies, Data Protection, and Legal Notices.

**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.

The screenshot shows the 'Alice Access' user management interface. The 'Manual Assignments' tab is active. The interface includes a sidebar with navigation options: Home, New Request, Tasks, Requests, Control Center (highlighted), Profile, and Support. The main content area has filter options for status (All, Active Roles, Expired Roles) and validity (All, No validity restriction, Expiration Period). A table lists assignments, with the 'Development' role selected. A blue arrow points to the edit icon (pencil) next to the 'Development' role. A 'Delete Selected' button is visible on the right.

Role	Valid From	Valid To	Actions
<input type="checkbox"/> Development	-	-	<input type="checkbox"/>  

## Step 9: Click on the “Modify”.

The screenshot shows the Alice Access web application interface. The browser address bar displays the URL: `https://alice.mercedes-benz.com/access/accessRequest/insights?user=[redacted]&role=SUPPLIER_DEVELOPMENT&mode=...`. The page header includes the 'Alice Access' logo, the Mercedes-Benz logo, and a user profile icon labeled 'SS'. A left-hand navigation menu contains icons for Home, New Request, Tasks, Requests, Control Center, Profile, and Support. The main content area is divided into two sections: 'Selected User' and 'Selected Roles'. The 'Selected User' section shows a user profile with a circular icon containing 'SC' and a blurred name. The 'Selected Roles' section features a card for the 'Development' role. This card includes a 'Modify' button with a pencil icon, which is highlighted by a large blue arrow. Below the role card, there is a table with the following data:

	Valid From	Valid To	
Validity	30/11/2023	28/05/2024	🕒 180 Day(s)

At the bottom right of the page, there is a 'Submit' button.

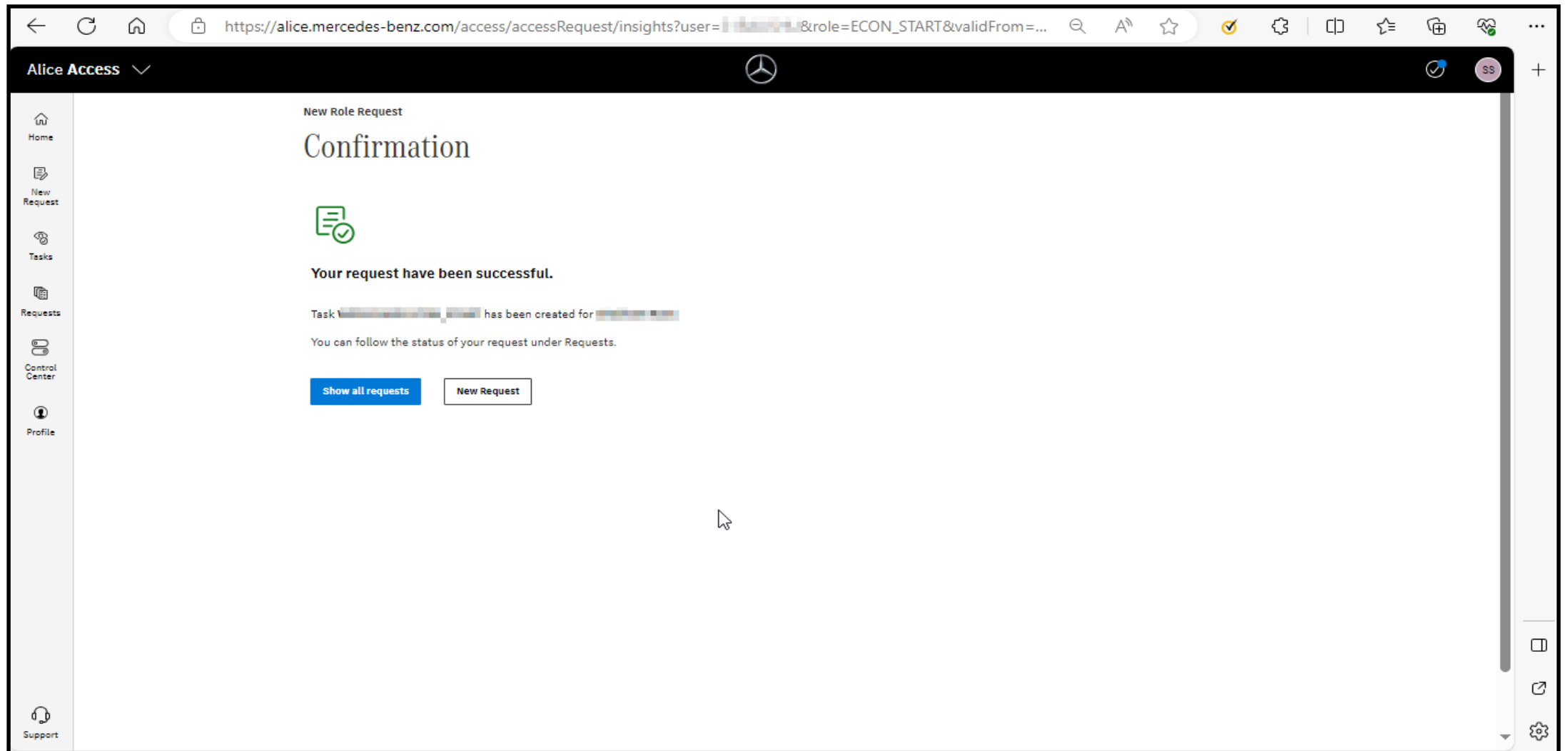
**Step 10:** Enable the **“Add Time Frame”** checkbox and update the validity and click **“Save Options”**.

The screenshot displays the Alice Access web application interface. The browser address bar shows the URL: `https://alice.mercedes-benz.com/access/accessRequest/insights?user=...&role=SUPPLIER_DEVELOPMENT&...`. The page header includes the 'Alice Access' logo 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 shows a 'Development' card with details for 'Organisation Scope', 'Custom Scope', and 'Validity' (Valid From: 30/11/2023, Valid To: 28/05/2024, 180 Day(s)). A 'Request Options' dialog box is open, titled 'Request Options' for 'SUPPLIER\_DEVELOPMENT'. Under the 'Time Frame' section, the 'Add time frame' checkbox is checked. Below this, the 'Valid From' date is set to 'November, 30, 2023' and the 'Valid Until' date is set to 'May, 28, 2024'. A blue arrow points to the 'Valid From' date field, and another blue arrow points to the 'Save Options' button. The dialog box also contains 'Dismiss' and 'Save Options' buttons. Below the dialog box, there is a 'Reason' section with a text input field labeled 'Enter your application reason...'. A 'Submit' button is visible at the bottom right of the page.

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

The screenshot displays the Alice Access web interface. The browser address bar shows the URL: `https://alice.mercedes-benz.com/access/accessRequest/insights?user=[redacted]&role=ECON_START&validFrom=2...`. The page header includes the 'Alice Access' logo and the Mercedes-Benz logo. A left-hand navigation menu contains icons for Home, New Request, Tasks, Requests, Control Center, Profile, and Support. The main content area is titled 'Selected Roles' and features a role card for 'ECON\_START'. The role card details include 'Organisation Scope' and 'Custom Scope', both set to '-', and a 'Validity' section showing 'Valid From' as 04/12/2023, 'Valid To' as 01/06/2024, and a duration of 180 Day(s). Below the role card is a 'Reason' section with a text input field containing the placeholder text 'Enter your application reason...'. A blue arrow points to this input field. Below the input field, a message states 'Minimum of 20 characters needed.' and a character count '20 / 400' is displayed. At the bottom right of the form, a blue 'Submit' button is visible, with another blue arrow pointing to it. The footer of the page contains the copyright notice '© 2023 Mercedes-Benz Group AG. All Rights Reserved.' and links for 'Cookies', 'Data Protection', and 'Legal Notices'.

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



The screenshot displays the Alice Access web application interface. The browser's address bar shows the URL: `https://alice.mercedes-benz.com/access/accessRequest/insights?user=[redacted]&role=ECON_START&validFrom=...`. The application header includes the "Alice Access" logo and the Mercedes-Benz logo. A left-hand navigation menu contains icons for Home, New Request, Tasks, Requests, Control Center, Profile, and Support. The main content area is titled "New Role Request" and "Confirmation". It features a green checkmark icon and the text: "Your request have been successful." Below this, it states: "Task [redacted] has been created for [redacted]. You can follow the status of your request under Requests." At the bottom of the confirmation message, there are two buttons: "Show all requests" (in blue) and "New Request" (in white with a black border). A mouse cursor is visible over the page.