Alice Administration UI

Quick Start Guide for Role-/Workflow Owners & Application Admins

Version Alpha – November 2022

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Alice Administration Key Features

Roles & Workflows

Roles

Search field based on role name and role id, where it can be filtered by custom scopes, org scopes, job title, self-requestable and / or dynamic roles
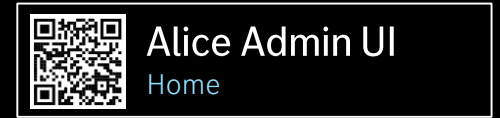
Workflows

Search field based on workflow id, name and description, where it can be filtered by owned and / or used by me, as well as public workflows

Key Features

Home ⌂

How to see & search specific roles

Destination

Your roles

- Click on Home, in order to monitor roles, that you are looking for
- Click on Search, in order to look for a particular Role Name or Role ID
- Please notice, that under Results you have all roles that are visible to your user id

Important: Please be aware, that you can look for roles without using the *, but just writing a part of the name or the complete role name or id!
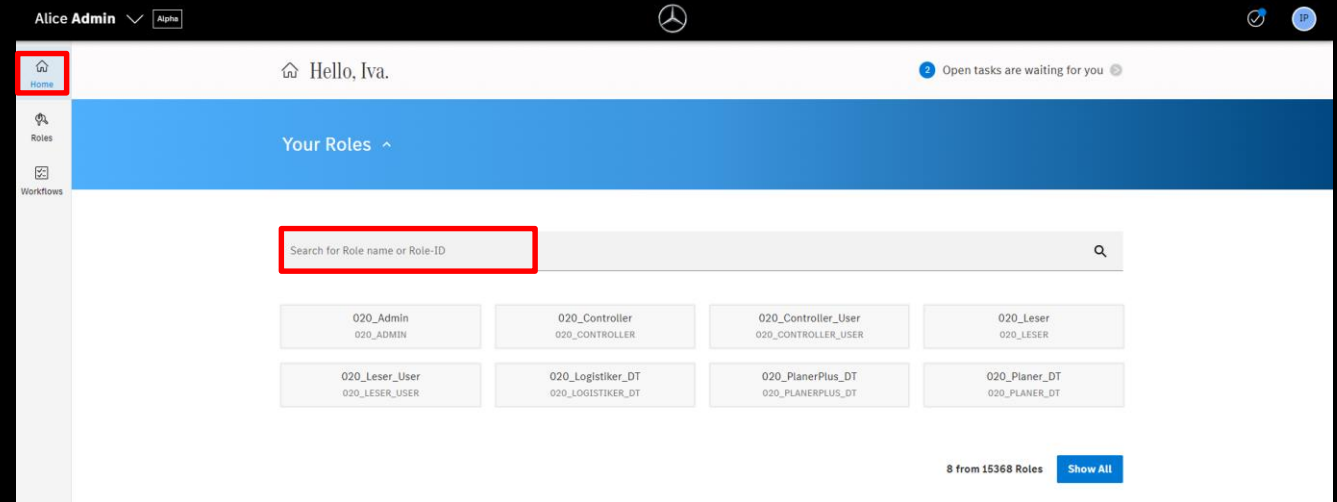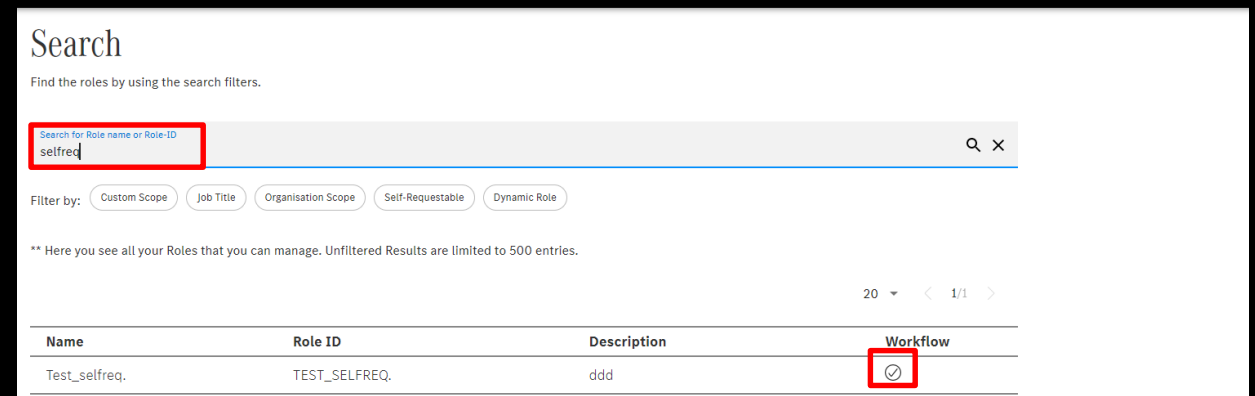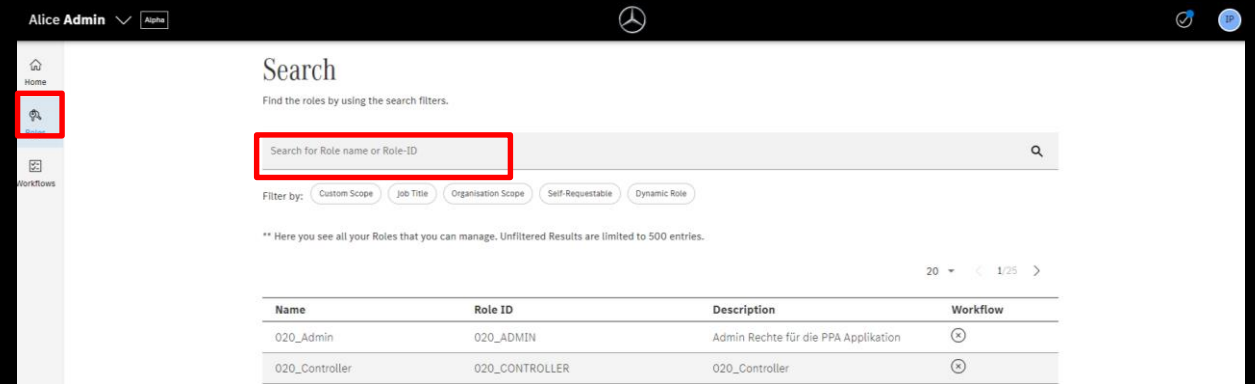
Roles 🔍

How to see & search available roles

Destination

Search

- Please notice, that under Roles you can filter among roles with Custom and / or Org Scopes, Job Title, Self-Requestable and Dynamic Assignment, some of them have workflows, and some of them do not.

Important: Please be aware, that the role creation has still not been rolled out, for that reason please use GEMS for this purpose!

Roles 🔍

How to view & edit roles
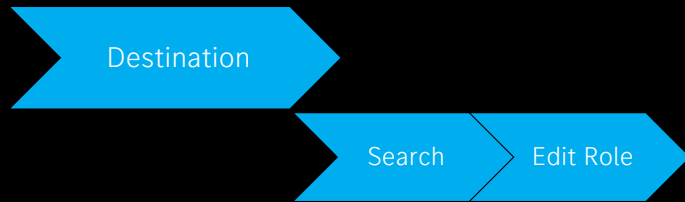
- Click on the needed Role, in order to see its details
- Click on Edit Role, in order to perform any changes
- Please notice, that under this Overview you can see every detail of the role configuration, workflow, communities, application rights etc.

Home ⌂

How to see & search specific workflows

Destination

Your Workflows

- Click on Home, in order to monitor the needed workflows
- Click on Search, in order to look for a particular workflow name, id or description
- Please notice, that under Results you have all workflows that are visible to your user id
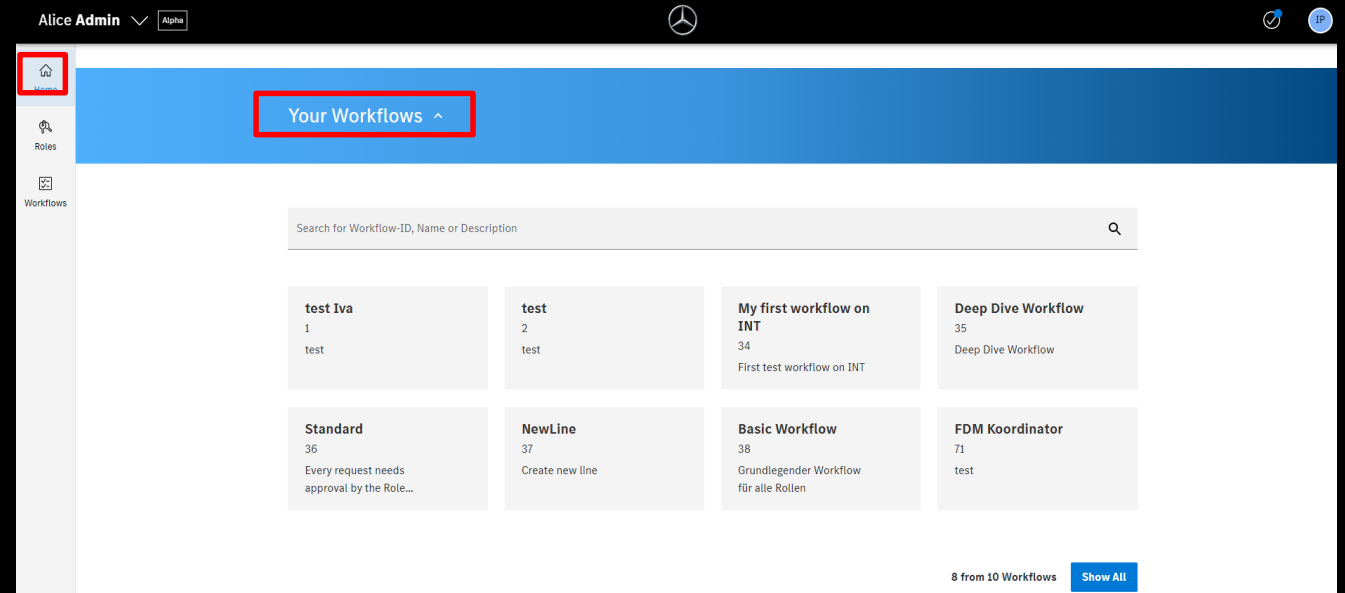
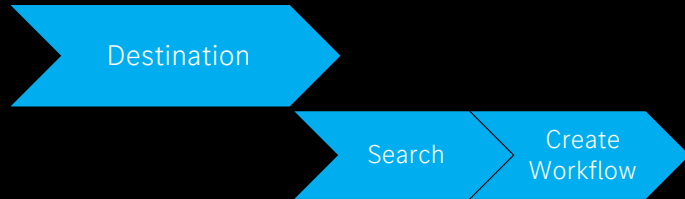**Important:** Please be aware, that you can look for workflows without using the *, but just writing a part of the name or the complete workflow name or id!

Alice Admin ⌄ Alpha

Your Workflows ⌃

Search for Workflow-ID, Name or Description

test Iva	test	My first workflow on INT	Deep Dive Workflow
1	2	34	35
test	test	First test workflow on INT	Deep Dive Workflow

Standard	NewLine	Basic Workflow	FDM Koordinator
36	37	38	71
Every request needs approval by the Role...	Create new line	Grundlegender Workflow für alle Rollen	test

8 from 10 Workflows   Show All

Workflows

How to see, search & create workflows
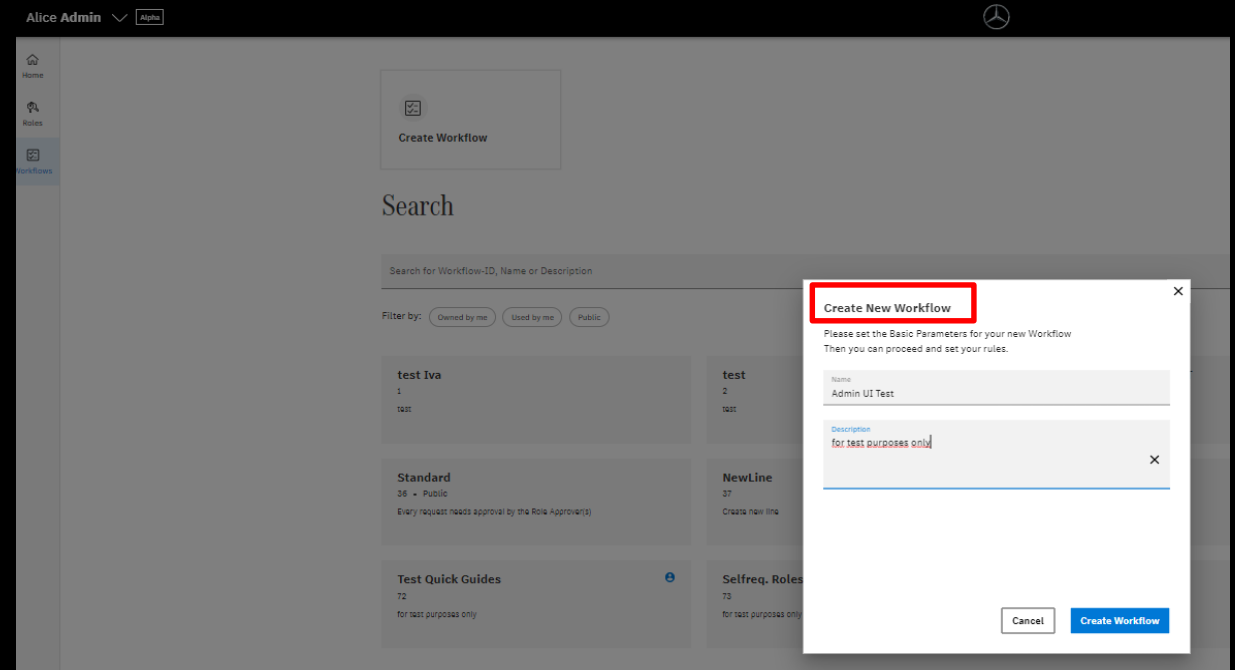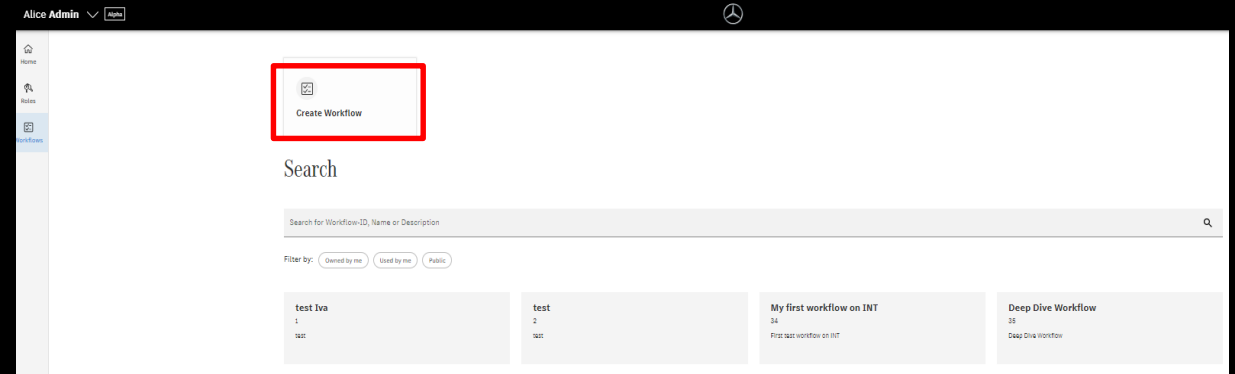
Destination

Search → Create Workflow

- Click on Workflow, in order to see its details
- Click on Create Workflow, in order to create a workflow, that can be needed for your roles
- Please notice, that once you have given the name and the description of the workflow, you have created a Draft, which should be later extended by providing the Rules, Workflow Owners and Workflow Users

Important: Please be aware, that only users with Role Owner rights can be added as Workflow Owners and Users!

Workflows ☑

How to add a workflow owner

Destination

Search → Create Workflow → People

- Click on People, in order to see its details
- Click on Add Owner, in order to add a new Owner of the Workflow, that can be needed for your roles
- Please notice, that you can filter the User List group by Alphabet, User State, User Community and Country

Important: Please be aware, that only Role Owners are able to edit the workflow configuration!

Workflows ☑️

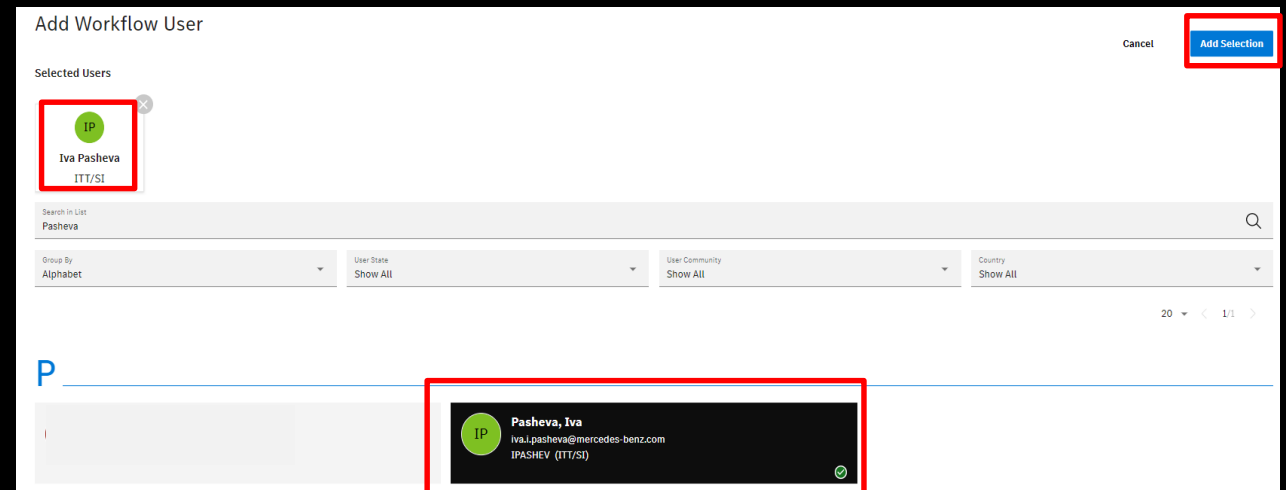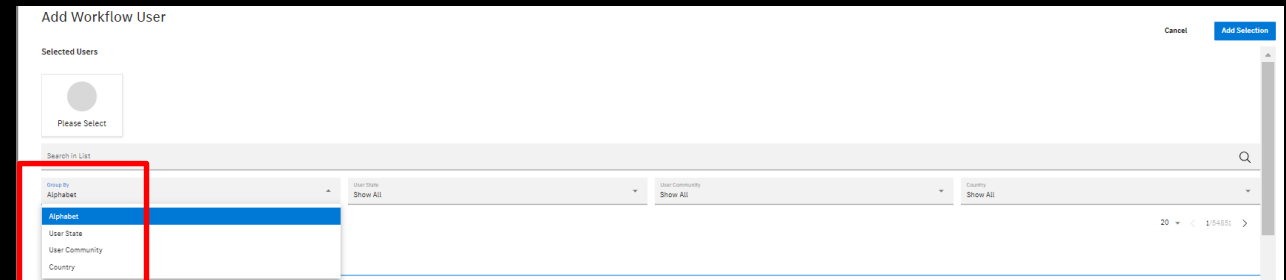## How to add a workflow user

Destination

Search → **Create Workflow** → **People**

- Click in the Search Field, in order to type the user name or id
- Click on the needed user and then on Add Selection, in order to add a new Workflow User
- Please notice, that once you have added a new Workflow User or Owner you need to click on Save Draft

Important: Please be aware, that Role Users are able to use the workflow, but are not able to edit or configure it!

Add Workflow User

Selected Users

Please Select

Search in List

Group By: Alphabet
Alphabet
User State
User Community
Country

User State: Show All
User Community: Show All
Country: Show All

20   1/5489

Add Workflow User

Cancel   Add Selection

Selected Users

IP
Iva Pasheva
ITT/SI

Search in List: Pasheva

Group By: Alphabet
User State: Show All
User Community: Show All
Country: Show All

20   1/1

P

Pasheva, Iva
iva.l.pasheva@mercedes-benz.com
IPASHEV (ITT/SI)

Edit Draft Version   Cancel   Save Draft

Workflows

How to manage rules

Destination → Search → Create Workflow → Rules

- Go to Rules, in order to set the needed restrictions
- Click on Add step and then add your selection, based on the provided conditions, such as diverse communities and actions
- Please notice, that once you choose Employee as a Community, you then have the possibility to add the Action – Send to direct Supervisor, however, this possibility is not available for Dealer, Supplier Community and/or Business Partner

Workflows

How to manage rules

Alice Admin UI
Workflow

Destination

Search → Create Workflow → Rules

- Click on Add step to add any further rules, that you might need for your workflows
- Rules are presented in separated Steps
- Please notice, that the Conditions and Rules for the workflow cases will be handled sequential
- Once you have set your conditions, you should click on Save Draft, in order to save and then Publish your Draft, so that this will get activated and visible to the selected Workflow Owners and Workflow Users

Edit Draft Version

Cancel   Save Draft

Workflows > 72 > Edit Workflow > Rules

| Basic Information | People | Rules |

Rules
Choose the Conditions and rules for the workflow
Cases will be handled sequential

Add step

Step 0		Step 1	
IF	User Community IN Employee	IF	User Community IN Dealer
THEN	Send to direct Supervisor	THEN	Send to Role Approver

Test Quick Guides

Edit Draft   Publish Draft

Basic Information

Workflow ID	Version	Description
72	Draft 1	for test purposes only

Workflow Owner

IP Iva Pasheva

Workflow User

IP Iva Pasheva

Rules

Steps	Condition	Action
0	User Community IN Employee	Send to direct Supervisor
1	User Community IN Dealer	Send to Role Approver
2	User Community IN Supplier	Automatic Decline
3	User Community IN Business Partner	Automatic Approve