Alice Self-Services

Flyer & Quick Start Guide for End Users

Alice
Access | Identity | Administration
IAM

Version 1 – April 2022

Mercedes-Benz

Alice Self-Service Key Features

Profile, Requests, Tasks & Role Request

Alice Access
https://alice.daimler.com

Profile

Information regarding your personal details, home organisation, administrators, roles, applications and accounts

Requests

Search field based on task id, requester or benificiary for requests, that you have created

Tasks

Search field based on task id, requester or benificiary for tasks, that must be approved/declined by you

Role/Access Request

Possibility to apply for a role for yourself or for someone else

Key Features

Profile View

Alice
Access | Identity | Administration
IAM

Alice Access
https://alice.daimler.com

01 My Details (Edit Data)

You can monitor and edit your data, such as email, language, working org

02 My Organizations

You can see all organizations, which have been assigned to your account

03 My Administrators

You can see the market admins, responsible for you and your market

04 My Colleagues

You can find your colleagues, who work at your organization

05 My Roles

You can look at, search and filter your active and expired roles

06 My Applications

You can see the applications, assigned to your account

07 My Accounts (Mainframe)

You can map your Corporate UserID to a Mainframe account in the Daimler Password Management Tool

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Profile View

01

How to edit data, change email, languange & working org

Alice Profile View
My Details

👤 My Details (Edit Data)

Destination

Home → Profile → My Details → Edit → Save

- Click on **Edit Data** (🖊), and change your local name, surname, telephone number, email and/or language
- Click on **Save Edits**, in order to save your changes
- Please notice, that once you have changed your e-mail, you must undergo the verification process once again
- Click on **Change Password**, if you need to perform a password reset

Important: Please be aware, that internal users cannot change their email or contact data, as this must be done by their HR team

Profile View

02

How to see your organizations' information

My Organizations

Destination

Home → Profile → My Org

- Click on **My Organizations**, in order to see your **Home Organization**, as well as your **Work Organization**
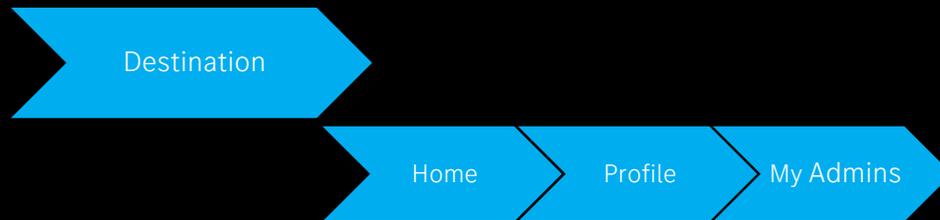- Please be aware, that you cannot change your organization, but only to monitor it

Profile View 03

How to see your administrators' contact data

Alice Profile View
My Administrators

🏢 My Administrators

Destination

Home → Profile → My Admins

- Click on My Administrators, in order to see your **Organization's Admin**, as well as your **Market Admin**
- This option enables you to monitor the contact data of administrators, who are responsible for your account

Profile View (04)

How to see your colleagues' contact data

Alice
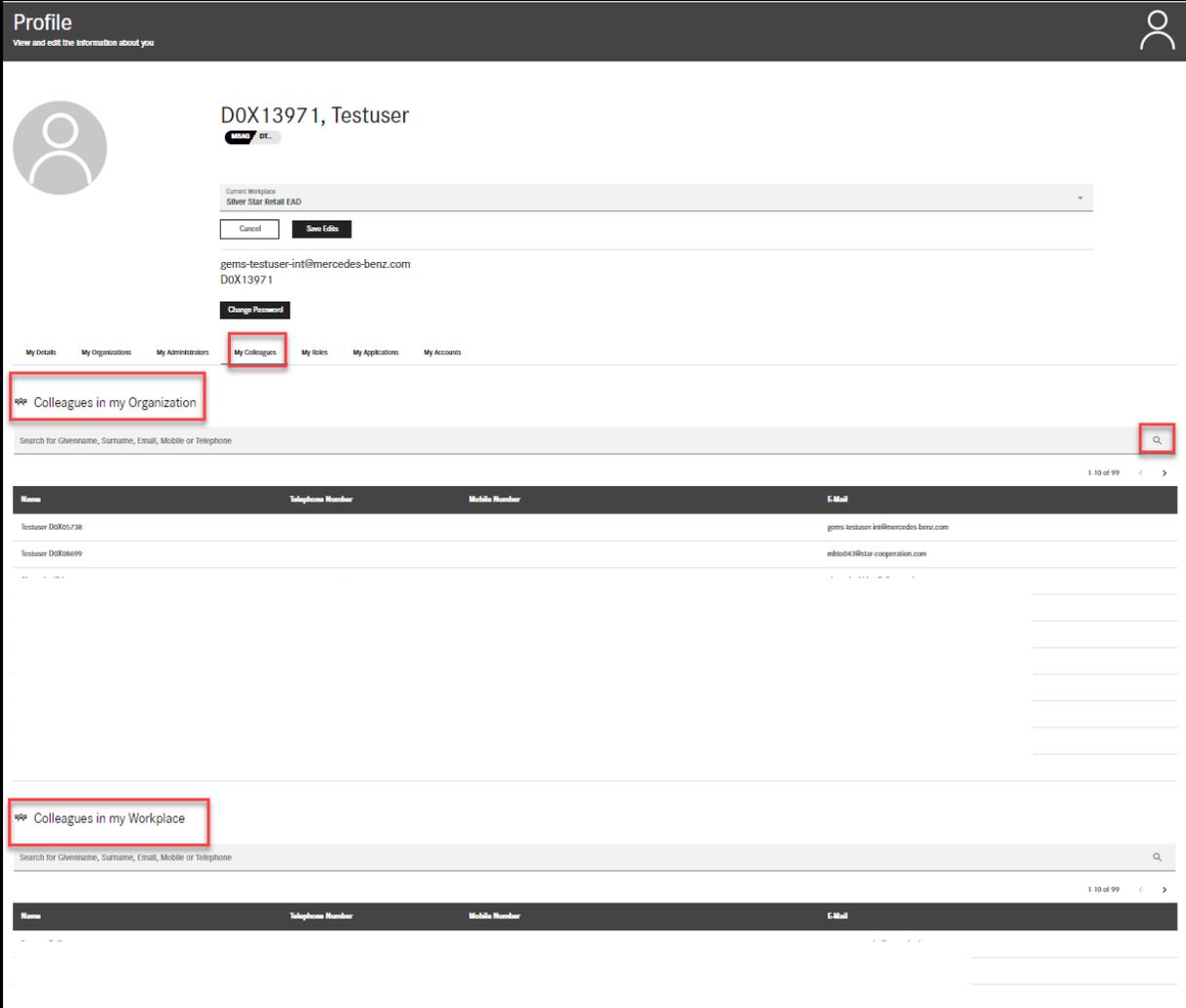Access | Identity | Administration

👥 My Colleagues

Destination

Home → Profile → My Colleagues

- Click on My Colleagues, in order to see all **Colleagues** in your **Organization** and **Workplace**
- This option enables you to search for and see the contact data of people, who belong to your company and workplace

Profile
View and edit the information about you

D0X13971, Testuser

Current Workplace
Silver Star Retail EAD

Cancel | Save Edits

gems-testuser-int@mercedes-benz.com
D0X13971

Change Password

My Details | My Organizations | My Administrators | My Colleagues | My Roles | My Applications | My Accounts

Colleagues in my Organization

Search for Givenname, Surname, Email, Mobile or Telephone

Name	Telephone Number	Mobile Number	E-Mail
Testuser D0X05738			gems-testuser-int@mercedes-benz.com
Testuser D0X08699			mbio043@star.cooperation.com

Colleagues in my Workplace

Search for Givenname, Surname, Email, Mobile or Telephone

Name	Telephone Number	Mobile Number	E-Mail

Profile View ⬤05

How to see your roles

🔑 My Roles

- Click on My Roles, in order to see your Active Roles, where you can filter by **Non-Dynamic, Dynamic, No Validity and Expiring Soon roles**
- Click on Expiring Soon (⏱️), so that you can prolong the validity of your role by choosing Extend
- Click on Expired Roles and see your recently expired roles, for which you can either reapply or delete it

Profile View 06

How to see your applications' data

My Applications

Destination

Home → Profile → My Apps

- Click on My Applications, in order to see all **Applications, to which you have access by means of different roles**
- This option enables you to search for and see the application data, to which you have the corresponding rights

Profile View 07

How to see your accounts (mainframe)

Alice Profile View
My Accounts

My Accounts

Destination

Home → Profile → My Accounts
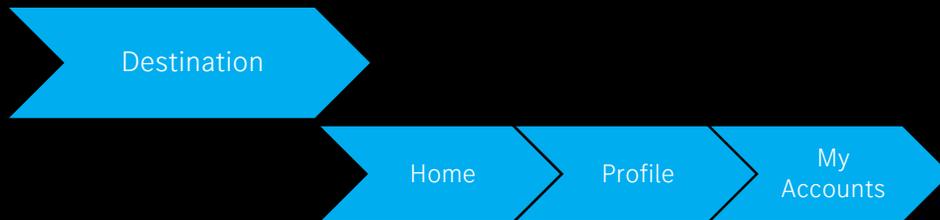
- Click on My Accounts, in order to map your **Corporate UserID to a Mainframe account**
- This option enables you to assign an existing mainframe account to your Corporate user ID, and/or to reset the password for a mainframe account via the Mercedes-Benz Password Management Tool

Requests

Alice Access

01 **My Requests**

You can see your recent requests and their
status

Requests 01

How to see your requested new roles and their status

Alice
Access | Identity | Administration ⊙ IAM

Alice Requests
Requests

🗒 **My Requests**

Destination

Home Requests

- Click on Requests, in order to see **the status of the roles, that you have requested for yourself**
- This option enables you to monitor the requested role and its status, the task number and its recipients, who should approve or decline demand

Requests
See your recent requests and their status

Requests

Search for Task-ID, Requester or Beneficiary 🔍

Request Status
Show all

1–1 of 1

Type	↑ Date	Task Number	Requester	Beneficiary	Requested	Status
Role	16.03.2022	V220316679	D0X13971, Testuser	D0X13971, Testuser	VerSO_MC_OrderManager_read	Pending	Details

Request Details

VerSO_MC_OrderManager_read

Validity	16 March 2022 – 12 September 2022
Organisation Scope	4Rings Motors
Custom Scope	fleet
Request Reason	For test purposes only
Recipients	ACAi ... iIO

Close Details

Tasks

Alice Access

01 My Tasks

You can see your recent requests waiting for approval

Tasks 01

How to see the requests waiting for your approval

Alice
Access | Identity | Administration

Alice Requests
Tasks

My Tasks

Destination

Home → Tasks

- Click on Tasks, in order to see and search for **tasks waiting for your approval**
- This option enables you to monitor the requested roles, which stay in your responsibility, so that you or your colleagues can approve or decline the respective task
- Here you have the possibility to select the roles for a quick approval

Tasks
See your recent requests waiting for approval

Tasks

Search for Task-ID, Requester or Beneficiary

1-2 of 2

	Type	↑ Date	Task Number	Requester	Beneficiary	Requested	Details
☐	Role	07.04.2022	V2204074			Test_selfreq.	→
☐	Role	17.03.2022	V2203179	D0X13971, Testuser	D0X13971, Testuser	Test_selfreq.	→

2/2 Tasks Shown

Select the roles for Quick-Approval   Quick-Approve

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Tasks

01

How to see the requests waiting for your approval

👁 **My Tasks**

Destination

Home ▸ **Tasks**

- Once you have chosen the **quick approval,** you will be led to the request details
- There you have the possibility to accept or reject the request
- Just pick on the needed option and finish the process by clicking on Submit

Request Approval

as Role Owner

Request Details

| Date | 2022-03-17 | Request ID | V2203179 |
| Reason | Test Alice Only vvvv | | |

Requester

D0X13971, Testuser MBAG / DT...
gems-testuser-int@mercedes-benz.com
D0X13971

Beneficiary

D0X13971, Testuser MBAG / DT...
gems-testuser-int@mercedes-benz.com
D0X13971

Test_selfreq.   ✓ Accept   ✗ Reject

📅 **Validity**   17 March 2022 - 13 September 2022

ⓘ Role Details

Go Back   Request 2/2   Next

Test_selfreq.   ✓ Accept   ✗ Reject

📅 **Validity**   17 March 2022 - 13 September 2022

ⓘ Role Details

Go Back   Request 2/2   Next   Submit

Role/Access Request

Alice Access
https://alice.daimler.com

01 Self-Service

You can apply for a role for yourself and assign it to you by means of the self-request

02 Delegated Request / Administration

You can assign a role to someone else by means of choosing the user and the needed role, which should be assigned
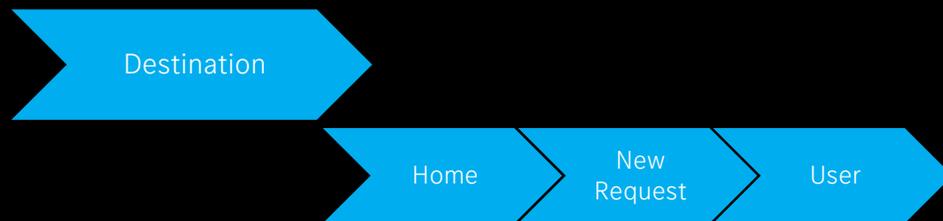
Role/Access Request 01
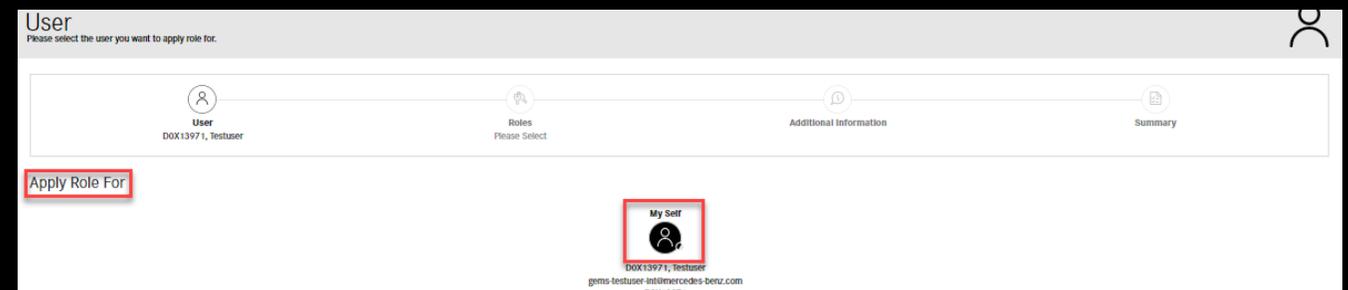
How to request a new role for yourself

Alice
Access | Identity | Administration
IAM

Alice New Request
New Role - Myself

👤 User (Self-Service)

Destination

Home → New Request → User

- The first step is to click on Apply Role For, in order to **assign the needed role to yourself**
- This option enables you to request different roles, which you can find on Alice as self-requestable
- Once you have chosen you as the needed user, you can go ahead with the assignment process
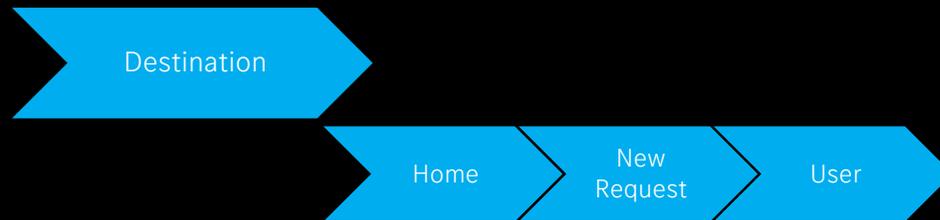
Role/Access Request 02

How to request a new role for someone else

👤 User (Delegated Administration)

Destination

Home → New Request → User

- In order to **assign the needed role to someone else,** please click on Apply Role For Someone else
- This option enables you to search for an user id, name or email, so once found it you can proceed further with the role assignment

Apply Role For

My Self

Someone else

Please Select

Search for User-ID, Givenname, Surname or Email

User State
Only active

User Community
All Communities

Country
All Countries

Your search results appear here.

Role/Access Request

01
02

How to request a new role for yourself or for someone else

Alice New Request
New Role Request

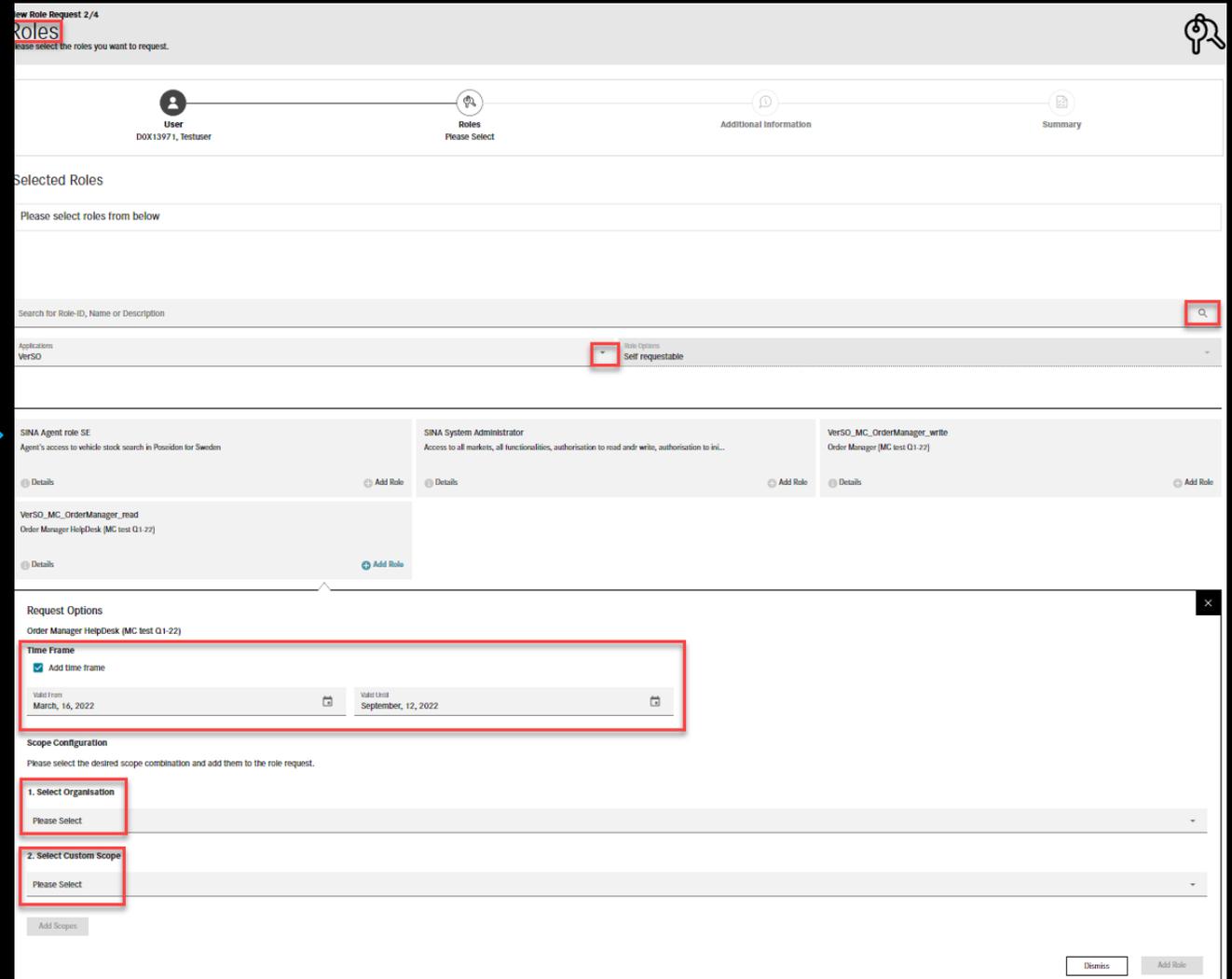### Roles (Self-Service & Delegated)

Destination

Home → New Request → Roles

- The second step is to find the necessary role
- Please be aware that different roles might have **time frame, org. scope and/or custom scope**, which must be chosen by you as well, in order to finalize your request

Role/Access Request

01
02

How to request a new role for yourself or for someone else

Alice
Access | Identity | Administration

Alice New Request
New Role Request
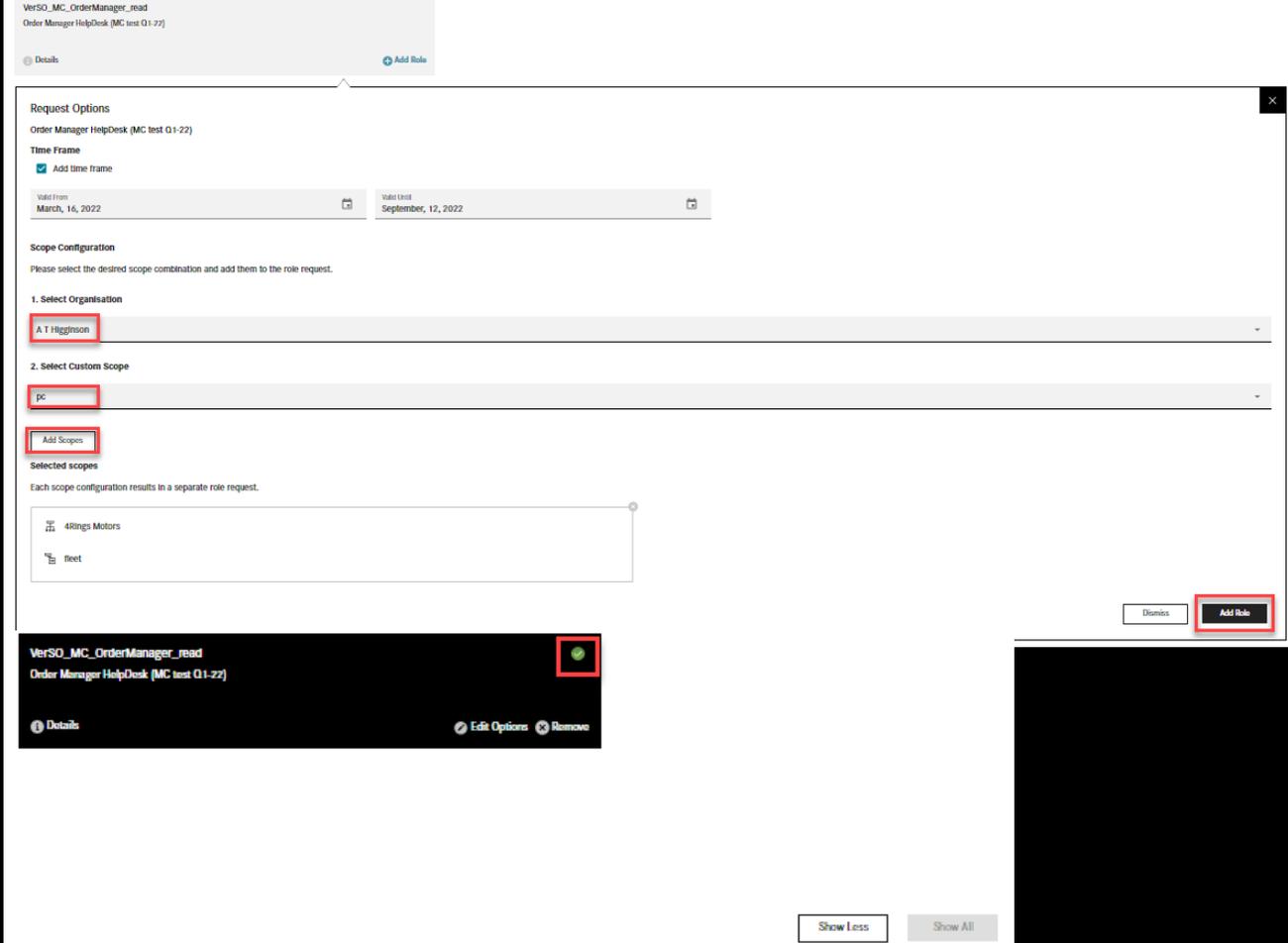
Roles (Self-Service & Delegated)

Destination

Home → New Request → Roles

- The third step is to choose the necessary **organization and/or custom scopes**
- Please be aware, that the roles might have more than one scope, so you can choose more scopes

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Role/Access Request

01
02

How to request a new role for yourself or for someone else

Alice
Access | Identity | Administration
IAM

Alice New Request
New Role Request

⚠ Additional Information

Destination

Home → New Request → Additional Info

- The fourth step brings you to the **Additional Information**, where you can write the **reason** for which you need the respective role
- **Please be aware, that the minimun of needed characters is 20**

New Role Request 3/4
Additional Information
Please add the additional information.

User
D0X13971, Testuser

Roles
1 Role

Additional Information

Summary

Additional Information

Reason

For test purposes only

Minimum of 20 characters needed.

Previous | Next

New Role Request 4/4
Summary
Please review your request.

User
D0X13971, Testuser

Roles
1 Role

Additional Information

Summary

Summary

Apply Role for

D0X13971, Testuser MBAG DT...
gems-testuser-intl@mercedes-benz.com
D0X13971

Go to User Selection

Selected Roles

VerSO_MC_OrderManager_read

Validity   16 Mar 2022 - 12 Sep 2022
Organisation Scope   4Rings Motors
Custom Scope   fleet

Previous | Submit

Go to Role Selection

Additional Information

Reason

For test purposes only

Go to Additional Information

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Role/Access Request

01
02

How to request a new role for yourself or for someone else

Alice
Access | Identity | Administration
IAM

Alice New Request
New Role Request

Summary

Destination

Home → New Request → Summary
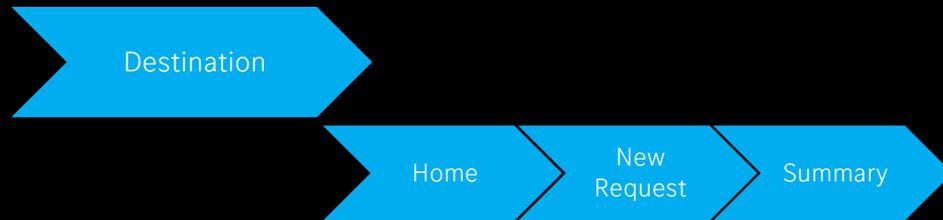
- The last step provides you with the **Summary of your role request**
- This option enables you to see the task number, and its recipients, who are responsible for the approval/rejection of your request

New Role Request 4/4
Summary
Please review your request.

User
D0X13971, Testuser

Roles
1 Role

Additional Information

Summary

Confirmation

Requests:
Task V220316679 VerSO_MC_OrderManager_read (4Rings Motors , fleet) has been created for Testuser D0X13971.

You can follow the status of your request under My requests.

New Request

Show Request