DEEP – User Help

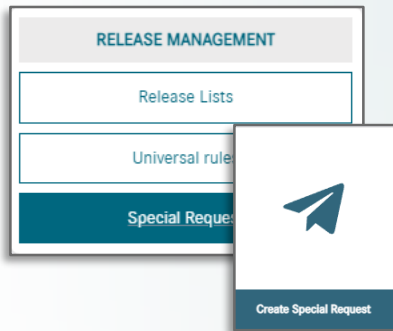## create special request

Mercedes-Benz

The screenshots in the document come from the development environment v0.71.1, and may differ from the current implementation status of the application!
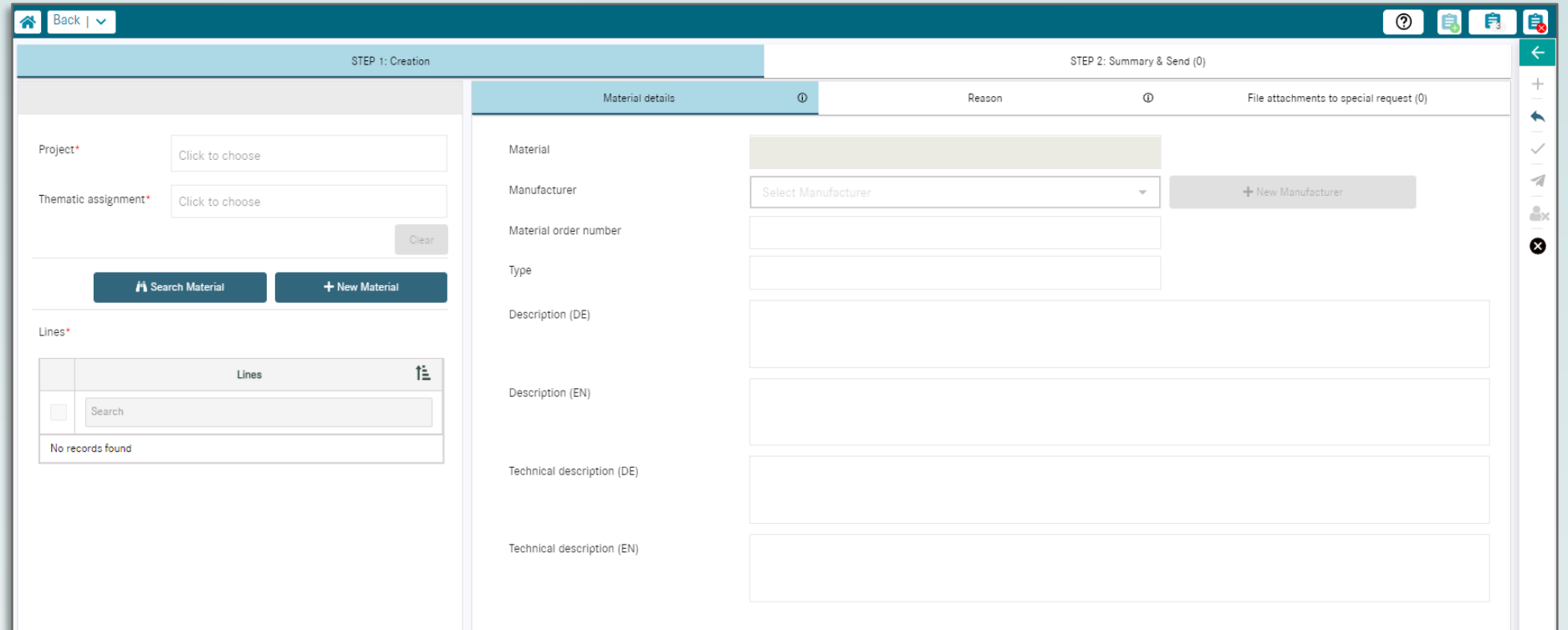
Create special request

To do

Create special request

DEEP Function
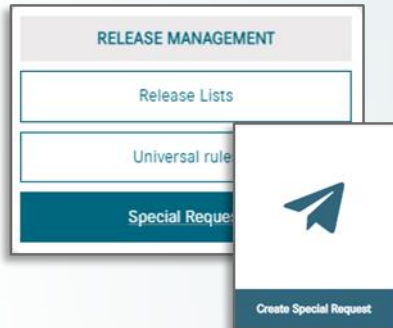
Responsible role

Line/machine builder

- In release management, the machine/line builder can request for special releases.
- The special releases have an assignment to project(s) and line(s).
- To create the release requests, the data from the DEEP manufacturer catalog can be selected, alternatively the data can be generated manually!
- Comprehensible justifications must be given and the technical documentation to request must be supplied.
- **After component approval, the article data with associated technical documents are made available to the commissioned line builders for the creation of the line/machine BOMs - download to the SLE database.**

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Create special request– Step 1

To do

Create special request

DEEP Function

RELEASE MANAGEMENT

Release Lists

Universal rule

Special Reque

Create Special Request

Responsible role

Line/machine builder

STEP 1: Erstellen

Projekt* ① BR MMA-ECE-RB

Thematische Zuordnung* ③ i5 Sensoren & Zubehör

*Clear

④ 🔍 *Search Material ⑤ + Neuer Artikel

Anlagen / Maschinen*
Mindestens eine Anlage muss angewählt werden ②
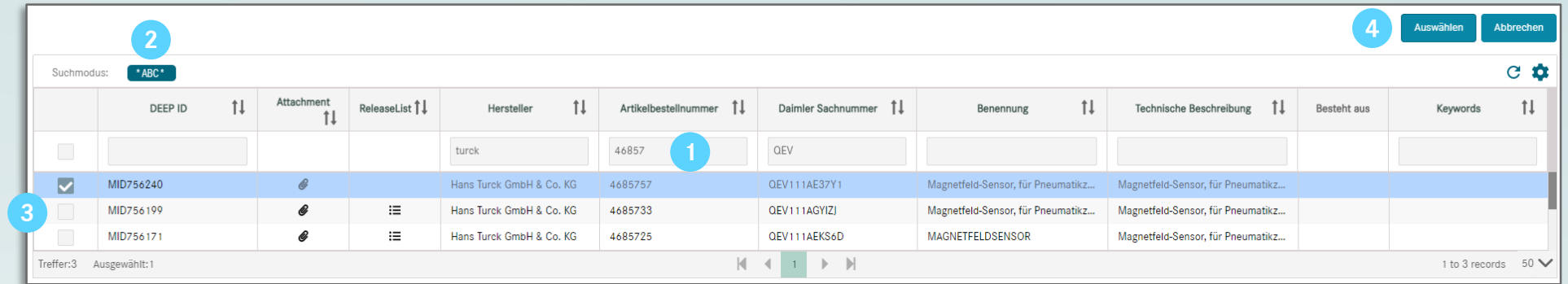
	Anlagen / Maschinen ↑↓
☐	Suche
☐	2_Z2_AS53
☐	2_Z2_AS51
☐	2_Z2_AS52

1. Selection of project from list - only the projects of the requester are displayed
2. Line/machine selection - only the lines/machines contained in the selected project are displayed
3. Selection Thematic assignment - the release lists contained in the release arrangement of the line(s) are displayed
4. Article search - Change to the DEEP material catalog, article can be transferred to application after successful search
5. Create articles manually - Article data should be generated manually

Create special request– select material from catalog

To do

Create special request

DEEP Function

Responsible role

Line/machine builder

1. Search parameters - Criteria can be entered in different columns
2. Search Mode Options Wildcard Search/ Accurate Search
3. Selection - Select by activating the checkbox
4. Select - includes the selected item in the application
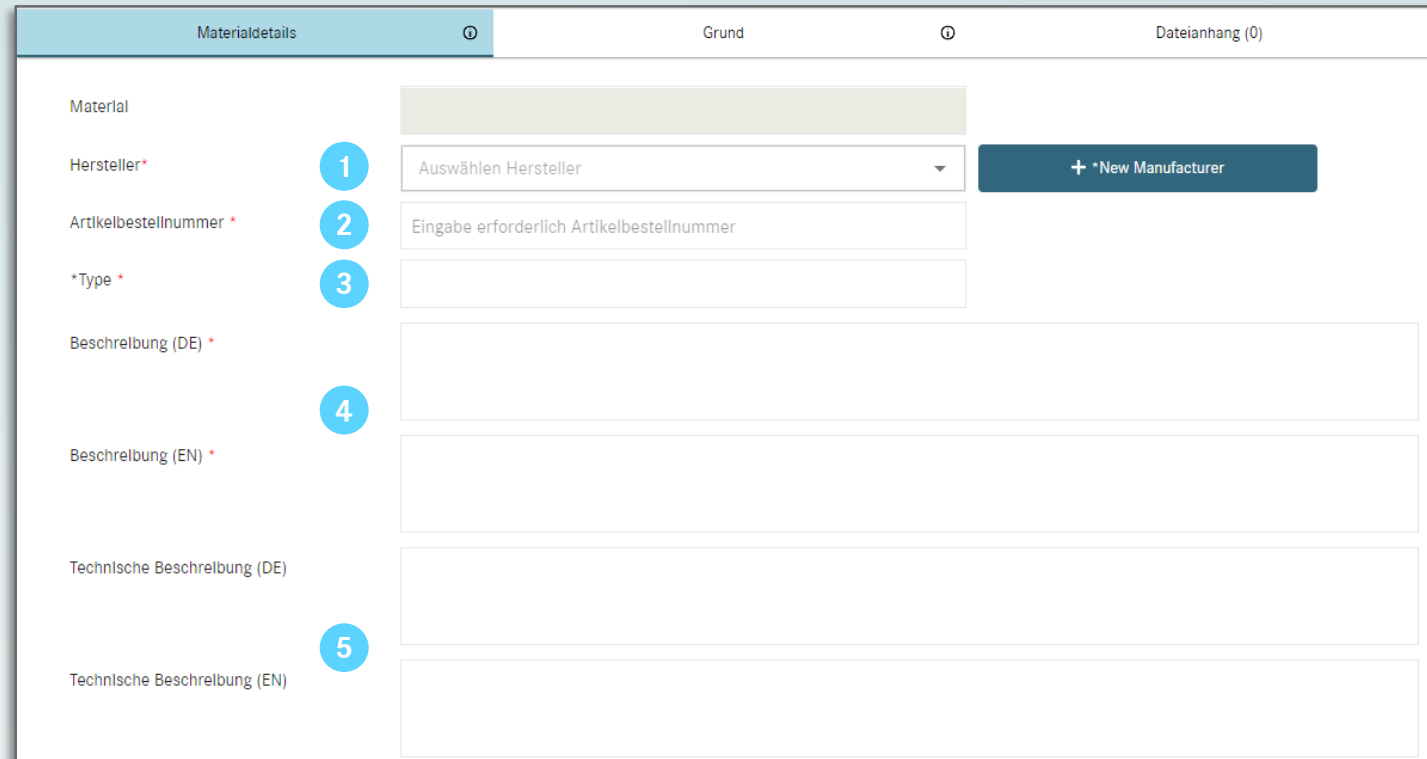
Create special request – create new material

To do

Create special request

DEEP Function

Responsible role

Line/machine builder

1. Manufacturer - Selection from DEEP manufacturer catalog, alternatively manual creation of manufacturer data
2. Article order number - Enter original order number of the manufacturer, note spellings (original)
3. Type - Type of the manufacturer, note spellings (original)
4. Description - enter German and English description of the article
5. Technical description (optional) - enter German and English technical description (long text) of the article

Create special request– Begründung und zusätzliche Details

To do

Create special request

DEEP Function

Responsible role

Line/machine builder

1. Justification - Comprehensible reasons for applying for a special release, possibly supplemented by further documents as a file attachment
2. Additional details - Check if more options need to be selected - triggers additional workflows

Create special request– Dokumente/ Dateianhänge

To do

Create special request

DEEP Function

Responsible role

Line/machine builder

1. file Upload – Drag'n'drop oder filemanager
2. Highlight document(s) and select language (per document).
3. Upload document - upload button active if all mandatory fields are filled
4. Allocate the request to the overview, process the next application if necessary – send requests from the overview

Create special request– Übersicht und Absenden

To do

Create special request

DEEP Function

Responsible role

Line/machine builder

1. Overview - Brief information of the currently created applications, information on details and attachments
2. Application details - post-processing, deletion of the application possible
3. Submit applications - all applications available in the overview will now be sent