



Instructions: how to manage access requests for the TIL external platform

Local IT department, Authorised orderer

TIL, Technical Information Library | <https://til.scania.com>



These instructions support this role:

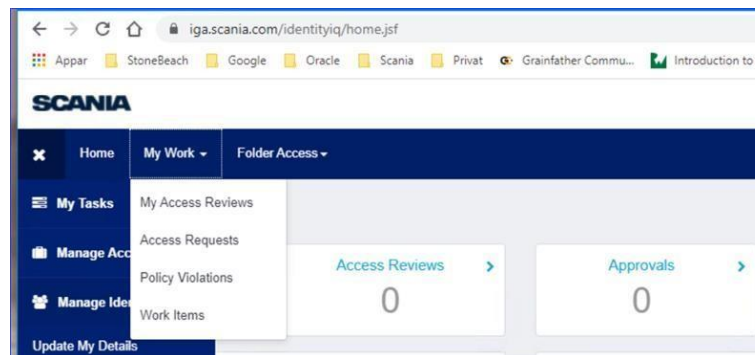
Local IT department Authorised orderer

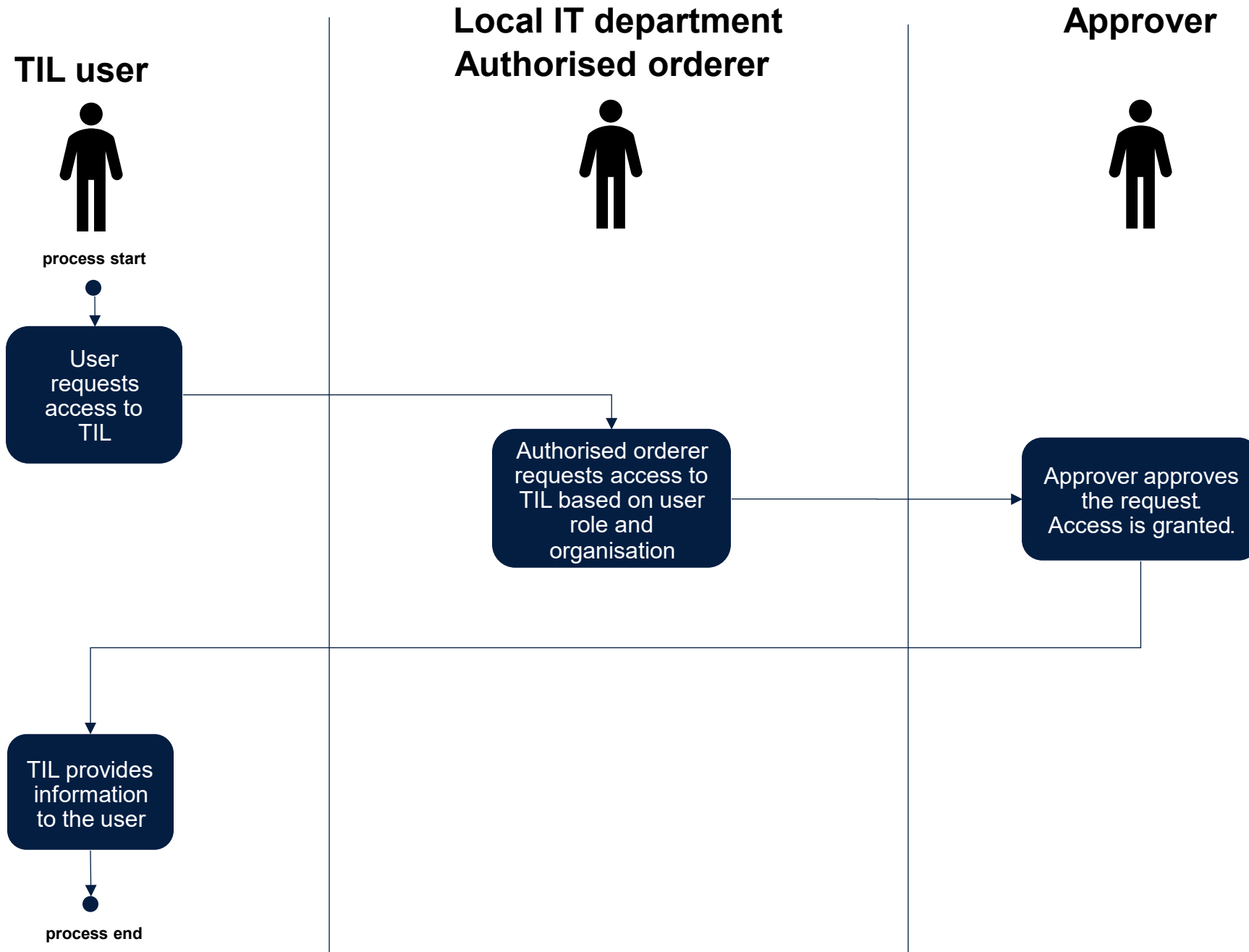


*Responsible for requesting access to IT systems for users.
Example: Requesting TIL access for a workshop technician.*

IGA is used to request access:

<https://iga.scania.com/>







Authorised orderer instructions:

IGA Instructions:

- IGA – [Request step by step instruction](#)
- Logon to IGA: <https://iga.scania.com/>

Request access to TIL

Instructions:

- 1. Identify the business unit the TIL user belongs to, or the user's role.
 - Refer to the chart on this slide.
- 2. Follow the instructions for the user's business unit or role.
 - See the slides below in this presentation.

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Business unit or role	Explanation
Scania Production Unit	Factory that manufactures Scania components or undertakes final assembly of Scania products.
Scania distributor	Company that acts as an intermediary supplying goods and services from Scania production units to dealers.
Authorised Scania workshop	Workshop that meets criteria set by Scania and is therefore approved to carry out repair and maintenance in its capacity as a representative of Scania.
Customer with own workshop agreement	End customer that has been granted specific rights in terms of access to Scania aftermarket information.
Manufacturer of a product with a Scania engine or electric machine	Manufacturer producing original equipment under its own brand name that incorporates key components from Scania.
Supplier	Company that provides material needed in the manufacture of Scania products.
Educator	Person or company that provides training.
Bodybuilder	Business proprietor who supplements a vehicle chassis with bodywork.



Requesting access to TIL external platform for:

- **Scania Production Units**
- **Scania Distributors**

Instructions:

1. Go to IGA: <https://iga.scania.com/>
2. In the "Select Users" tab, select the user requesting access.
3. Search for "TIL Production Units and Distributors" in the "Manage Access" tab.
4. Select "TIL Production Units and Distributors" by pressing the checkbox button.
5. Press "Next" and submit the request.

Manage User Access

1 **Select Users**
Find and select users for whom you want to manage access.

2 **Manage Access**
Add access for the users you've selected.

3 **Review**
Look over

Add Access Remove

3 Search By Keywords ▼ TIL Production Units and Distributors

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TIL Production Units and Distributors

General viewing role providing read access to most content in the contributor environment of the Technical Information Library (TIL).

Type: Role Owner: Nicolas Holst type: it



Requesting access to TIL external platform for:

- **Authorised Scania workshops**
- **Customers with their own workshop agreement**

Instructions:

1. In workshops where SWS User management is used to request permissions, the workshop administrator apply for roles.
2. Read [SWS:47 Role Administration](#) for instructions.



Requesting access to TIL external platform for: - **Manufacturer of a product with a Scania engine or electric machine**

Instructions:

1. Go to IGA: <https://iga.scania.com/>
2. In the "Select Users" tab, select the user requesting access.
3. Search for "TIL Power Solutions OEM" in the "Manage Access" tab.
4. Select "TIL Power Solutions OEM" by pressing the checkbox button.
5. Press "Next" and submit the request.

Manage User Access

1 **Select Users**
Find and select users for whom you want to manage access.

2 **Manage Access**
Add access for the users you've selected.

3 **Review**
Look over

Add Access Remove

3 Search By Keywords ▼ TIL Power Solutions OEM

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TIL Power Solutions OEM

Viewer role for field quality engineers. Provides read access to unreleased TI and Campaigns documents in the Technical Information Library (TIL).

Type: Role Owner: WG_TILPowerSolutionsOEM type: it



Requesting access to TIL external platform for: **- Suppliers**

Background:

- Access to the TIL external platform is granted to suppliers as a part of the approval process.

Instructions:

- If a user working for an approved supplier does not have access to the TIL external platform please contact purchasing at Scania.



Requesting access to TIL external platform for: - **Educators**

Instructions:

1. Go to IGA: <https://iga.scania.com/>
2. In the "Select Users" tab, select the user requesting access.
3. Search for "TIL Training Information" in the "Manage Access" tab.
4. Select "TIL Training Information" by pressing the checkbox button.
5. Press "Next" and submit the request.

Manage User Access

1 **Select Users**
Find and select users for whom you want to manage access.

2 **Manage Access**
Add access for the users you've selected.

3 **Review**
Look over

Add Access 1 Remove

3 Search By Keywords TIL Training Information

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TIL Training Information

This role grants read access to training/education content in the Technical Information Library (TIL). For Scania users.

Type: Role Owner: WG_TILTrainingInformation type: it



Requesting access to TIL external platform for: - **Bodybuilder**

Instruction:

1) Use the IGA instruction in Teamroom to apply for the correct IGA role* depending on what organisation the user belongs to.

- [IGA – Request step by step instruction \(link\)](#)
- Logon to IGA: <http://iga.scania.com/>

Business unit or role	* IGA role to apply for
Bodybuilder Truck owned – a company owned by Scania	Truck Body Builder Portal Owned Role
Bodybuilder Truck independent – a company not owned by Scania	Truck Body Builder Portal Independent Role
Bodybuilder Bus owned – a company owned by Scania	Bus Body Builder Portal Owned Role
Bodybuilder Bus independent – a company not owned by Scania	Bus Body Builder Portal Independent Role