aACE Software

Accessing System Admin Modules

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> This guide introduces the modules associated with system administration tasks. It is intended for general users.

The System Admin modules help system administrators manage system preferences, user access, and system notices. Only team members with the appropriate [user group access privileges](https://aace6.knowledgeowl.com/help/controlling-access-to-aace-modules-with-user-groups) can view these modules. But understanding what these modules control can help you determine when to reach out to your system administrator for assistance.

System Preferences

This module provides many of the configurations for your aACE system, including database and document management, Main Menu settings, shipping setup / carrier settings, custom value lists, measurement conversions, and schedules for automated processes.

Mobile Preferences

If your organization uses aACE mobile apps, they are configured here. This module provides settings for the functionality and behavior of your aACE mobile apps.

Notices

[Notices](https://aace6.knowledgeowl.com/help/working-with-notices) are messages that aACE automatically sends to users (or groups of users) when a predefined system event occurs. You can also send notices to other team members manually. Each notice contains a direct link to the records referenced in the message.

Notice Setups

[Notice Setups](https://aace6.knowledgeowl.com/help/overview-of-notice-setups) are templates for the internal notices sent to notice groups. System administrators can modify the text that is sent and set the notice defaults, including both the medium for the message (email, aACE notice, SMS) and whether a single team member can complete a notice sent to multiple team members.

Postal Formats

The Postal Formats module enables you to manually define how addresses and telephone numbers display. When team members select the country address fields throughout the system, the current formats (https://aace6.knowledgeowl.com/help/changing-the-default-postal-and-phone-formats) are automatically applied. This value is automatically entered depending on the postal code entered, but they can be overridden.

Postal Codes

The Postal Codes module stores a database of postal codes (https://aace6.knowledgeowl.com/help/working-with-postal-codes) and associated information, such as the sales rep, account manager, and territory you assign to a given postal code.

User Groups

User groups (https://aace6.knowledgeowl.com/help/overview-of-user-groups) define a group's system and data access privileges. System administrators can control module access, menu options and the level of data that a group of users can access. System admin can also reset user passwords and activate user logins here.

System Logs

System logs (https://aace6.knowledgeowl.com/help/overview-of-system-logs) are a record of everything done in aACE. They record when each action in the system was taken and by whom.