

Accessing Internal Modules

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This guide describes the modules associated with the Internal folder. It is intended for beginning users.

The Internal modules store information about internal resources, including team members (employees and contractors), offices and departments, system messages and notices, external documents, and timesheets.

Team Members

The Team Members module stores general information about your staff and external resources like freelancers and contractors. These records are for tracking anyone who is part of the team. You can also enter role-based entities like System Administrator or Project Manager. Read more details in the [Team Members & System Users articles](#)

<https://aace6.knowledgeowl.com/help/team-members-system-users>.

Teams

Teams are groups of team members organized to communicate through [internal notices](#) (<https://aace6.knowledgeowl.com/help/working-with-notices>). Teams can have any number of members in them, and a team member can be assigned to multiple teams. aACE automatically has several default teams, but they can be easily personalized to your organization. New teams can also be created as needed. Read more about [Teams and setting them up](#)

<https://aace6.knowledgeowl.com/help/setting-up-teams>.

Offices

The Offices module stores your corporate locations, which may be different physical locations or different business entities, depending on how your organization is set up and how you want that reflected in aACE. Each office record contains information about its physical location, address, departments, team members, inventory storage bins, and report branding. This configuration gives you the power to manage and report on each office as if it were a separate business, while still having a big-picture view of the company as a whole.

Notices

The Notices module is a key feature of aACE. Notices are messages sent to system users to help them with their workflows. They can be system generated based on certain triggers (for example, inventory replenishment or purchase order overages), and they can be sent from one user to another or even to yourself. Notices can be future-dated and used as reminders. Users can receive a notice by email, SMS, or within aACE.

Documents

The Documents module is used to manage the external files that you upload and link to records. You can mark a document record as public when you want to grant access to other users or you can keep them private. You can attach a document to any record in the system and aACE will track those relationships.

Additionally, aACE will automatically check incoming emails for attached documents. When documents are found, they are automatically uploaded, stored, and linked to the email record. Learn more about the Documents feature in the [Universal Functions](https://aace6.knowledgeowl.com/help/universal-functions) (<https://aace6.knowledgeowl.com/help/universal-functions>) topics.

Timesheets

The Timesheets module is used by employees to submit their time. Each employee has access to only their own records and those they have responsibility to approve. Each time entry is logged to a job, a task, and an appropriate time category.

D/L aACE Launcher

This menu option allows users to download an aACE Launcher to the location they specify.

Change Password

This option allows the user to change their password.