Setting Up Teams
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> This guide explains how to set up a new aACE team or edit an existing one. It is intended for system administrators.

aACE teams are groups of team members organized to effectively communicate using internal notices (https://aace6.knowledgeowl.com/help/working-with-notices). A team includes one or more team members. An individual team member can be assigned to multiple teams. Your aACE system includes several default teams (e.g. Human Resources, A/R, A/P, etc). You can also create as many customized teams as needed.

After you create a new team record at the Teams module, you can add team members in three different ways:

- Individual Team Members to a Single Team — At the team detail view, enter a name in the blank line of the Team Members list.
- Multiple Team Members to a Single Team — At the team detail view, click the Search icon (🔍). At the Team Members selector, locate all the team members who should be added to the team.
- One or More Team Members to Multiple Teams — At the Teams module *list* view, filter the list to show the desired teams. Click Actions > Add Team Members to Teams in List. Select the desired team member(s).

After you create a team, you can assign notice setups (https://aace6.knowledgeowl.com/help/reassigning-notice-setups-to-different-teams) for various system events.

Editing an Existing Team

At the Teams module, you can update the team members who will receive notifications. Display the detail view for the team you want to update, click Edit, then make the needed changes:
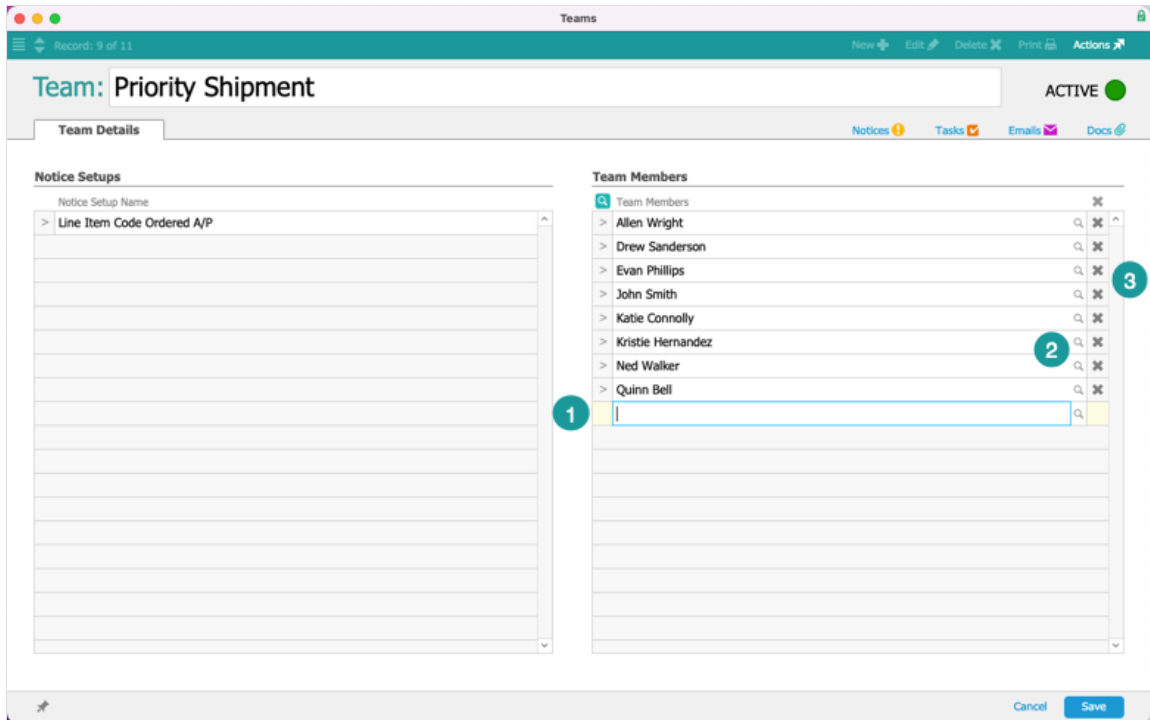
1. Add More Team Members — Click the empty line at the bottom and select the team member.
2. Replace Existing Team Members — Click the Search icon (🔍) on the line of a current team member, then select a new team member.
3. Remove Team Members — Click the Delete icon (✖) for a current team member.

Note: You can also change the name of the notice setup here and it will be applied to the Notice Setups module.

Using Contacts on Teams

You can also add contacts who are *not* aACE team members to your teams. These contacts can receive notices, with some conditions based on the Delivery Methods flagged for each notice setup:

- aACE Notice — If this delivery method is the only one flagged, the person *must* be able a team member able to access aACE.
- Email — The person's contact record must have a valid email address.
- SMS Email — The person's contact record must have a valid SMS address.