

Creating and Editing Teams

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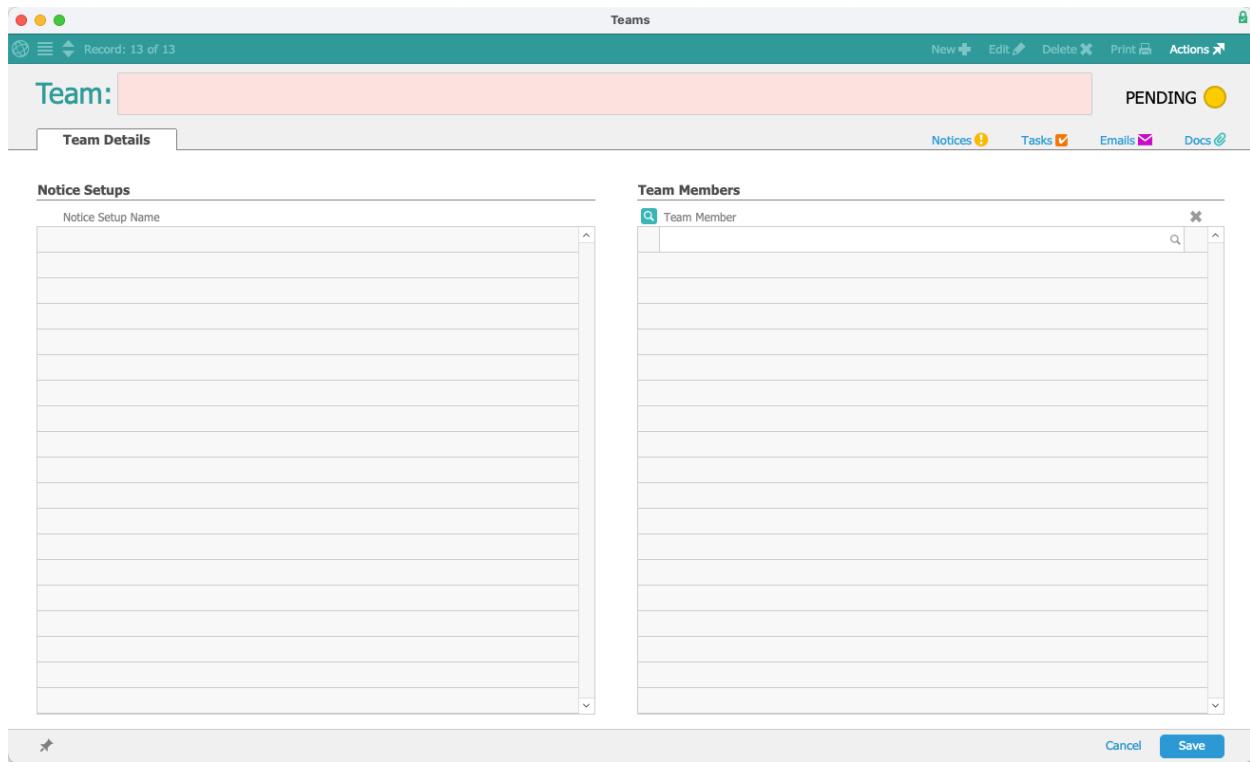
This guide explains creating a new aACE team or editing an existing one. It is intended for system administrators.

aACE teams are groups of team members used to effectively communicate using [aACE 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), but you can also create as many customized teams as needed.

You can access the Teams module by navigating from the Main Menu > Internal > Teams.

Creating a Team

In the Teams module, select New.



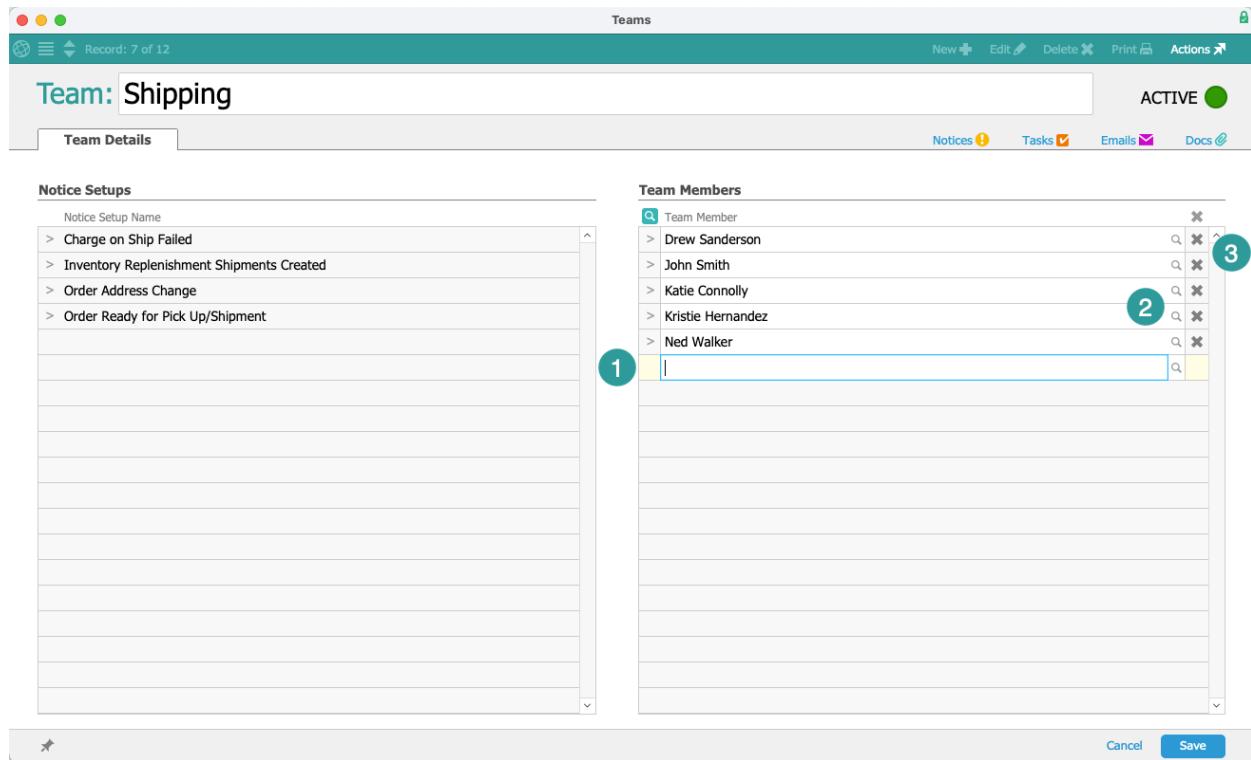
After you create a new team record, you can add team members:

- Individual team members to a single team – Enter a name in the Team Members section.
- Multiple team members to a single team – Select 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 relevant teams. Select Edits > Add Team Members to List. Select the necessary team member(s).

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

Editing an Existing Team

At the team detail view, you can update the team members:



1. Add team members – Select the empty line at the bottom and select the team member.
2. Replace team members – Select the Search icon () on the line of a current team member, then select a new team member.
3. Remove team members – Select the Delete icon () for a current team member.

Using Contacts on Teams

You can also add contacts who are not aACE team members to your teams. These contacts can receive notices depending on the [delivery method preferences](#)

(<https://app.knowledgeowl.com/kb/article-preview/id/6298e03d161ced634969e278/aid/6298e09b98bdb56d5939fb32#delivery-method>) within the notice setup.