

Reassigning Notice Setups to Different Teams

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This guide explains how to assign system notices to specific teams. It is intended for system administrators.

If your team members are receiving too many system notices, you can adjust the teams that receive each notice. Your aACE system includes several default teams you can use. You can also [create additional teams](https://aace6.knowledgeowl.com/help/setting-up-teams) (<https://aace6.knowledgeowl.com/help/setting-up-teams>) to assign to a notice setup.

1. From the Main Menu, go to **System Admin > Notice Setups**.
2. Use the Quick Search bar to locate the notification you want to update.
3. At the detail view, select **Edit**, then select the new team assignment from the **Team** dropdown list.

The screenshot shows the 'Notice Setup' detail view for a setup named 'Drop-Ship Purchase Adjusted' with ID '40054'. The status is 'ACTIVE'. The 'Setup Info' section on the left has a 'Team' dropdown menu with 'A/R' selected, which is circled in orange. Below this are checkboxes for 'aACE Notice' (checked), 'Email', 'SMS Email', 'Single User Completion' (checked), and 'Allow archiving' (unchecked). The 'Setup Notes' section is empty. The 'Notice Template' section on the right shows the 'Notice Title' as 'Purchase # <<PurchaseID>> adjusted. Related invoice needs attention.' and the 'Notice Message' as 'A drop-ship purchase was adjusted. Please review the related order and invoice to make any necessary adjustments.' followed by placeholders for Purchase, Title, Vendor, Customer, and OtherNotes. At the bottom right are 'Cancel' and 'Save' buttons.

4. Select **Save**.

If your team requires additional notice setup management options, such as utilizing teams or voiding notices, refer to [Managing Notice Setups](https://aace6.knowledgeowl.com/help/managing-notice-setups) (<https://aace6.knowledgeowl.com/help/managing-notice-setups>).