

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) to assign a notice setup.

1. Navigate from **Main Menu > System Admin > Notice Setups**.
2. Use the Quick Search bar to locate the notification you want to update.
3. At the detail view, click **Edit** and select the desired group from the **Team** dropdown list.

The screenshot shows the 'Notice Setup' interface for a notice titled 'Order Ready for Pick Up/Shipent' with ID 40010. The status is 'ACTIVE'. The interface is divided into two main sections: 'Setup Info' and 'Notice Template'. In the 'Setup Info' section, a dropdown menu is open, showing a list of teams: A/P, A/R, Financial Oversight, Fulfillment, Human Resources, Marketing, Misc, Priority Shipment, Sales, Shipping (highlighted in blue), and System Admin. The 'Notice Template' section contains a 'Notice Title' field with the text 'Order # <<OrderID>> Ready <<OrderAction>>' and a 'Notice Message' field with the text 'Order ID: <<OrderID>> Order Title: <<OrderTitle>> Order Date: <<OrderDate>> Delivery Date: <<DeliveryDate>> <<OtherNotes>>'. At the bottom right, there are 'Cancel' and 'Save' buttons.

4. Click **Save**.

Note: Another way to improve the functionality of notices is to [deactivate unneeded notice setups](https://aace6.knowledgeowl.com/help/deactivating-notice-setups).