

Deactivating Notice Setups

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This guide explains how to deactivate notice setups. It is intended for system administrators.

If your team members are receiving too many system notices, you can deactivate notice setups to prevent aACE from sending automatic notices.

1. From the Main Menu, go to **System Admin > Notice Setups**.
2. Select the notice setup you want to deactivate.
3. At the notice setup detail view, select **Actions > Deactivate > Deactivate**.

The screenshot shows the 'Notice Setup: Drop-Ship Purchase Adjusted (40054)' detail view. The top navigation bar includes 'New', 'Edit', 'Delete', 'Print', and 'Actions'. The 'Actions' dropdown menu is open, showing 'View Logs', 'Activate', and 'Deactivate'. The 'Deactivate' option is highlighted with a yellow circle. The main content area is divided into two sections: 'Setup Info' and 'Notice Template'. The 'Setup Info' section includes fields for 'Team' (A/R), 'aACE Notice' (checked), 'Email' (unchecked), 'SMS Email' (unchecked), 'Single User Completion' (checked), and 'Allow archiving' (unchecked). The 'Notice Template' section includes fields for 'Notice Title' (Purchase # <<PurchaseID>> adjusted. Related invoice needs attention.), 'Notice Message' (A drop-ship purchase was adjusted. Please review the related order and invoice to make any necessary adjustments.), 'Purchase' (PurchaseID), 'Title' (PurchaseTitle), 'Vendor' (Vendor), 'Customer' (Customer), and 'OtherNotes'.

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>).