

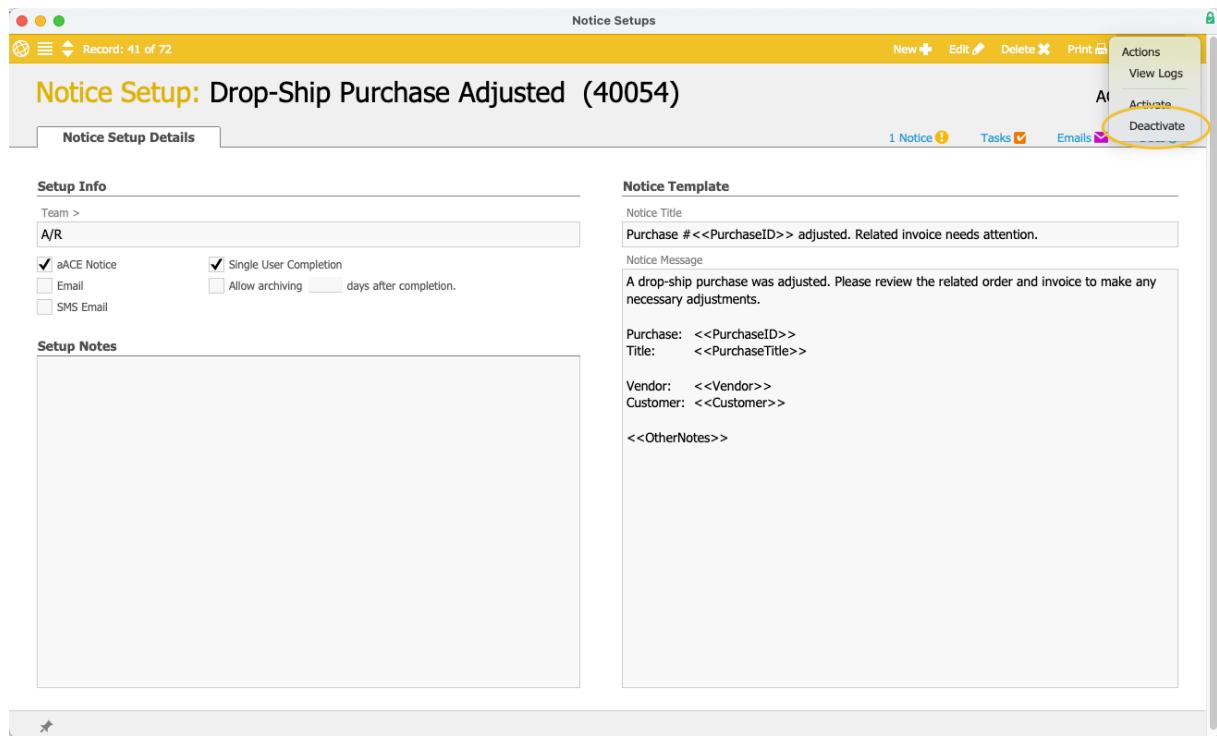
Deactivating Notice Setups

Last Modified on 12/31/2025 12:05 pm EST

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 Setups' screen in a web-based application. At the top, there's a toolbar with buttons for New, Edit, Delete, Print, and Actions. The Actions menu is open, showing options like View Logs, Activate, and Deactivate, with 'Deactivate' circled in yellow. The main area displays a list of notice setups, with one specific entry highlighted: 'Notice Setup: Drop-Ship Purchase Adjusted (40054)'. Below this, there are two main sections: 'Notice Setup Details' and 'Notice Template'. The 'Notice Setup Details' section contains fields for 'Team' (set to 'A/R'), 'aACE Notice' (checked), 'Email' (unchecked), 'SMS Email' (unchecked), 'Single User Completion' (checked), and 'Allow archiving' (unchecked). The 'Notice Template' section 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.' It also includes placeholders for Purchase ID, Title, Vendor, Customer, and Other Notes.

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>).