Switching Between Offices

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This guide explains how to switch offices in aACE. It is intended for general users.

You can switch offices in aACE. This feature is useful if you travel between offices or must review records in various offices at different times.

To use this feature, your system administrator must make two configurations on your team member record:

- Enable the '[Can switch offices](https://aace6.knowledgeowl.com/help/understanding-the-can-switch-offices-team-members-preference) (https://aace6.knowledgeowl.com/help/understanding-the-can-switch-offices-team-members-preference)' preference
- Grant you access to multiple offices

aACE cannot predict which department a team member should be assigned to in the alternate office. Therefore, they are assigned to whichever department the [system administrator has configured](https://aace6.knowledgeowl.com/help/setting-up-departments) (https://aace6.knowledgeowl.com/help/setting-up-departments) as the "OFFICE" Type.

Identifying Your Current Office

The Main Menu footer shows a team member's current office assignment. For example, the Main Menu footer in this screenshot notes that account manager, Mara Harvey, is logged into the aACME, Inc. (AI) office:
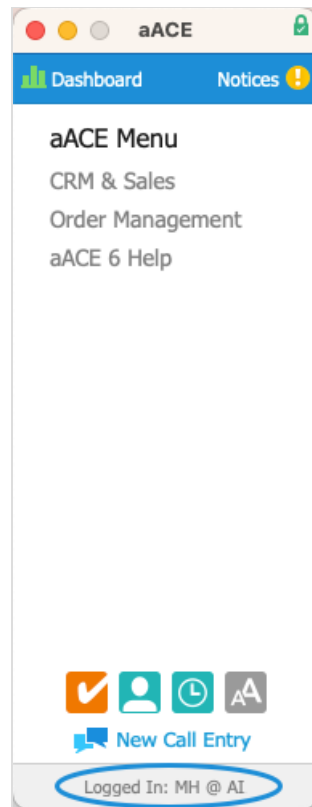
Switching Offices

1. At the Main Menu, click the footer link.
2. At the Offices Selector, click the desired office from the Offices section.
   This will move the office to the Selected Offices section.
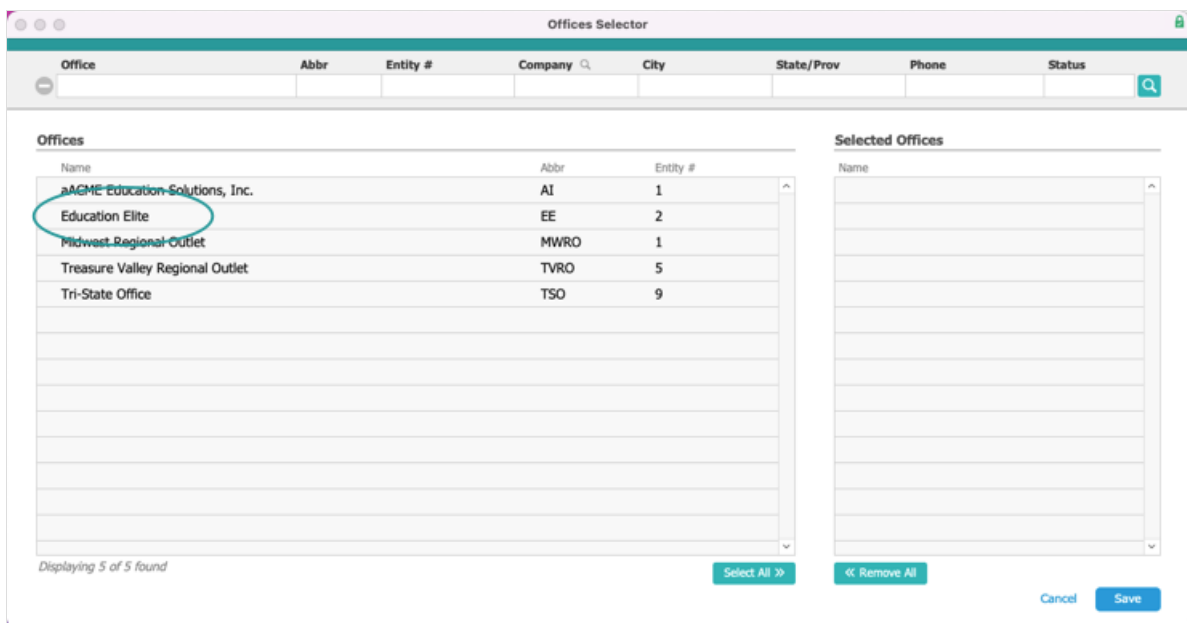
3. Click **Save**.

When you switch to an alternate office, aACE closes any currently open modules. Only the aACE Main Menu remains displayed. The abbreviation in the footer link is updated. When you open modules again, aACE will display records related to the current office.

Example

Mara manages accounts in both the aACME, Inc. office and the Education Elite office. To support this, her team member record is enabled to switch between offices. When she logs in and clicks the menu footer, she can select the Education Elite office. Her menu footer changes to "MH @ EE," and she can work with Education Elite records.
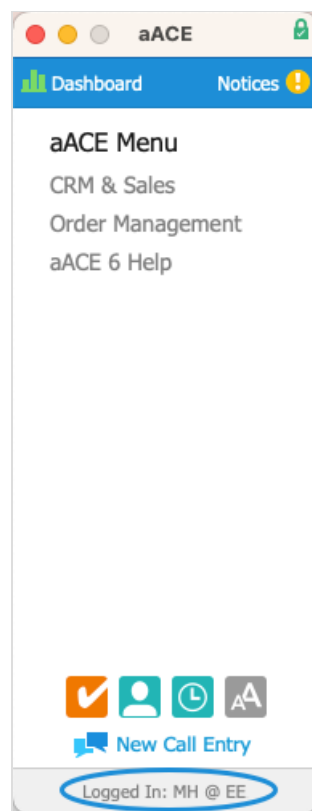
At the list view of the selected office's modules, Mara would initially see only the records assigned to her. Other records can be viewed using various search features

(https://aace6.knowledgeowl.com/help/using-the-quick-search-bar).