Creating a Team Member Record for Discovery Last Modified on 06/16/2023 3:45 pm EDT

This guide explains the first step for setting up new users for an aACE Discovery. It is intended for system administrators.

To start setting up your aACE system for your Discovery team, log in to your system (https://aace6.knowledgeowl.com/help/logging-in-and-out-of-aace) and create the team member records.

1. At the Main Menu, click Internal.

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2. Click Team Members.



3. At the Team Members module, click New.

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D/L aACE Launcher	> Employee	Hernandez, Kristie	КН	Shipping Manager	AI	AI-FFMT	PM	DJ	PM	(555) 418-9777 x153	×	ACTIVE		- Fr
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	> Employee	McNeil, Pete	PM	Director of Human	AI	AI-Sales	PM	DJ	PM	(555) 418-9777 x497	\simeq	ACTIVE		- 1K
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- 4. At the new team member record, enter the user's info in the required fields (i.e. highlighted in pink):
 - First Name
 - Last Name
 - Initials Enter two or three letters to identify the user
 - Type Employee
 - $\circ~$ Office AI (or as directed by your aACE rep)
 - $\circ~$ Dept Autopopulates with the default department for the office you select

Team Member: First Name MI Last Name Initials PENDING Member Details Human Resources Note: Taks T makes T makes T makes T Tr Tr Tr Tr Trested Improver > Denter Approver > Denter Approver > Tr Trest Trested Improver > Denter Approver > Denter Approver > Denter Approver > Tr Trest Trested Improver > Denter Approver > Denter Approver > Prote Denter Approver > Denter Approver > Denter Approver > Prote Denter Approver > Denter Approver > Denter Approver > Prote Denter Approver > Denter Approver > Denter Approver > Prote Denter Approver > Denter Approver > Denter Approver > Prote Denter Approver > Denter Approver > Denter Approver > Prote Denter Approver > Denter Approver > Denter Approver > Direct Phone Denter Approver > Denter Approver > Denter Approver > Office Info Denter Approver > Denter Approver > Denter Approver > Office Info Denter Approver > Denter Approver > Denter Approver > Office Info Denter Approver > Denter Approver > Denter Approver > Office Info Denter Approver > Denter Approver > Denter Approver > Office Info Denter Approver > Denter Approver > Denter Approver >	kotices 🕕 🛞 🗮 🌲 Reco	rd: 47 of 47								New 🖶	Edit 🖋 🛛 Delete 🕻	🗶 Print 📇 Action
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- 5. In the module footer, click **Save**.
- 6. At the confirmation prompt, click **Activate**.

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Activate this team	member?	
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Next Step

Assigning User Groups for Discovery (https://aace6.knowledgeowl.com/help/assigning-user-groups-for-discovery)