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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| ACE Menu Internal | |
| Order Management | |
| Order Setup | |
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| Inventory | |
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2. Click Team Members.



3. At the Team Members module, click New.

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| ns | 🖿 Туре | Name | Initials | Title | Office | Dept | Supvsr | Ехр Арру | Time Appv | Phone | Status | | | |
| es | > Employee | Nascher, Caitlin | CN | Technical Writer | AI | AI-Dev | BV | DJ | BV | (555) 418-9777 x130 | 🞽 ACTIVE | . 🔵 🤉 | | |
| es | > Resource | Admin, aACE | AA | | AI | AI | | | | (555) 418-9777 | 🞽 ACTIVE | . 🔴 : | | |
| ments | > Employee | Hanson, Scot | SH | Technical Writer | AI | AI-Dev | BV | DJ | BV | (555) 418-9777 x350 | ACTIVE | . 🔵 : | | |
| sheets | > Employee | Harvey, Mara | мн | Account Manager | AI | AI | PM | DJ | PM | (555) 418-9777 x279 | ACTIVE | | | |
| ACE Launcher | > Employee | Hernandez, Kristie | КН | Shipping Manager | AI | AI-FFMT | PM | DJ | PM | (555) 418-9777 x153 | MACTIVE | | | |
| ge Password ils > | > Employee | Walker, Ned | NW | Warehouse | AI | AI-A/P | DJ | DJ | DJ | (555) 418-9777 x799 | ACTIVE | | | |
| 15 > | > Employee | Sanderson, Drew | DS | Warehouse | AI | AI-Shipping | PM | DJ | PM | (555) 418-9777 x156 | ACTIVE | | | |
| | > Employee | James, Denise | DJ | CFO | AI | AI | МЈВ | DJ | МЈВ | (555) 418-9777 x429 | ACTIVE | | | |
| A 🕙 👤 | > Employee | Smith, John | JS | Shipping & Fulfillment | AI | AI-FFMT | КС | DJ | PM | (555) 418-9777 x586 | ACTIVE | | | |
| New Call Entry | > Employee | Connolly, Katie | кс | Warehouse Manager | AI | AI-Shipping | МЈВ | DJ | мјв | (555) 418-9777 x484 | ACTIVE | | | |
| SH @ AI | > Resource | Job Shop App, aACE | AJSA | | AI | AI | | | | (555) 418-9777 | 🞽 ACTIVE | • | | |
| | > Employee | Kohn, Alexis | AK | A/R Clerk | AI | AI-A/R | DJ | DJ | DJ | (555) 418-9777 x547 | MACTIVE | • | | |
| | > Employee | Gianelli, Jamie | JG | Sales Representative | AI | AI | PM | DJ | PM | (555) 418-9777 x241 | ACTIVE | • | | |
| | > Employee | Wright, Allen | AW | Quality Control Officer | AI | AI-FFMT | KC | DJ | кс | (555) 418-9777 x148 | ACTIVE | • | | |
| | > Employee | Phillips, Evan | EP | Production Manager | AI | AI-FFMT | DS | DJ | DS | (555) 418-9777 x175 | ACTIVE | • | | |
| | > Employee | Voll, Brian | BV | Senior Programmer | AI | AI-Dev | мјв | DJ | мјв | (555) 418-9777 x543 | ACTIVE | • | | |
| | > Employee | McNeil, Pete | PM | Director of Human | AI | AI-Sales | PM | DJ | PM | (555) 418-9777 x497 | ACTIVE | • | | |
| | > Employee | Stroman, Martin | MS | VP of Sales | AI | AI-Sales | PM | DJ | PM | (555) 418-9777 x335 | ACTIVE | • | | |
| | > Employee | Bethuy, Michael J | МЈВ | President | AI | AI | | DJ | | (555) 418-9777 x111 | ACTIVE | | | |
| | > Employee | Sanchez, Jeremy B | JBS | Senior Programmer | AI | AI-Dev | BV | DJ | BV | (555) 418-9777 x321 | ACTIVE | | | |
| | > Employee | Haskins, Molly | MH2 | UX Design | AI | AI-Dev | BV | DJ | BV | (555) 418-9777 x256 | ACTIVE | | | |
| | Show All | Related Records V | PTI | Salec Accoriate | ат | AT-Salae | DM | וח | DM | (555) 555-8706 v770 | | | | |
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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

| S Member Details Human Resources Notices ● Tesks ☑ Emails ☑ D General Info Title Type Start Date End Date Do not create timesheets on: + - w ✓ Monday ♂ Tuesday ♂ Wednesday ♂ Friday ♂ Saturday ♂ Sundar | ⊗≣ \$ Recon | d: 47 of 47 | | | | | | | | New 🖶 | Edit 🖋 🛛 Delete | K Print 🖶 Action |
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| Type Start Date Type Start Date Type Start Date D not create timesheets on: + - W Monday Tuesday Monday Tuesday Contact Info Timesheet Line Item Codes Email SMS Phone Direct Phone Direct Phone Mobile Phone Best Way to Reach Office Info Office > Department | General Infe | 0 | | | | | Time / Exp | penses | | | | |
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| Best Way to Reach | | | | | | | | | | | | |
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| Office Info Office > Department Supervisor > | | | | | | | | | | | | |
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- 5. In the module footer, click **Save**.
- 6. At the confirmation prompt, click **Activate**.

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Next Step

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