## **Overview of Teams**

Last Modified on 10/05/2023 12:03 pm EDT

This guide provides an overview of the Teams module. It is intended for system administrators.

You can organize your team members into groups for aACE's <u>internal notices</u> (https://aace6.knowledgeowl.com/help/overview-of-notices). These groups of team members are called Teams. Teams are highly customizable to support your business needs. For more information on creating teams, including editing teams and other helpful controls, please refer to our guide on <u>Setting Up Teams (https://aace6.knowledgeowl.com/help/setting-up-teams</u>).

To access a team, navigate from Main Menu > Internal > Teams, then click the desired team record.

≣		New 🕂 🛛 Edit 🖋	Delete 🗙 Print 🗟 Action
Team: Fulfillment			ACTIVE
Team Details		Notices 🔒 Ta	sks 🗹 Emails 🎽 Do
otice Setups	Team Members 2		
Notice Setup Name	Team Member		31
Inventory Replenishment Orders Created	Drew Sanderson		31
Job Updated From Order	> Evan Phillips		31
> Open Order	> John Smith		24
	> Katie Connolly		2

## **1. Notice Setups**

You can <u>create notice setups</u> (https://aace6.knowledgeowl.com/help/overview-of-notice-setups)</u> and <u>specify an entire</u> <u>team (https://aace6.knowledgeowl.com/help/reassigning-notice-setups-to-different-teams)</u> as the recipient. Any notice setups linked to the current team are listed in the Notice Setups section.

Note: You cannot create a new notice setup from a team record. Instead, you must navigate

to the <u>Notice Setups module (https://aace6.knowledgeowl.com/help/overview-of-notice-setups)</u>.

## 2. Team Members

Team members assigned to the team will be listed in the Team Members section. Team members can be assigned to multiple teams. You can add team members to a team by clicking Edit, then specifying a new team member in one of these ways:

- Typing their name in the blank field at the bottom of the team member list
- Clicking the Team Members Selector ( <a>[</a>) and selecting the team member

You can delete team members from a team by clicking the Delete icon ( 🗶 ) on that line.