Overview of Notices

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> This guide provides an overview of the Notices module. It is intended for general users.

You can view and manage any internal notices sent through aACE. Navigate from Main Menu > Internal > Notices. This module accesses *all* of the aACE notices. (To view only the notices assigned to you, use the My Notices (https://aace6.knowledgeowl.com/help/overview-of-my-notices) module.)

Locate the desired notice and click the Go-To link to display details:

1. General Info

You can view when the notice was sent, who sent it, and when it was delivered in the General Info section.

2. Message

The Message text field is for providing details about the notice topic. We recommend being as specific as possible when writing the purpose of your notice.

3. Link To

aACE provides a Go-To link to jump to the related record.

4. Setup

The Setup section defines the team (https://aace6.knowledgeowl.com/help/overview-of-teams) the notice is sent to as well as the notice setup (https://aace6.knowledgeowl.com/help/overview-of-notice-setups)used. You can click the Go-To links (>) to navigate to the respective records.

5. Recipients

Team members included in the notice's recipient team are listed in the this section. The section also shows the notice's status and the communication channel used (i.e. aACE notice, email, or SMS).

The Single User Completion flag determines who needs to complete the notice:

- When the flag is marked — One team member can mark the notice as Complete for aACE to mark the notice record's status for all recipients as Complete.
- When the flag is unmarked — Each recipient must individually mark the notice as Complete.