Overview of My Notices

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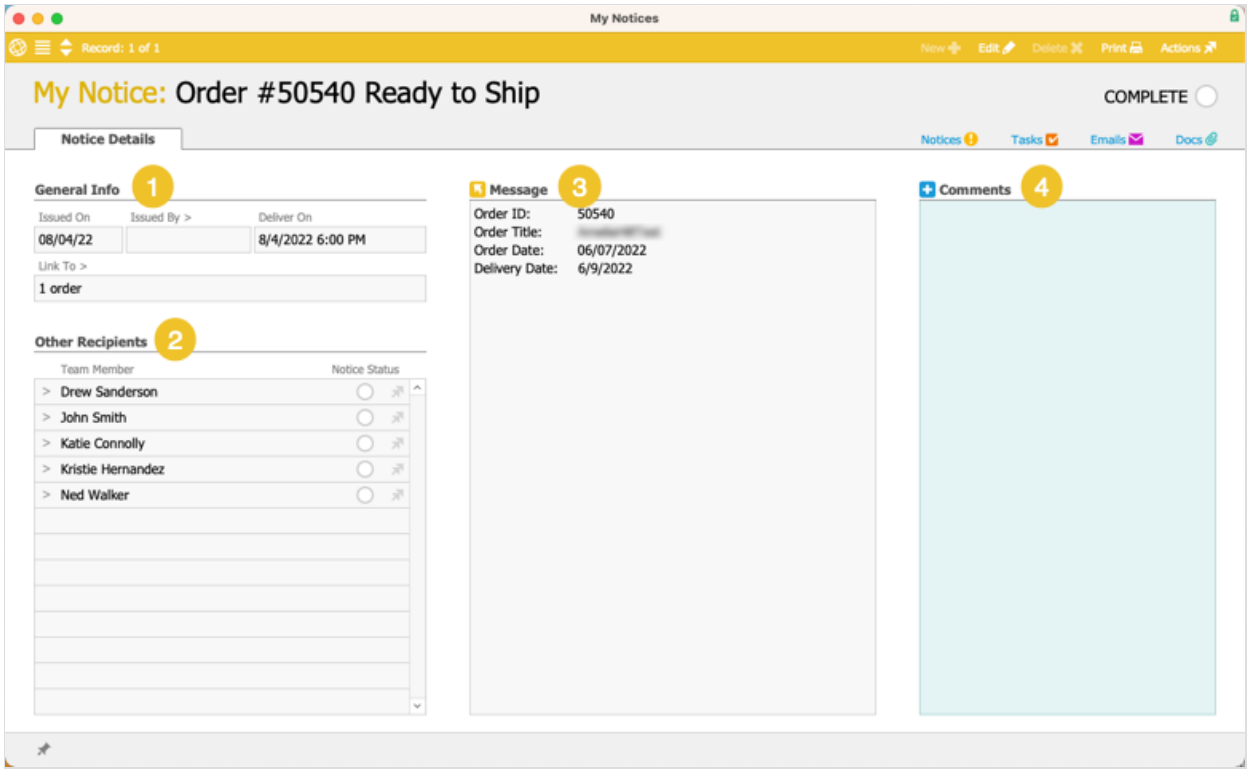
This guide provides an overview of the My Notices module in aACE . It is intended for general users.

You can manage all your internal aACE notifications at the My Notices module. This module focuses on incomplete notices assigned to you, if any. This module is accessible from the Main Menu through the Notices icon ( ). Next to the Notices icon, aACE displays the number of incomplete notices you personally have.

At the My Notices list view, you can search, sort, and filter notifications you have received. Locate the notice you want to view and select the Go-To link (>) to display the detail view:



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1. General Info

You can view when the notice was sent, who sent it, and when it was delivered in the General Info section. aACE also provides a Go-To link (>) for the related record.

Some notices are automatically generated by triggering events. The Issued By team member for these notices is typically the person who completed that event.

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2. Other Recipients

The Other Recipients section will list other team members the notice was sent to. If the notice was only sent to one person, this section will be empty.

Team members can choose to complete the notice once the notice purpose is fulfilled. Depending on the notice settings (https://aace6.knowledgeowl.com/help/overview-of-notices#Recipients), all team members may need to individually complete the notice before aACE completes the entire notice record.

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3. Message

Details for the notice will be included in the Message section. You can select the Reply icon ( ) to enter a reply to the notice. Notice replies can be sent to either all notice recipients or just to the Issued By field's listed team member.

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4. Comments

You can add comments to the notice by selecting the Add icon ( ). When you enter a comment, aACE does not send a notice to other recipients. Comments are typically used for giving progress updates on the notice's task or the status of the related records.