aACE Software

Notification Automation Preferences

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aACE preference settings allow you to control when notifications are sent based on certain activities. Shown below are the default notification settings for sales and purchasing oversight, sales orders, and fulfillment.

Note: System administrators are the only user group with access to these sections. If your workflows require additional notification options, contact aACE Support about customized notification settings.

Sales and Purchasing Oversight Notifications

1. Navigate to **Menu** > **Accounting** > **Preferences** > **Data Entry**.
2. In the Oversight Notifications section, adjust settings as needed, then click **Commit Updates**.
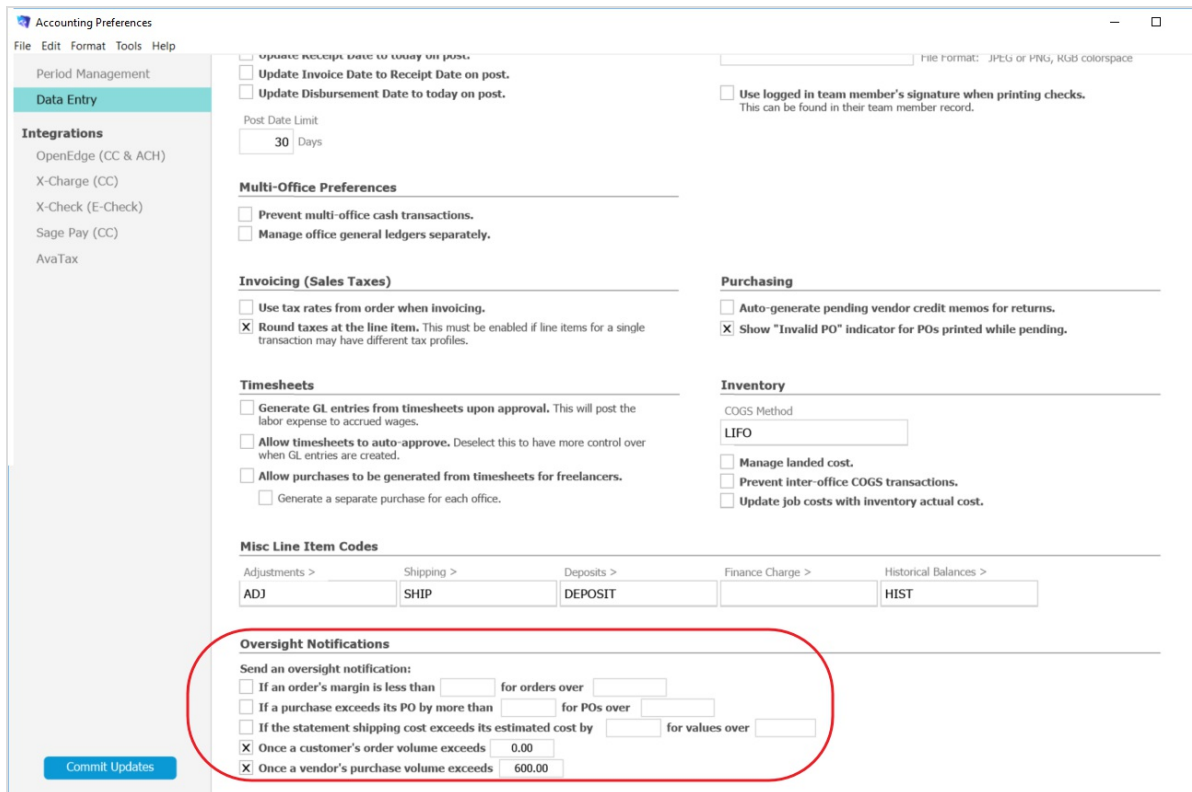
Sales Order Notifications

1. Navigate to **System Admin** > **Preferences**.

2. In the sidebar, click **Order Entry**.

3. Scroll through the screen to locate the notification preferences highlighted below.

4. To activate an automation preference, mark the flag next to the notice description.

5. Click **Commit Updates**.
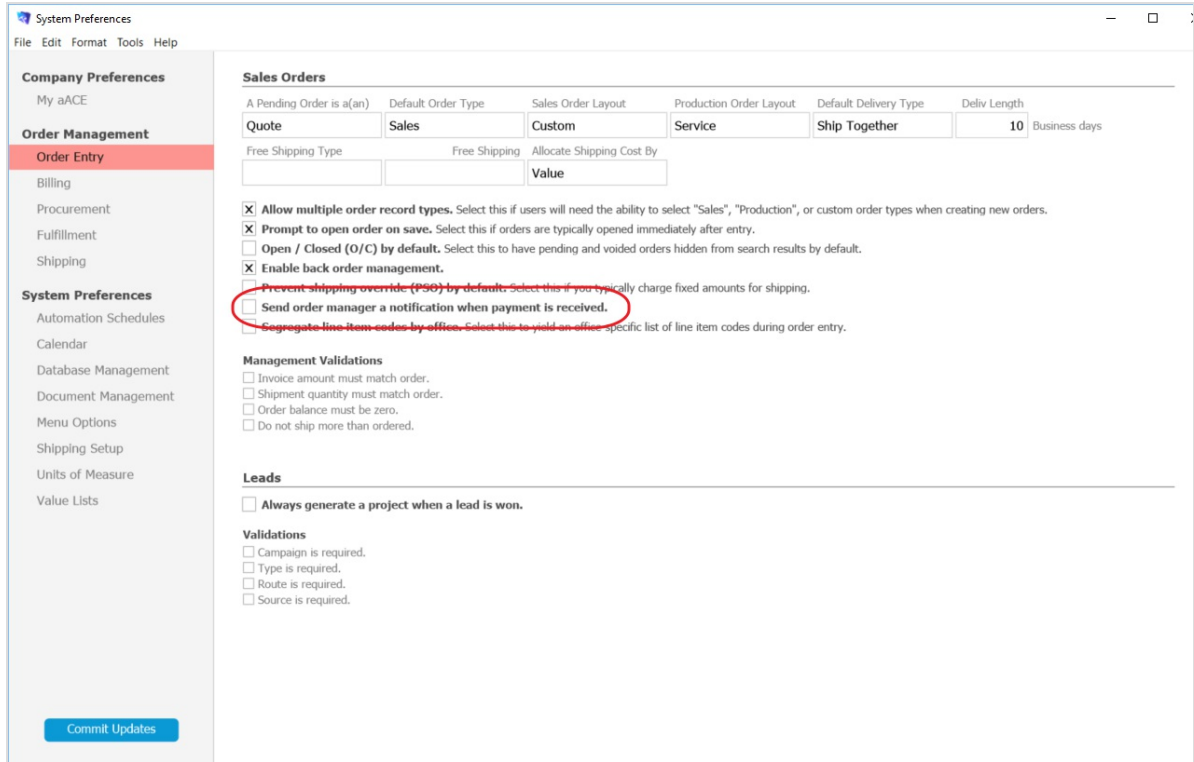
Fulfillment Notifications

1. Navigate to **System Admin** > **Preferences**.

2. In the sidebar, click **Fulfillment**.

3. Scroll through the screen to locate the notification preferences highlighted below.

4. To activate an automation preference, mark the flag next to the notice description.

5. Click **Commit Updates**.

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