

Deactivating Notice Setups

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If your team members are receiving too many system notices, you can easily reduce the number of notices by preventing aACE from sending unneeded notices:

1. Navigate from **Main Menu > System Admin > Notice Setups**.
2. At the list view, locate the desired system event.
3. At the detail view menu bar, click **Actions > Deactivate Notice Setup > Deactivate**.

The screenshot displays the 'Notice Setup: Refund Request (40005)' interface. The top navigation bar includes 'New', 'Edit', 'Delete', 'Print', and 'Actions'. The status is 'ACTIVE'. The 'Notice Setup Details' section shows the team 'A/R' and options for 'aACE Notice', 'Email', 'SMS Email', 'Single User Completion', and 'Allow archiving'. The 'Setup Notes' section contains a description of the notice trigger and associated scripts. The 'Notice Template' section shows the title 'Refund Request for <<RecordLabel>>' and the message body with merge fields for ID, Title, and Reason.

Note: Another way to improve the functionality of notices is to [create an additional team](http://aace5.knowledgeowl.com/help/creating-and-editing-teams) and configure who receives certain messages.