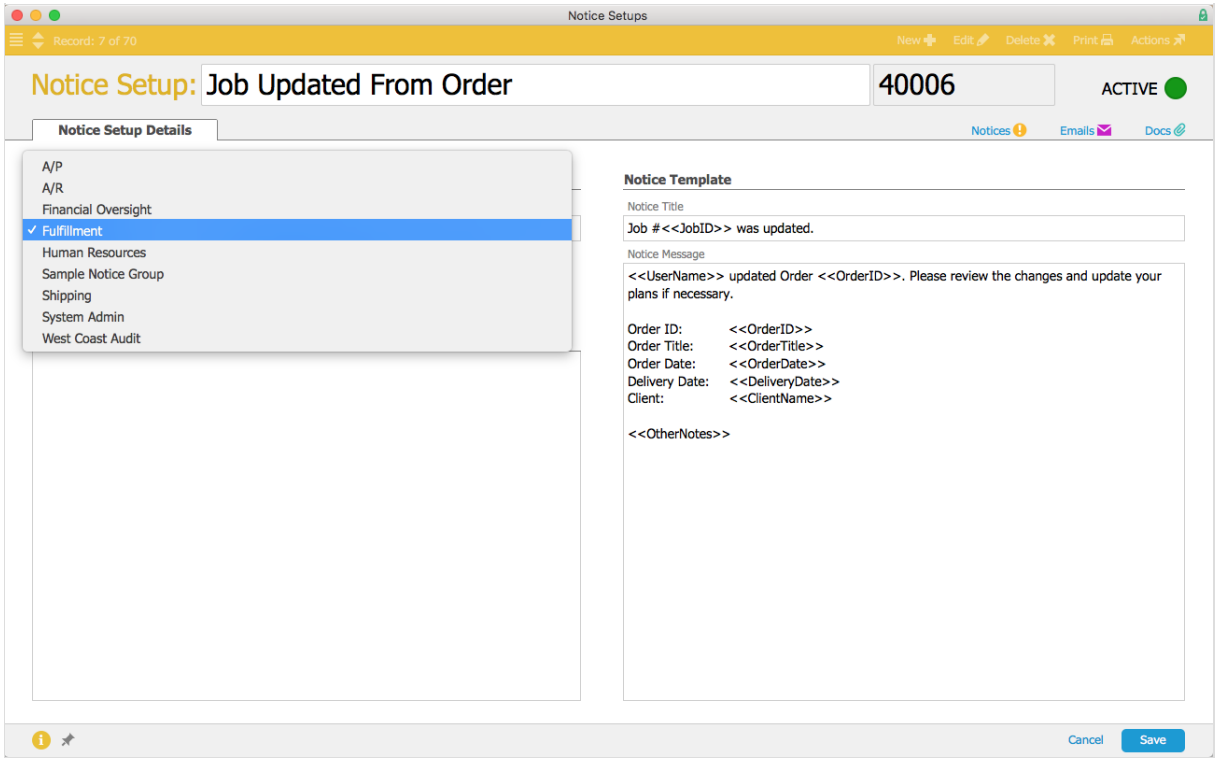
Reassigning Notice Setups to Different Teams

Last Modified on 12/01/2020 12:24 pm EST

If your team members are receiving too many system notices, you can adjust the teams that receive each notice. Your aACE system includes several default teams you can use. You can also create additional teams (http://aace5.knowledgeowl.com/help/creating-and-editing-teams) to assign a notice setup.

1. Navigate from **Main Menu** > **System Admin** > **Notice Setups**.
2. Use the Quick Search bar to locate the notification you want to update.
3. At the detail view, click **Edit**.
4. Select the desired group from the **Team** dropdown list.



5. Click **Save**.

Note: Another way to improve the functionality of notices is to deactivate unneeded notice setups (https://aace5.knowledgeowl.com/help/deactivating-notice-setups).