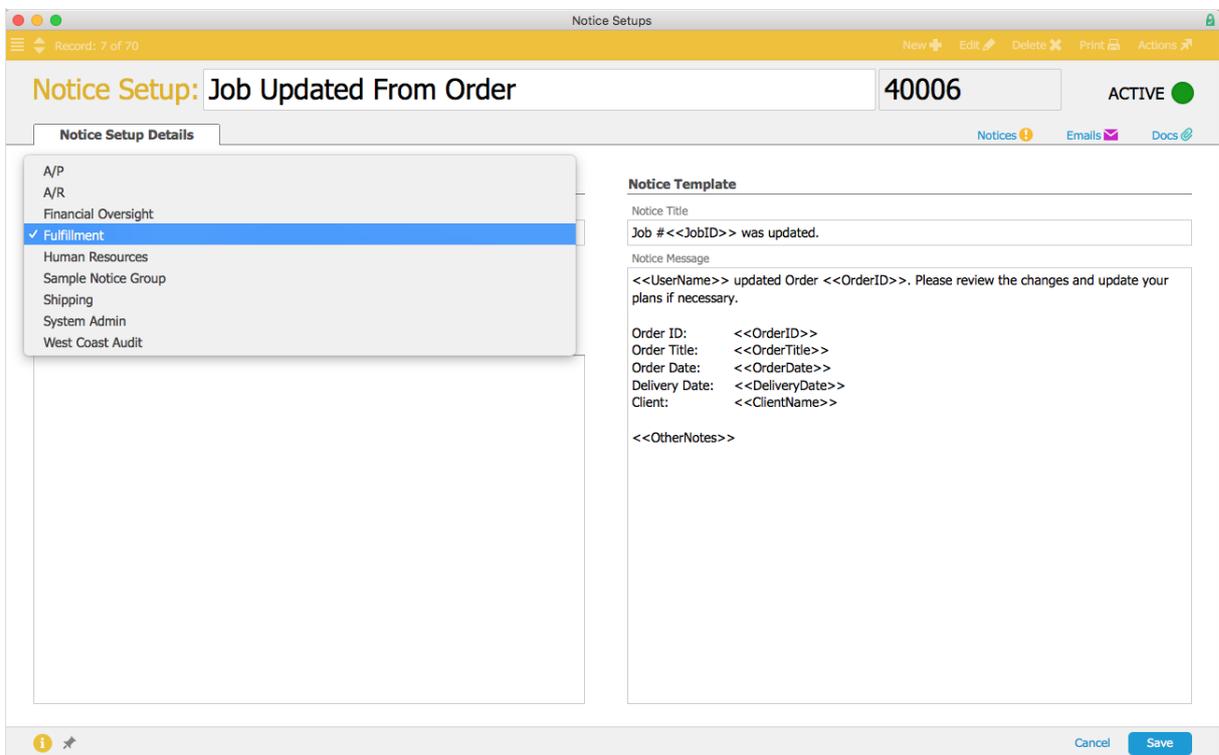


Reassigning Notice Setups to Different Teams

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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) (<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.



The screenshot displays the 'Notice Setup' interface for a notice titled 'Job Updated From Order' with ID 40006. The status is 'ACTIVE'. A dropdown menu is open, showing a list of teams: A/P, A/R, Financial Oversight, **Fulfillment** (selected), Human Resources, Sample Notice Group, Shipping, System Admin, and West Coast Audit. The 'Notice Template' section shows the following details:

- Notice Title: Job # <<JobID>> was updated.
- Notice Message: <<UserName>> updated Order <<OrderID>>. Please review the changes and update your plans if necessary.
- Order ID: <<OrderID>>
- Order Title: <<OrderTitle>>
- Order Date: <<OrderDate>>
- Delivery Date: <<DeliveryDate>>
- Client: <<ClientName>>
- <<OtherNotes>>

At the bottom right, there are 'Cancel' and 'Save' buttons.

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) (<https://aace5.knowledgeowl.com/help/deactivating-notice-setups>).