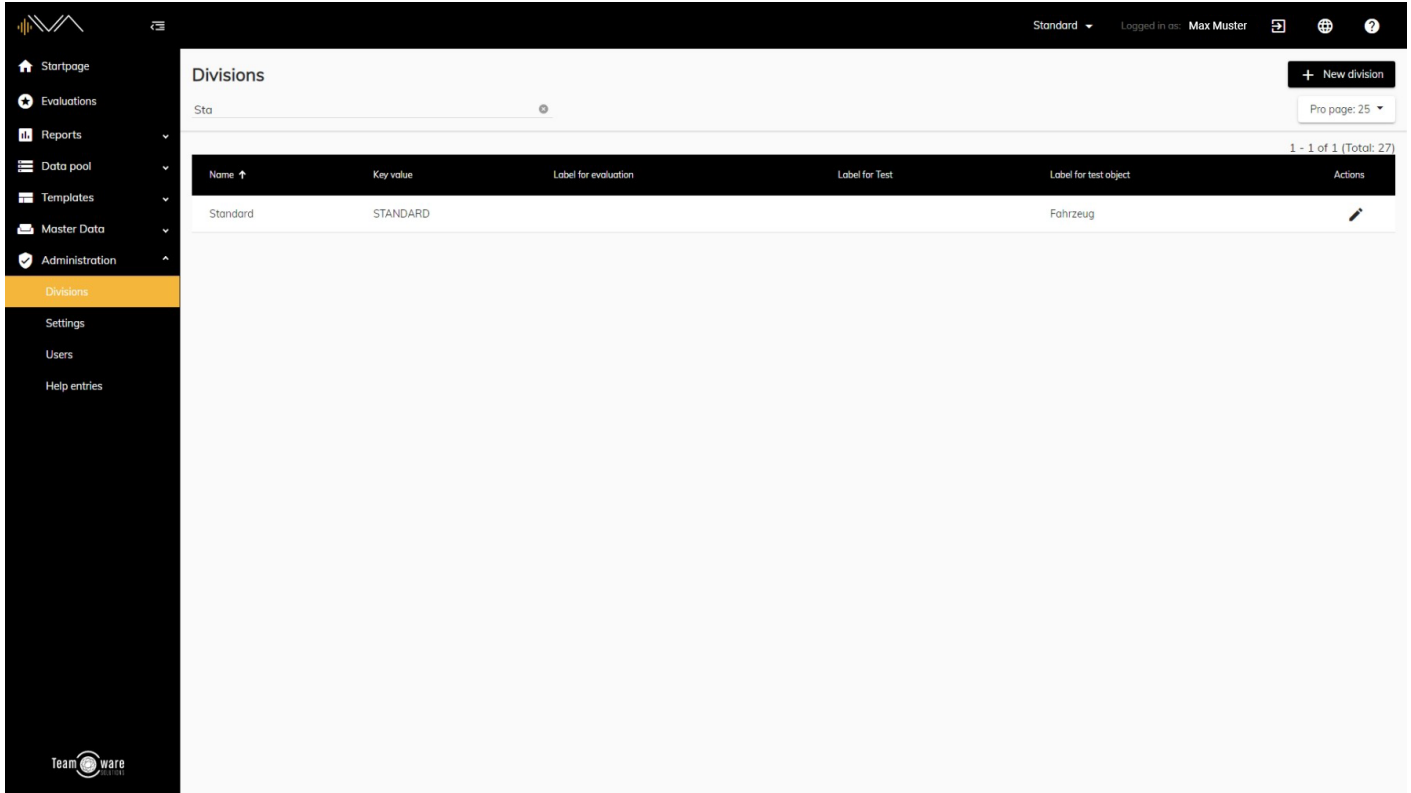


# Divisions

- What are divisions?
- How do I create a new division?
- How do I edit a division?
- How do I delete a division?

# What are divisions?



Divisions help you structure your work. For example, you can create a separate division for each department in which IVA is used and thus restrict access to the planners of the respective department. Another useful way to use divisions is to divide them by product groups. For example, a division could be created for testing Benziner cars and a division for electric cars.

# How do I create a new division?

The screenshot shows the 'Create new division' pop-up window in the Teamware system. The window is titled 'Divisions' and 'Create new division'. It contains the following fields and sections:

- Describe division:**
  - Name \***: A mandatory text input field.
  - Key value \***: A mandatory text input field.
  - Description**: A text area for an optional description.
  - The key value can only be assigned at the time of creation and must be unique. It is used to assign division to roles in an external rights management system.
- Individualize labels:**
  - Evaluation:** Includes a pictogram selector, 'Label for evaluation' (with default 'Evaluation'), and 'Label for evaluations (plural)' (with default 'Evaluationen').
  - Test:** Includes a pictogram selector, 'Label for test' (with default 'Test'), and 'Label for tests (plural)' (with default 'Tests').
  - Testobjekt:** Includes a pictogram selector, 'Label for test object' (with default 'Testobjekt'), and 'Label for test objects (plural)' (with default 'Testobjekte').
- Individualize components:**
  - Questions answer options:** A text input field with the default value 'Not rateable'.
  - This option can be configured for each question in a questionnaire and allows a tester to answer the question with 'Not rateable' or your individual text.

At the bottom right of the window are 'Cancel' and 'Save' buttons. The background shows the Teamware interface with a sidebar menu and a top navigation bar.

First of all, you must have the appropriate authorization for the administration. If this is the case, you will see "Administration" as the last menu item in the left navigation. Now please open this item and click on "Divisions". Now you will find a button called "+ New division" in the upper right corner. After you have pressed this button a pop-up window "Create new division" will open. Now you can fill in the following items:

- **Name** (mandatory field): Please enter a name for the division here (for example, a department or a product division).
- **Key value** (mandatory field): Please enter a unique key value here. This cannot be changed once the area has been created. It is primarily used to be able to create division roles in an external user administration. But it is also necessary if you use an external user administration.
- **Description** (optional): Here you can insert an optional description of the division.
- **Designation for evaluation** (optional): Here you can enter your own description for evaluation, e.g. study or similar. If not, the default name Evaluation will be used. You can also select a suitable pictogram for your company and determine the designation for the plural.

- Designation for test (optional): Here you can enter your own designation for test such as e.g. test drive or similar. If not, the default name Test will be used. You can also select a suitable pictogram for your company and determine the designation for the plural.
- Designation for test object (optional): Here you can enter your own designation for the test object, e.g. vehicle or similar. If not, the standard designation test object will be used. You can also select a suitable pictogram for your company and determine the designation for the plural.

When you have filled in all relevant fields, you can click Save.

# How do I edit a division?

The screenshot shows the 'Division details' pop-up window in the Teamware software. The window is titled 'Division details' and contains the following sections:

- Describe division**
  - Name \***: A text field containing 'Standard'. A note below states: 'The name must be unique.'
  - Key value**: A text field containing 'STANDARD'. A note below states: 'The key value can only be assigned at the time of creation and must be unique. It is used to assign division to roles in an external rights management system.'
  - Description**: A large text area for the division's description.
- Individualize labels**
  - Row 1**: 'Piktogramm' (dropdown), 'Label for evaluation' (text field: 'Evaluation'), 'Label for evaluations (plural)' (text field: 'Evaluationen').
  - Row 2**: 'Piktogramm' (dropdown), 'Label for test' (text field: 'Test'), 'Label for tests (plural)' (text field: 'Tests').
  - Row 3**: 'Piktogramm' (dropdown), 'Label for test object' (text field: 'Fahrzeug'), 'Label for test objects (plural)' (text field: 'Fahrzeuge').
- Individualize components**
  - Questions answer options**: A dropdown menu set to 'Not rateable'. A note states: 'This option can be configured for each question in a questionnaire and allows a tester to answer the question with "Not rateable" or your individual text.'

At the bottom of the window are three buttons: 'Archive' (orange), 'Cancel' (grey), and 'Save' (black).

First of all, you must have the appropriate authorization for the administration. If this is the case, you will see "Administration" as the last menu item in the left navigation. Now please open this item and click on "Divisions". Here you will find a list of all divisions. After you have selected one, double-click on the corresponding line or on the pencil under Actions. Now a pop-up window "Division details" will open. Now you can fill in the following items:

- **Name** (mandatory field): If you want, you can change the name of the division here.
- **Key value** (mandatory field): The key value cannot be changed.
- **Description** (optional): Here you can edit the optional description of the division.
- **Designation for evaluation** (optional): Here you can edit the name for evaluation. You can also select a suitable pictogram for your company and determine a name for the plural.
- **Designation for test** (optional): At this point you can edit the name for test. You can also select a suitable pictogram for your company and determine a name for the plural.
- **Designation for test object** (optional): Here you can edit the name for test object. You can also select a suitable pictogram for your company and determine the designation for the plural.

When you have filled in all relevant fields, you can click on Save.

# How do I delete a division?

The screenshot shows the 'Division details' form in the Teamware application. The form is titled 'Division details' and has a close button (X) in the top right corner. It contains several sections for configuring a division:

- Describe division:** Includes fields for 'Name' (containing 'Standard'), 'Key value' (containing 'STANDARD'), and 'Description'.
- Individualize labels:** Includes three rows of labels for evaluations, tests, and test objects, each with a 'Piktogramm' (icon) and a 'Label' field.
- Individualize components:** Includes a 'Questions answer options' field with the value 'Not rateable'.

At the bottom left of the form is an orange button labeled 'Archive'. At the bottom right are 'Cancel' and 'Save' buttons. The background shows the Teamware interface with a sidebar menu and a top navigation bar.

To delete a section, first navigate to Administration -> Sections. There you will find a list of all divisions. Now double-click the corresponding division or click the pencil icon. Now you can click on "Archive" at the bottom left. Now this division is no longer available for planners and testers. A complete deletion of a division is not possible at this point due to the many dependencies.