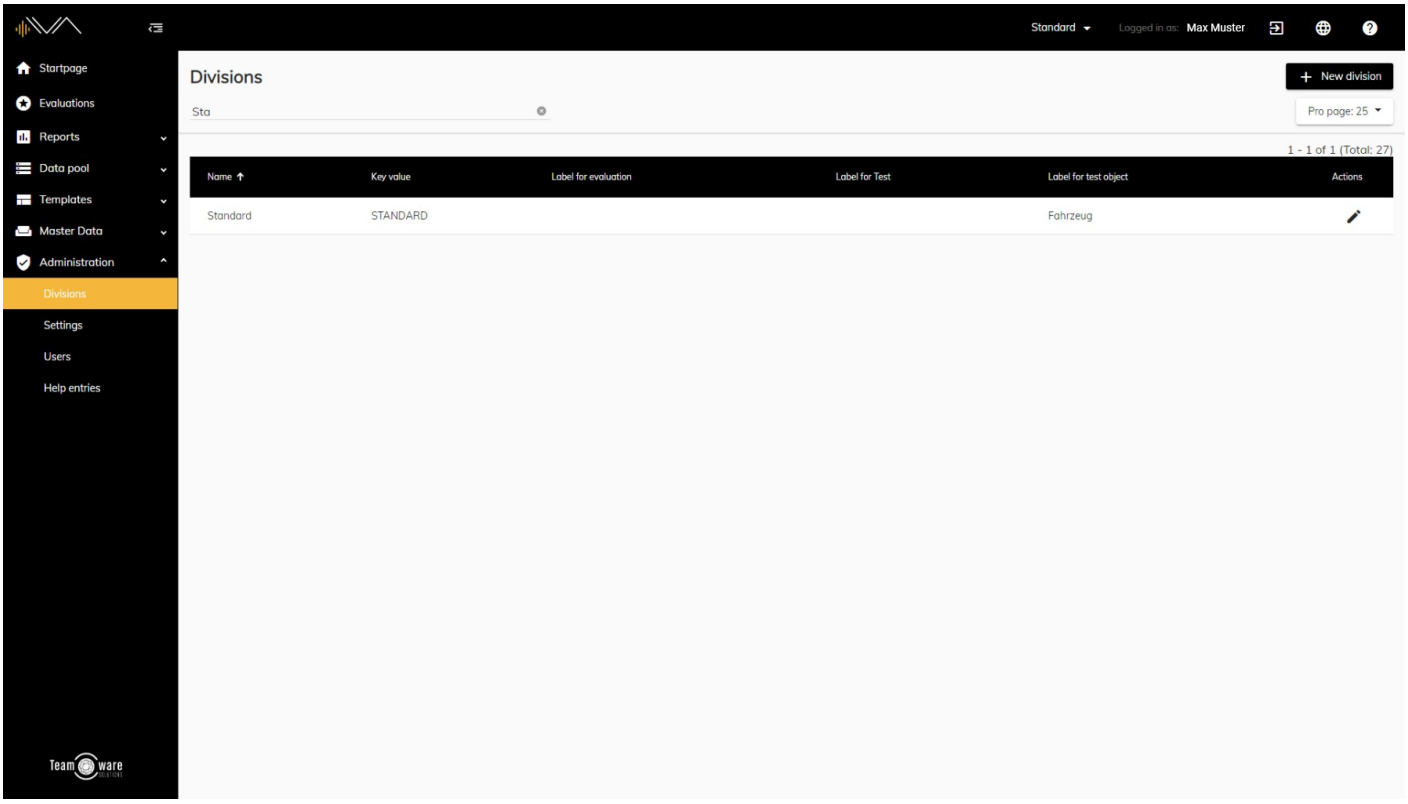
Divisions

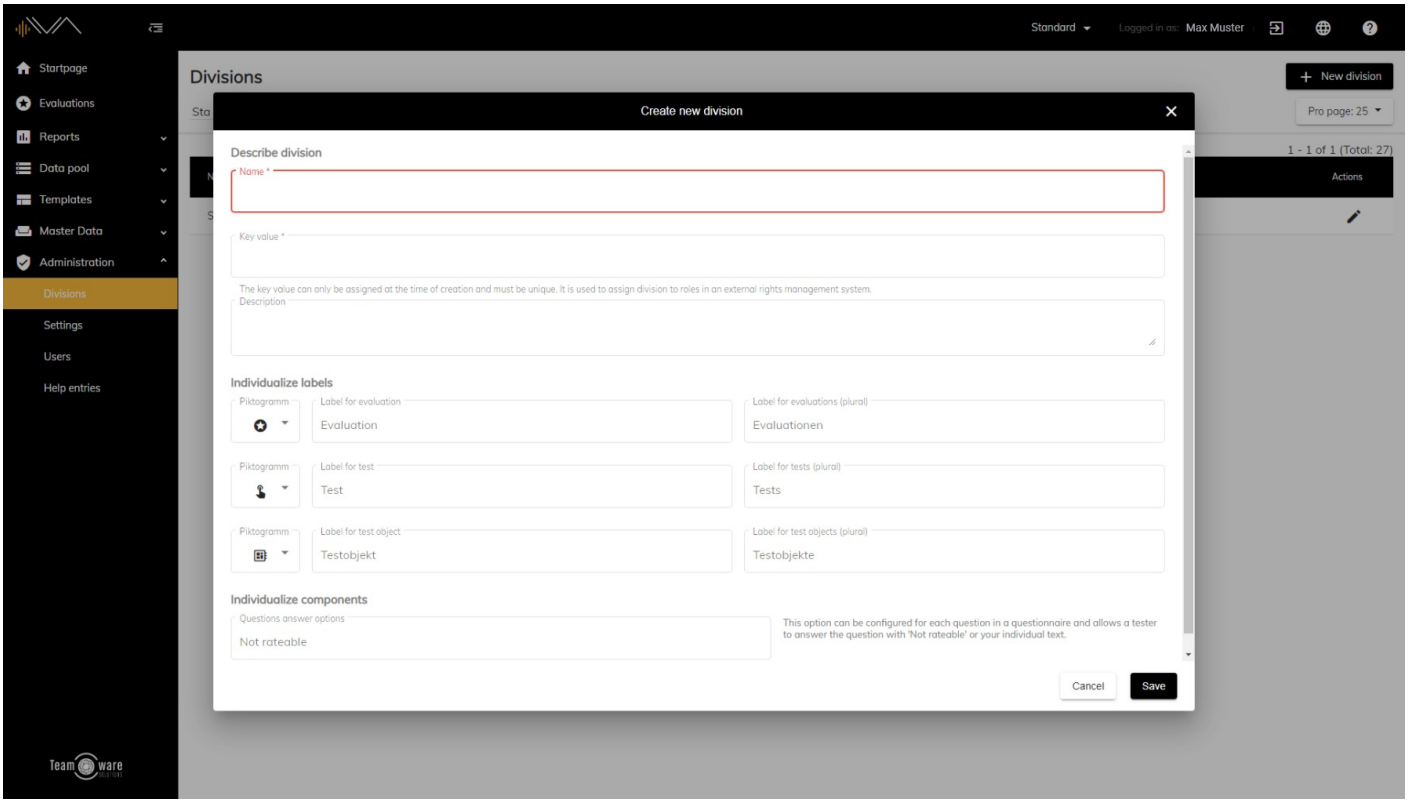
- What are divisions?
- How do I create a new division?
- How do I edit a division?
- How do I delete a division?

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 Beziner cars and a division for electric cars.

How do I create a new division?



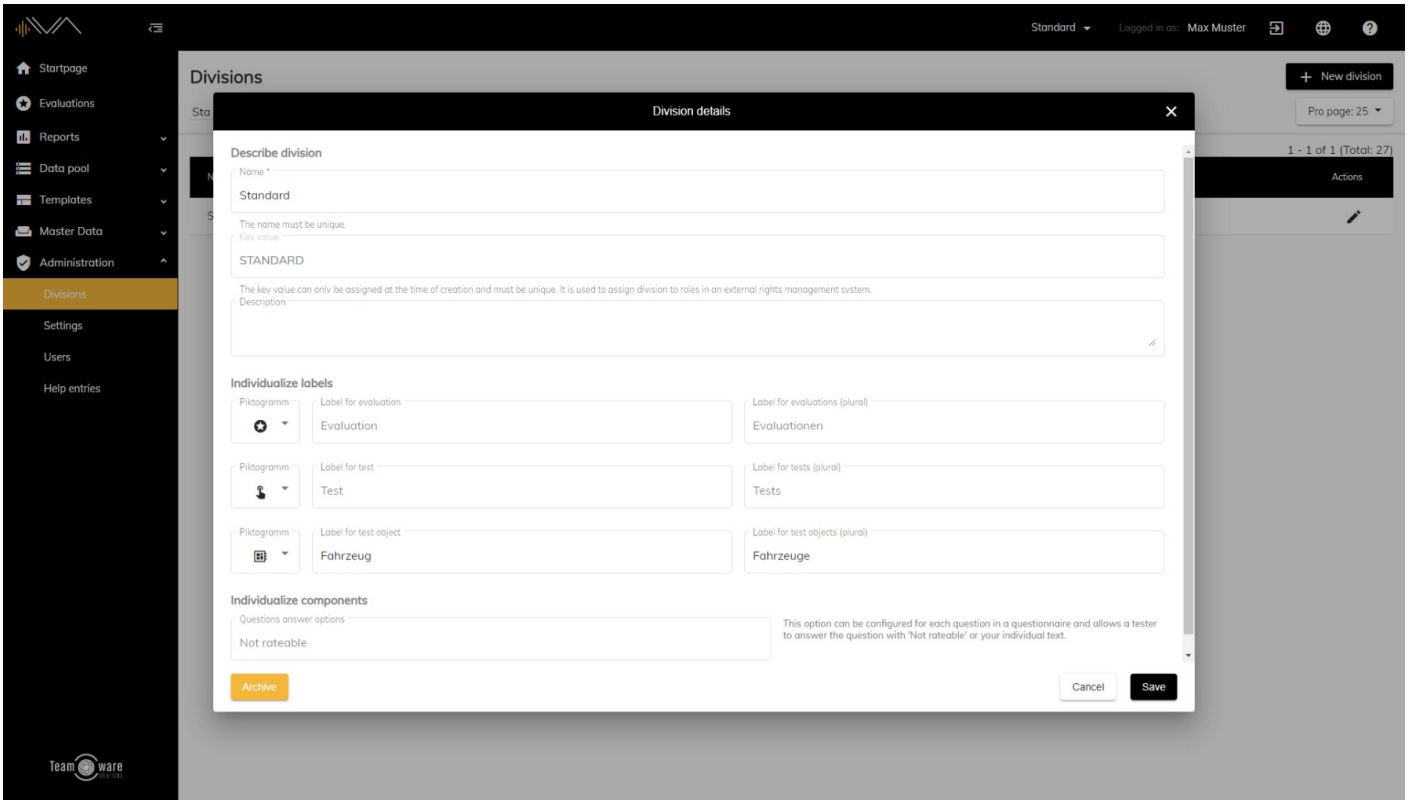
First of all, you must have the appropriate authorization for the administration. If this is the case, you will see "Administration" as the last menu item in the left navigation. Now please open this item and click on "Divisions". Now you will find a button called "+ New division" in the upper right 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?

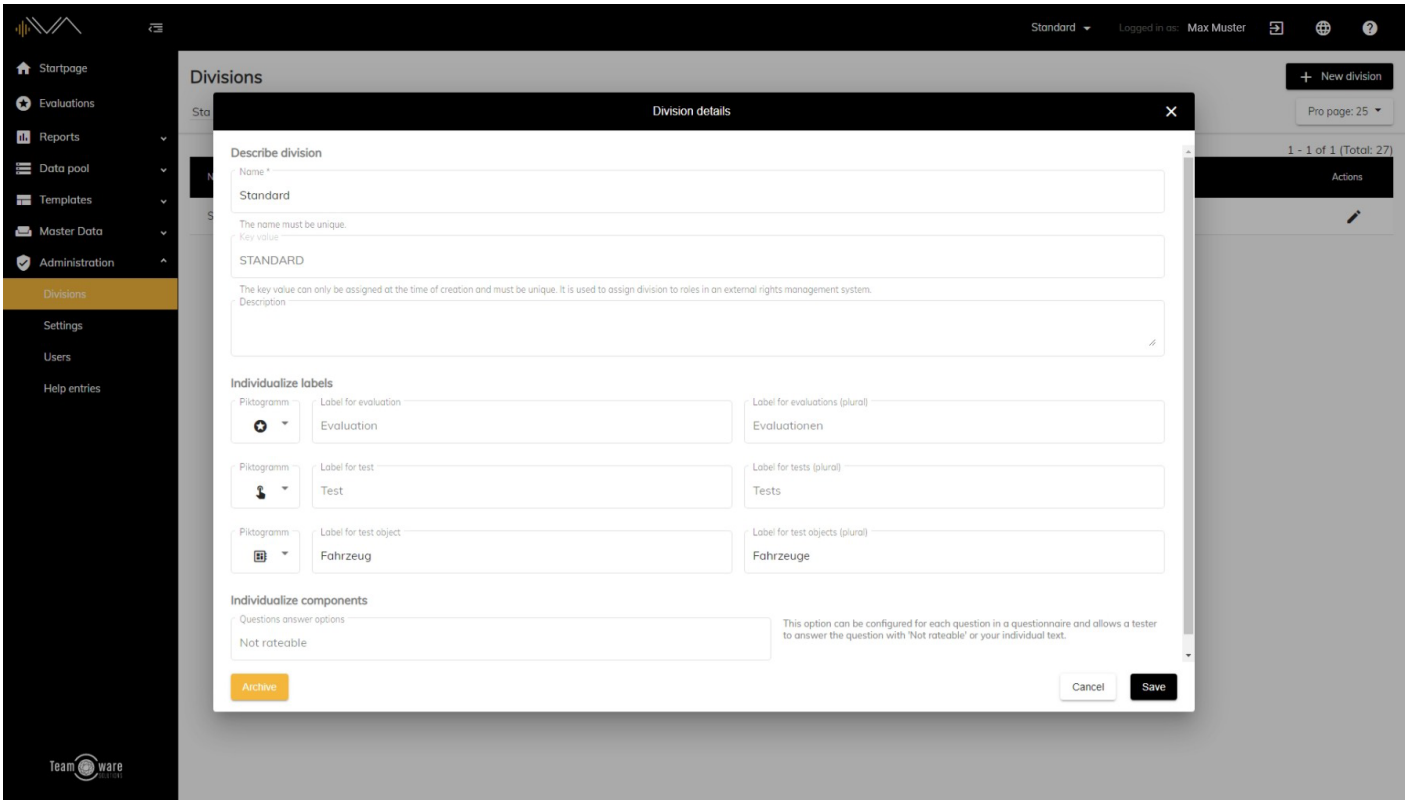


First of all, you must have the appropriate authorization for the administration. If this is the case, you will see "Administration" as the last menu item in the left navigation. Now please open this item and click on "Divisions". Here you will find a list of all divisions. After you have selected one, 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?



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.