

# 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 field.
  - Key value \***: A mandatory text field. 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**: An optional text area.
- Individualize labels:**
  - Evaluation:** Includes a pictogram selector, 'Label for evaluation' (set to 'Evaluation'), and 'Label for evaluations (plural)' (set to 'Evaluationen').
  - Test:** Includes a pictogram selector, 'Label for test' (set to 'Test'), and 'Label for tests (plural)' (set to 'Tests').
  - Testobjekt:** Includes a pictogram selector, 'Label for test object' (set to 'Testobjekt'), and 'Label for test objects (plural)' (set to 'Testobjekte').
- Individualize components:**
  - Questions answer options:** A dropdown menu currently 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 right, there are 'Cancel' and 'Save' buttons.

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.

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