

# How do I delete a division?

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

- Describe division**:
  - Name \***: A text field containing 'Standard'.
  - The name must be unique.**
  - Key value**: A text field containing 'STANDARD'.
  - 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 text area.
- Individualize labels**:
  - Label for evaluation**: A text field containing 'Evaluation'.
  - Label for evaluations (plural)**: A text field containing 'Evaluationen'.
  - Label for test**: A text field containing 'Test'.
  - Label for tests (plural)**: A text field containing 'Tests'.
  - Label for test object**: A text field containing 'Fahrzeug'.
  - Label for test objects (plural)**: A text field containing 'Fahrzeuge'.
- Individualize components**:
  - Questions answer options**: A text field containing '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 left of the form is an **Archive** button. At the bottom right are **Cancel** and **Save** buttons.

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.

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