

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' with fields for 'Name *' (containing 'Standard') and 'Key value' (containing 'STANDARD'), and a 'Description' field. Below this is the 'Individualize labels' section with three rows, each containing a 'Piktogramm' dropdown, a 'Label for evaluation/test/object' field, and a 'Label for evaluations/tests/objects (plural)' field. The 'Individualize components' section has a 'Questions answer options' field with 'Not rateable' selected. At the bottom left is an 'Archive' button, and at the bottom right are 'Cancel' and 'Save' buttons. The background shows a sidebar with navigation options like 'Startpage', 'Evaluations', 'Reports', 'Data pool', 'Templates', 'Master Data', and 'Administration', with 'Divisions' currently selected. The top right of the interface shows 'Standard' as the selected option and 'Logged in as: Max Muster'.

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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