Division Settings

This chapter presents the different sections of functionality available under division settings.

To access division settings, on the Administration menu, click Division Settings. To access a specific group of settings, click a required tab on the side tab panel located on the left.

General

This tab provides settings for language preference, time zone preference, date, time, number and other formatting preferences.

![Division Settings](image)

**Screenshot: Division Settings, General Tab**

**Enforce Unique Ids**

When creating an item, the user may either provide a specific identification number (ID) for this item (by entering this number into the Id field in the item’s form), or let the system generate this number automatically. Verifield imposes a certain restriction on possible values which the item’s ID may have. Namely, the ID must be unique either globally (i.e. each item in the system must have a unique ID), or it must be unique among all items which were created using the same template. In the latter case, the system will allow several items with identical IDs to exist if those items are all associated with different templates.

To enforce globally unique item IDs, select **Globally for all items**.

To enforce unique IDs within each item template, select **Within each Item Template**.

**Closing and Reopening Items**

Every time when you attempt to close or reopen a primary item or any of its sub items, the application verifies that certain rules are observed in order to make sure that the status of the primary item and sub items remain consistent.
There are two types of those rules: strict rules and flexible rules. As an administrator, you can specify which particular type of rules will be enforced when closing or reopening primary and sub items in your division.

Besides those two types, there are also general rules which are enforced in addition to strict or flexible rules no matter which of them you have selected. The rules and situations when they apply are the following:

**General rule**

- If user does not have permission on an item, the user cannot change the stage of that item.

**A. When a user closes a primary item**

- If no sub items exists or all sub items are already closed, then the primary item is closed successfully with no message.
- If there exists any sub item that is still “not closed”:
  - **STRICT**
    - The user is warned that there are sub items that are “not closed” (owners and IDs of every sub item will be provided) and then user will be given the following options:
      - Cancel and don’t change the primary item’s status;
      - Close the sub items for which permission will allow using the primary item’s default values for resolution type. Any sub item for which the user does not have the permission to close will remain as “not closed” and the primary item will also remain “not closed”.
  - **FLEXIBLE**
    - The user is warned that there are sub items that are “not closed” (owners and IDs of every sub item will be provided) and then user will be given the following options:
      - Cancel and don’t change the primary item’s status;
      - Close the primary item and all sub items for which permission will allow using the primary item’s default values for resolution type. Any sub item for which the user does not have the permission to close will remain as “not closed”;
      - Close the primary item only, leaving all sub items as is.

**B. When a user closes a sub item**

- The sub item is closed successfully and no dependency exists on the primary item.

**C. When a user re-opens a primary item**

- The primary item is set to open and the sub items are untouched.

**D. When a user re-opens a sub item**

- **STRICT**
  - The sub item is set to open and the primary item is left untouched.
  - A watch item is automatically triggered for the owner(s) of the primary items alerting that the sub item was re-opened.

- **FLEXIBLE**
  - The sub item is set to open and the primary item is untouched.
  - No system watch.

To apply strict rules, select **Strict**.

To apply flexible rules, select **Flexible**.
Multi-Select Values Separator for CSV File

CSV files with user data to be imported to Verifield may contain multiple values belonging to the same multi-select control. Before performing import, you should specify which character is going to be used as a delimiter to separate those values.

To specify multi-select values separator, select in among **Comma**, **Semi Colon**, **Colon**, and **Hash**.

**Language**

The **Language** list is used to specify the default language for the division.

<table>
<thead>
<tr>
<th>Note</th>
<th>The language which a particular user selected in their personal settings will always override this setting.</th>
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To specify default division language, choose among **English**, **Dutch** or **French**.

**Time Zone**

Use the **Time Zone** list to specify the time zone for your division.

**Location**

The **Location** list is used to specify location for your division.

Changing location will influence how the date, time and numeric data types will appear in the application.

“Date and Time Preferences” and “Number Format Preferences” panels show examples of each of these types according to the selected location.