

TS-1028: How Do I Add A Division To The Division Pull Down Menu?

Comm One LLC - Technical Support Documentation

[Support Documentation Index](#)

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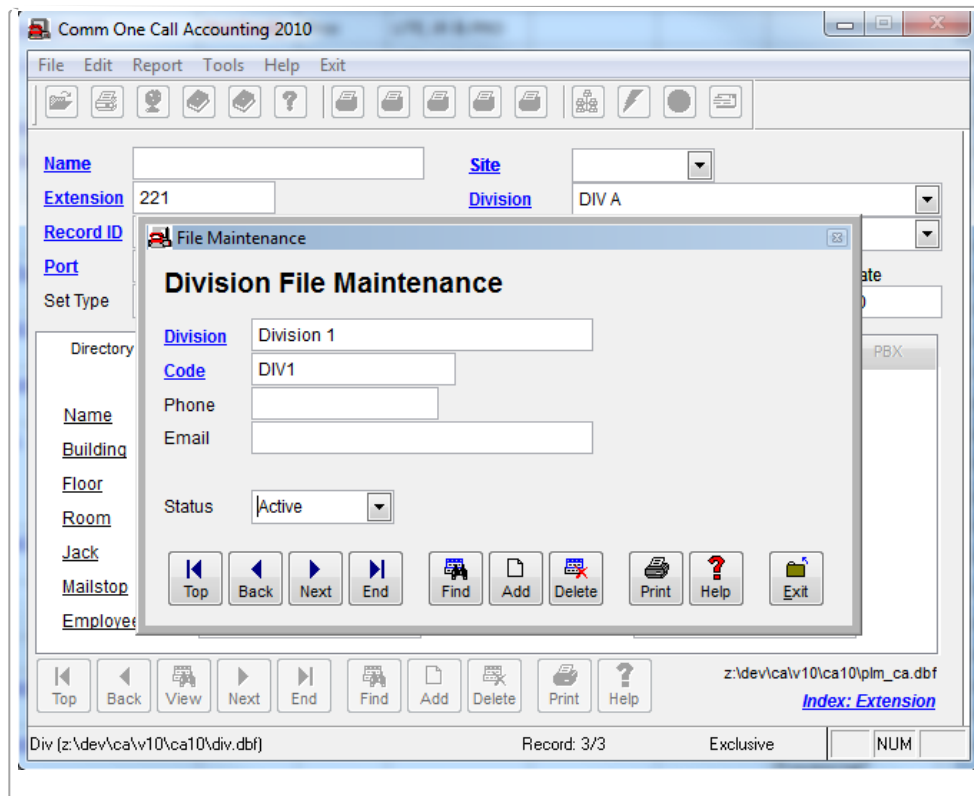
The information in this article applies to:

All Versions of Call Accounting

ANSWER

The Division pull down menu is built under the EDIT menu. Here are the steps to maintain the Division pull down.

1. Start Call Accounting
2. At the main screen, select the EDIT menu.
3. Select the DIVISION FILE MAINTENANCE option.
4. On this screen you can ADD, DELETE or MODIFY division names. Any changes made will show up in the Division pull down on the main screen. If you delete a division, you will need to run the REINDEX from the TOOLS menu in order for the division to be removed.



See Also:

[TS-1026: How do I add a department to the department pull down?](#)

[TS-1027: How do I add a site to the site pull down?](#)

[TS-1028: How do I add a division to the division pull down?](#)

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