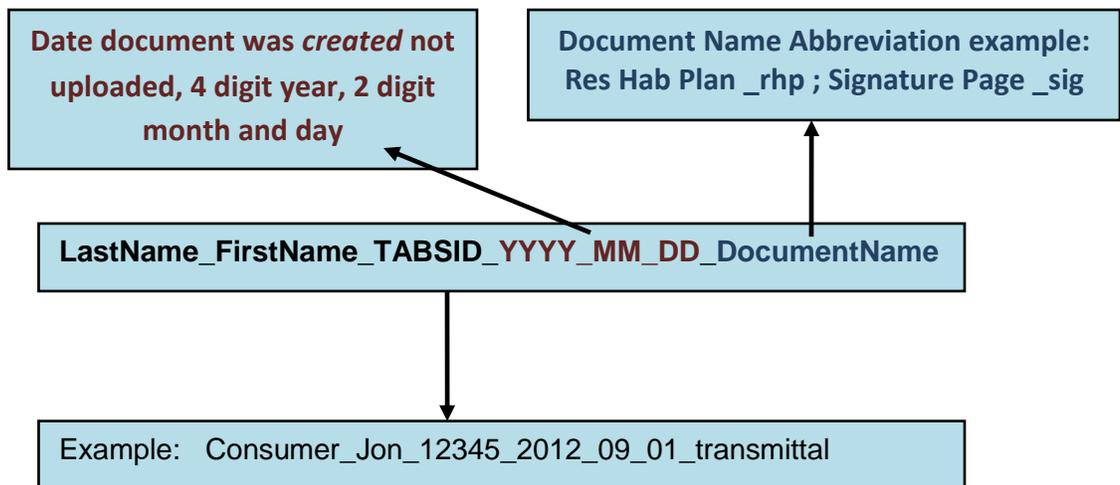


CHOICES Supporting Documentation Naming Convention

It has become apparent that a standardized naming format needs to be used when labeling supporting documents saved on a user's pc prior to being uploaded. In the future, when uploading supporting documents, the naming format will be kept simple with the focus on the individuals' name, TABS ID number, date the document was created, and an abbreviated name of the document.

The example below outlines the naming format that should be used. Please use good judgment when abbreviating the name of the document.



Also, as you know, CHOICES requires supporting documents to be labeled by, **Document Class**, **Type**, and **Sub-Type**. This will occur after you have uploaded the correctly named document. See Step by Step, Supporting Documents, if necessary.