

CHOICES Supporting Documentation

CHOICES Users,

As you know, CHOICES requires supporting documents to be labeled by, Document Class, Type, and Sub-Type. 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. Naming issues will be resolved later this year as we enhance CHOICES.

