

Naming folders, files and reports sent to EOI

Voice Signature recording files should be named in the following format:

Last Name First Name VSR DARDate Case Name

For Example: **Smith John VSR 2014-08-19 Elwood**

What to Expect forms (WTEs) should be named

Last Name First Name WTE DARDate Case Name

For Example: **Smith John WTE 2014-08-19 Elwood**

When placing these files in your Dropbox folder, you will need to place them in their own respective folder. When naming these folders you should use the same format as any other report you would send to EOI.

The Format is as follows:

Case Name Report Type/Name EEID# (your EE#) Monday's Date

For WTE's: **Elwood WTE 203 2014-08-18**

For Voice Signature recordings: **Elwood Voice Signatures 203 2014-08-18**

All reports follow the same formula. Report names should be as follows

DAR: **Elwood DAR 203 2014-08-18**

Application Register: **Elwood APP REG 203 2014-08-18**

Census: **Elwood CENSUS 203 2014-08-18**

Dependent Census: **Elwood CENSUS DEP 203 2014-08-18**

Replacement: **Elwood REPLACEMENT 203 2014-08-18**

Please do not modify the Report names they need to be exactly as they appear in the examples above. The Date Must be a 4 digit year-2digit month-2 digit day). Also, the only place there should be a – is in the date, between the year and month and between the month and date. All reports start with Monday and run through Sunday, so the date on the report must always be Mondays date. The only exception to this is the DAR as you are turning this one in daily it is alright to use the Date being reported in the Report name. Also, do not include extra information, like the location/s you were at, in your report names. Do not put multiple weeks in the same report. Each week's files get stored in their own folder and need their own report. When you change anything in this format it changes how the computer sorts them and makes them harder to find on this end.

On your WTEs make sure your EEID# is in the upper right corner of the form. The best way to ensure this is to go to your Template WTE (the one you use for each EE you see) and place your EEID# in the upper right hand corner of that form and save it. This way it is always there and you don't have to worry about putting it in each time you have to create a new WTE. The WTE is a 1 page document. Do not add extra lines by hitting enter. Make sure when you save it, it is still a 1 page document. (See bottom left corner.)