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## TrakIt File Naming Convention Guidelines

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When files are uploaded into TrakIt there is a lot of information that could be used to describe the file. Things like address, permit #, date, approval round, applicant, description, page count, department, and designer could all be used as descriptors, and could be listed in any order. To help provide uniformity and consistency please adhere to the following guidelines:

1. All file names should be "CAPITALIZED"
2. Descriptors should be separated with commas; ", "
3. The minimum file names require the following items in the following order:
  - a. Date
  - b. Submittal Round
  - c. File Description (not project description)
  - d. Address
4. All dates should be formatted 4 digit Year – 2 digit Month – 2 digit Day; "2011-04-21"
5. All addresses should be formatted Street Name, Abbreviated Street Type, Street Name; "COMMERCE BLVD, 6404"
  - a. Permit Number (if known)
6. No special characters can be utilized in the naming convention (example: &, %, @ etc.)  
Special characters will not allow the file to open.

Minimum File Name Examples:

DATE, APPROVAL ROUND, DESCRIPTION, ADDRESS

2016-12-15, 2ND, REIMBURSEMENT AGREEMENT, STATE FARM DR, 6250

2016-12-30, 1ST, PLAN REVIEW RESPONSE, AVRAM AVE, 130, CB19-0001