



smOdyssey, Inc.

Naming Conventions

These naming conventions are developed mostly for the Administrivia sections of the website. There should be links to the following areas that contain the information. The naming convention will be:

Title Date (0's should be used for appropriate sorting). Spaces will need to be underscored (_) to ensure appropriate sorting.

See Examples below:

Agendas

Agenda_2007-01-01
Agenda_2007-02-14
Agenda_2007-03-04

Minutes

Minutes_2007-01-01
Minutes_2007-02-14
Minutes_2007-03-04

Policies and Procedures

Naming_Conventions_2007-11-13
Grievance_Procedure_2007-10-14
Grievance_Procedure_2006-06-07

Note: The old grievance policy should be removed, but in case it is forgotten, having the Revision date will help sort.

Job Descriptions

Event_Coordinator_2007-11-13
Quartermaster_2005-01-04

Presidential Ponderings

These can be named by subject matter, but should be sorted by date

News

Adopted: 12/01/07

No suggested naming convention. This should be sorted by department and posting date. Generally people name the news item based on what it is about, and that should remain the same for easy editing.

IMPORTANT NOTE: ALL DOCUMENTS SHOULD INCLUDE A REVISION DATE.