



Naming Conventions - ERMS

* Primary File No file chosen

Content ID

* Title

* Packet Type No Selection ▼

* Account No Selection ▼

* Status RE CREATE

* Document Type No Selection ▼

Primary DES

* LA Code

Parcel Number

* District No Selection ▼

County No Selection ▼

Route Number No Selection ▼

Contract Number

* Author CSelf

ReviewDueDate

* Security Group real_estate ▼

DES Number

Project Number

Comment

* Type Real Estate

* Revision 1

Profile real_estate ▼

The following **must** be completed:

Title: Should follow this naming format:

1234 P5 Document Name

Packet Type: Select the appropriate packet type.

Buyers/Consultants should typically choose "Buying."

Account: Select RE/BUY.

Document Type: Select the appropriate type of document.

For Buyers/Consultants, this will typically include:

Uniform Offer Letter, Buyer's Report file, Various file

LA Code: This should contain only the Project Code. Never add "Code #" nor "#".

Parcel Number: This should contain only the parcel number. Never add "Parcel #" nor "#". Do not group multiple parcels together, such as "1-4".

District: Select the appropriate District. If the project includes 2 or more Districts, select the district that is leading the project.

County: Select the appropriate County. If the project includes 2 or more Counties, select the county which the particular parcel/property is located.

Route Number: Select the appropriate road/highway.

Avoid selecting "various" if at all possible

Des Number: This should contain only the DES/Project number. Do not add "#"