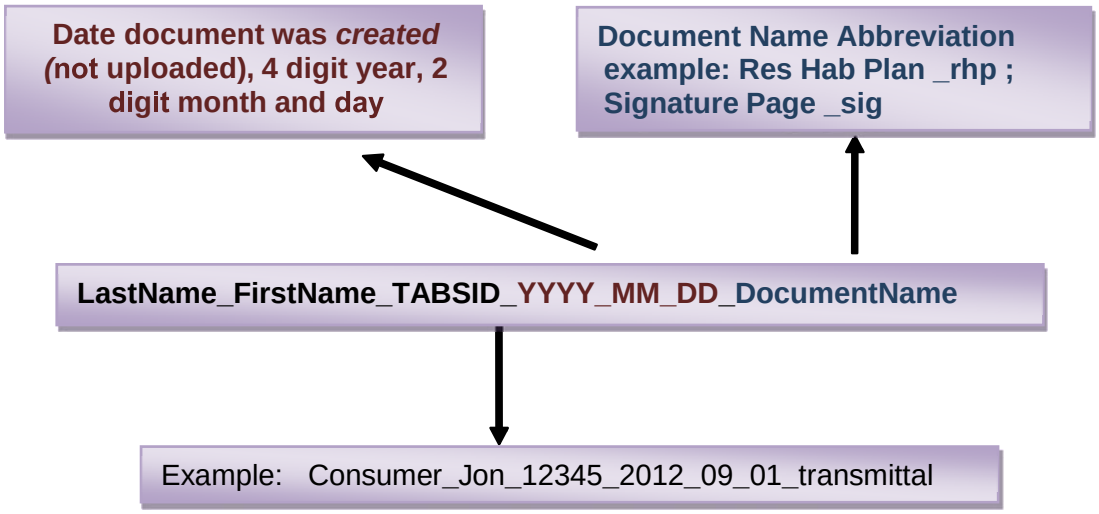
CHOICES Supporting Documentation Naming Convention

A standardized naming format needs to be used when labeling supporting documents saved on a user's computer prior to being uploaded into CHOICES. When uploading supporting documents, the naming format must include 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 must be used. Please use good judgment when abbreviating the name of the document.



CHOICES requires supporting documents to be labeled by **Document Class**, **Type**, and **Sub-Type**. This will occur after you have uploaded the correctly named document. See the Supporting Documents Reference Guide for information regarding how to upload documents.