Company Inc.

Naming Convention Documentation

Company Inc.

1234 Fictitious Road

Learning Island, CA

B2B 2B2

# Naming Convention - Document Creation and Modifications

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| **Documentation and Approvals** | | |
| Created On: | Dec 1, 2015 | |
| Created By: | Marie Dutka | |
| Approved By: | CEO Company Inc. | |
| **Modifications** | | |
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| Marie Dutka | Dec 19, 2016 | Company update |
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## Introduction

Included in this document is the information required for developing conventions and guidelines for Company Inc.

## Virtual Machines

Virtual Machines will be named using the Course plus the suffix “\_**VM**” plus a two (2) digit sequence code.

Example:

OSYS1200\_VM01

OSYS1200 + \_Virtual Machine + first machine 01

## 

## Workstations and Laptops

Workstations will be named using the prefix “**WS**” for workstation or “**LT**” for laptop plus RM and room number plus a two (2) digit sequence code.

Example:

WSRM12101

Workstation + Room 121 + workstation 01

## Servers

Servers will be named using a prefix for the “Server Role” plus RM and room number plus a two (2) digit sequence code.

### Server Roles

* FS = File Server
* DB = Database Server
* WB = Web Server
* VSH = Virtual Server Host
* DC = Domain Controller
* ES = Email Server

Example:

FSRM12101

File Server + Room 121 + server 01

## Printers

Printers will be named using the prefix “**PR**” for printer plus RM and room number plus printer model plus a two (2) digit sequence code.

Example:

PRRM112KyC250001

Printer + Room 112 + Kyocera Colour 2500 + printer 01

### Printer Shares

Printer Shares will be named using the prefix “**PRS**” for printer share plus RM and room number plus a two (2) digit sequence code.

Example:

PRSRM11201

Printer Share + Room 112 + printer 01

## Usernames

Usernames will be created with the “First Letter” of the employees first name and the “First twelve (12) letters” of the employees last name \*Add a two (2) digit sequence code if name already in use. Not to exceed 15 characters.

Example:

BSmythe

Bruce + Smythe