Naming Convention

**Folder Naming convention:**<Country Code>/Process/<Process Name>/<Form Type code>-<Form User Type code>-<Form Display Type>-<Form Name>/<File>

Eg🡪 /IN/Process/IN\_START\_AND\_STOP\_SALARY/FO-EMP-C-IN\_START\_AND\_STOP\_SALARY/<File Name>

**File Naming Convention:**   
<Form Type>-<Form User Type>-<Form Display Type>-<Form Name>\_<Field Name/Id>

Eg🡪 FO-MGR-C-IN\_START\_AND\_STOP\_SALARY\_Technical Field

**Note:** Please replace text mentioned with <> with proper value as per given selection criteria.

**<Country Code>**this part is to specify that for which country this logic is written for. It’s a 2 character unique code given different countries.

|  |  |  |
| --- | --- | --- |
|  | Country Name | <Country Code> |
| 1 | France | FR |
| 2 | India | IN |
| 3 | United Kingdom | UK |
| 4 | Germany | DE |
| 5 | Light Countries | LC |

**<Form Type>**we have two kind of forms in case of Neocase. So please replace <Form Type> on Folder name with the appropriate value as per given table.

|  |  |  |
| --- | --- | --- |
|  | Form Type details | <Form Type> |
| 1 | Front Office | FO |
| 2 | Back Office | BO |

**<Form Display Type>**we have 3 kind of Form for a particular request in case of Front office to show existing case of to create a new case. So please replace <Form Display Type code> on Folder name with the appropriate value as per given table.

|  |  |  |
| --- | --- | --- |
|  | Form Type details | <Form Type> |
| 1 | Create | C |
| 2 | Modify | M |
| 3 | Read | R |

**<Form User Type Code>**we have some scenario where separate process are designed for Managers, or Employees or sometimes we use same process for both. So please replace <Form User Type Code>on Folder name with the appropriate value as per given table.

|  |  |  |
| --- | --- | --- |
|  | Form Type details | <Form Type> |
| 1 | Manager | MGR |
| 2 | Employee | EMP |
| 3 | Common/General | GEN |