**Proposed File Conventions**

**Naming Conventions**

As a suggested naming convention, all XML files will be titled by the date and time of when the visit recording is initially created. This would result in XML files being saved as *HH\_MM\_SS\_DD\_MM\_YY.xml* (e.g. 17\_20\_43\_23\_01\_15.xml).

All image files will be .jpg, and should be named with an extra value at the end of the XML file name of two letters, "SC" for scene photo, and "PH" for specimen photo, and then two numbers indicating the count of this image. This naming convention is quick to read at speed (due to SC and PH being much easier to differentiate than SC and "SP", another possible name for specimen photo).

With this in mind, the image file naming convention would essentially be *HH\_MM\_SS\_DD\_MM\_YY\_(SC or PH)\_00.jpg* for the first image, \_01.jpg for second etc, with two separate counts for *SC* and *PH* photo lists.

**Format Conventions**

An example XML file will be uploaded to the same folder as this document shortly.