**Standard Naming Conventions**

2010-08-17

Michael Spence

**Audience:**

Currently this document applies to all Services Staff including Field Support Officers, Infrastructure Staff, and System Administrators. In the future, this document may encapsulate the naming conventions used by the Applications department.

**Preamble:**

All network devices should be given meaningful names appropriate to their location/dealership and function. Following this document will allow machines and devices to be easily located and identified, greatly reducing the time required to perform such tasks. When items are moved, they should be renamed to the new appropriate name.

Different device types have differing formulae for generating specific names. Please refer to the appropriate formula for the device you are dealing with. Fields in a formula will be enclosed by "<...>", which denote variable fields taken from one of the constant lists detailed below or by "[...]", which denotes variable fields which must be generated by the operator these will be defined in the definition of the formula.

There are exceptions to some of these standards. Most notably is the use of “building” codes for some campuses. Some campuses are so large that for clarity, the extra code helps define its location. Building codes are a series beginning at “a”, the core of a network will never have a building code.

**Locations:**

**Location Type Code Definition of Location (name)**

**Global** GLO Potentially World wide

**National** AUS Australia Only

**State** QLD Queensland

NSW New South Wales

NTA Northern Territory Austrlia

**City** BNE Brisbane based systems

DWN Darwin based systems

SYD Sydney based systems

NCA Newcastle based systems

SCO Sunshine Coast

GCO Gold Coast

**Campus** ASN Austin Street Newstead

BCR Breakfast Creek Rd Newstead

BRE Brendale (West side South Pine Rd)

BUR Buranda

CAL Caloundra

CDF Cardiff

CUR Currimundi

DWN Darwin City

EFM Eagle Farm

EMP Eight Mile Plains

GAB Woolloongabba

GRW Gympie Road (Wholesale)

GSK Glentanna St Kedron

HAM Hamilton

HVY Hidden Valley

JSV James Street Valley

KED Kedron

MON Monavale

MSV McLachlan St Valley

MTG Mt Gravatt

NLA North Lakes

NSD Newstead

PLM Palmerston

PNK Pinkenba

RFD Rutherford

RTC Raymond Terrace

SRF Surfers City

STP Strathpine (East side South Pine Rd)

TBA Toowoomba

TNS Townsville

TWG Toowong

VLY Fortitude Valley

WIN Windsor

**Location Name Code Definition of Location (name)**

**Dealership** SST Southside Toyota

SSH Southside Honda

SSF Southside Ford

SSV Southside Volvo

SSR Southside LandRover

STM Southside Toyota (MtGravatt)

TTN Torque Toyota NorthLakes

TTB Torque Toyota (Brendale)

TFN Torque Ford (NorthLakes)

TFS Torque Ford (Strathpine)

THN Torque Honda

TSB Torque Subaru

TPS Torque Panel Shop

GRW Gympie Road Wholesale Cars

EKE Eagers Kia <-- should become EKI

EWN Eagers Holden Windsor <-- should become EHO

EMZ Eagers Mazda

EMI Eagers Mitsubishi

ENS Eagers "Other" Newstead

MFN Metro Ford

SUC Subaru City

SUT Subaru Toowong

AUH Austral Honda

AUW Austral Volkswagen

AUP Austral Porsche

AUM Austral "Other" (incl Prestige and Admin)

AUS Austral Sunshine Coast

CCA Caloundra City Autos

--- Surfers City Dealerships

--- Klosters Dealerships

--- Bill Buckles Dealerships

BTP Bridge Toyota (Palmerston)

BTD Bridge Toyota (Darwin City)

HVF Hidden Valley Ford

HVP Hidden Valley Porsche

HVA Hidden Valley Audi

HVS Hidden Valley Subaru

**Departments** SHO Sales (aka Showroom)

RCP(T) Reception (sub department of Sales/Service/Parts)

ADM Administration

SVC Service

WKS Workshop (sub department of Service)

PTS Parts

FIN Finance

**Formulae:**

(For series numbers (i.e. [n]), start at 0 go to 9 then to a thru to z)

**Standard Computer Name:**

<dealership\_code><department\_code>[n]

where [n] is the next in the series of this combination

**Standard WAP (non RADIUS):**

ssid= <dealership\_code><department\_name>

name= <dealership\_code><department\_name>[n]

where [n] is the next number in the series

**Standard Server:**

<location\_code>-[server\_type][n]

where [server\_type] denotes the role of the server

where [n] is the next number in the series

**Standard Switch (incl RADIUS WAP):**

<campus\_code>\_[switch\_role]\_[switch\_model]\_[no\_ports]\_[n]

where [switch\_role] is "core", "data" or "tipt"

where [switch\_model] is the model of the switch (e.g. c2560)

where [no\_ports] is the number of standard port on switch

(use “wap” for a WAP as it has no ports)

where [n] is the next number in the series

**Standard AD User Setup:**

The following fields in a User setup must always be filled (Service Desk requirement)

Company Name = <dealership name> - <campus name>

\*\* use only the primary dealership campus name

Department = <primary department name>

\*\* do not use sub departments (ie NEVER Reception/Workshop)

Location = <campus name>

\*\* use the actual campus where User is located