**Problem**

Files scanned to the Tru Form network are difficult and time consuming to generate, rename, and organize.

**Solution**

Create a program that scans a single directory for files with truncated filenames. The program will then compile data related to the files and utilize that data to correctly name the file based on the pre-existing truncated name and possibly the contents of the file itself. Once renamed the file will be placed into a directory structure defined by the data compiled by the program. A log will then be saved containing the specific information changed and specific data utilized. This program will be able to run on-demand or on an automated schedule.

**Method**

Create a program with PHP that will detect work order number and document type (PO, Inspection Report, Drawing, W/O, ect…). This can be accomplished by looking at document meta and filename. For example, our software will interpret the filename “WO300501IR10” as an Inspection Report for OP-10 of WO30050/1. The program will then check Visual for related information on the work-order so that it can rename the file to “SO32232\_WO30050\_1\_DRW-0922\_InspectionReport\_OP10.” The program will then check for a matching SO#### folder and create one if one does not exist. Once an SO#### folder exists the program will copy the modified documents to the appropriate folder and write an entry to it’s logfile to record changes made to network directories.

**Potential Issues**

1. Accurately and reliably interfacing with the Visual database.
2. Reliably detecting and identifying documents correctly.