

FILENAME FORMAT GUIDELINES

for Mentoring Documents submitted during each Program Year

Examples:

Smith Kathy 202223 MMT Sep AB	Mentor Monthly Timesheet
Jones Nancy 202223 IMMT Sep Scotland	International Mentor Monthly Timesheet
Smith Jane 202223 ILMR1 ROI	International Local Mentor Report submitted 4X– ILMR1, ILMR2, ILMR3, ILMR4
Green Emily 202223 IGP AB	Instructor Growth Plan
Barnett Gloria 2418 202223 US-WA	Instructor Interview Notes – the '2418' in example is the Application Code (PUID#) that is found on the application dashboard

Please keep in mind that the first part of the filename – the **SUBJECT** - is the most important for filing and finding. Please save this pdf document to your computer desktop for quick reference as needed.

SUBJECT (1st part of file name)

Last Name First Name of the person that the document concerns, eg, Mentor name for the MMT/IMMT/ILMR, Instructor name for the Instructor Growth Plan, etc.

PROGRAM YEAR and DOCUMENT TYPE (2nd part of the file name – changes each year)

202223 IGP Instructor Growth Plan for the program year
202223 MMT SEP Mentor Monthly Timesheet (MMT + Month)
202223 ILMR1 International Local Mentor Report – 1st of 4 for the program year

GEOGRAPHIC LOCATION (3rd and final part of the file name)

Country	Province/Region	Document Filename
Canada	Alberta	AB
	British Columbia	BC
	Manitoba	MB
	New Brunswick	NB
	Newfoundland & Labrador	NL
	Nova Scotia	NS
	Ontario	ON
	Prince Edward Island	PEI
	Quebec	QC
	Saskatchewan	SK
U.S.	Washington	US-WA
	District of Columbia	US-DC
	Hawaii	US-HI
	Oregon	US-OR
England		England
Wales		Wales
Northern Ireland		NI
Republic of Ireland		ROI
Scotland		Scotland
Germany		DE
Norway		NO
New Zealand		NZ
Switzerland		CH
The Netherlands		NLD