FILE NAMING CONVENTIONS

All files must be delivered **via the FTP Portal** into the appropriate folder using the following naming conventions.

DRAFT FILES
PRODUCTIONNAME_EP01_NAME_DRAFT01_DATE

i.e. The Citizen's Handbook first draft naming convention would look like this:
TCH_EP01_DRAFT01_200114

Please note
Drafts must be named in **order of their submission to RNZ** – DRAFT01, DRAFT02, DRAFT03…
i.e. if you are sending your **third In-house Production Draft** to RNZ but it is the **first FTP Draft** you are submitting to RNZ it must be called **DRAFT01** (as it is the first Draft RNZ will receive) **NOT DRAFT03.**

DELIVERY FILES
PRODUCTIONNAME_EP01_NAME_DELIVERY_DATE

i.e. The Citizen's Handbook final delivery naming convention would look like this:
TCH_EP01_TANGATAWHENUA_DELIVERY01_200114

Please note
Please **DO NOT** call Delivery Files **FINAL** (or similar), please use **DELIVERY01** (so that on the rare occasion that you need to resubmit a delivery you can use **DELIVERY02**, etc.

Thank you for taking the time to help the RNZ Workflow.