

SOP

ESHEETS FILE NAMING AND LOCATION

DATE: August 10, 2009

In order for Customers to receive the correct PDF page for ESheets, it's very important to name the files correctly. Please follow this naming convention:

XXXXMMDD S## Comp.pdf

Four letter site code Date: MonthMonthDayDay Underscore Section letter Page#Page# Underscore Comp.pdf

Some examples of this naming convention are:

CPCP0812_A01_Comp.pdf
WGS10813_T14_Comp.pdf
WGNA0810_A01_Comp.pdf
MTMT0810_A02_Comp.pdf
OWOW0815_W17_Comp.pdf



When all of your PDF files are named this way, copy them into the ESheets server via FTP. To set up an FTP connection to this location:



1. Open Fetch, or your FTP application
2. Fill out the connection information as follows:
3. Click on the heart to make a Shortcut

Hostname: 172.16.8.26

Username: esheets

Password: esheets?

Note: Click on *Add to keychain* to save the password

4. Name it PDF Pages to ESheets

5. Move your PDF files into the correct folders:
Black and white pages into *ESheetsPDFs_IN_BW*
Color pages into *ESheetsPDFs_IN_CMYK*

NOTE: The *ESheetsPDFs_OUT* folder will be a storage area that holds copies of pages, until further notice.

