

# UWGB UWBI Naming Standards

When saving an Analysis to the UWBI Shared Catalog, please follow these naming standards.

## Example

### GB XX Name of Report

**GB** The first two letters should always start with GB. This stands for Green Bay. They should also be capitalized. A space should follow the GB.

**XX** The next set of values should be your specific department appreciation. This will help identify what area the analysis belongs and assist in organizing our Dashboards. A space should also follow the XX.

#### Examples are:

AD = Admissions

SF = Student Financials

SR = Student Records

BF = Business and Finance

IR = Institutional Research

HR = Human Resources

AA = Academic Advising

### Name of Report

The last part should be a good description for what your report is designed to accomplish. This description should be a mix of capital and lower case letters. It should also not be too long and not too short. The goal is to name it something that will make it easy to understand what the analysis does. Try to avoid being over-simplistic with names like Test, Test1, Test2, etc.