#

 “Use it, or lose it” – (use this system or lose access to the server)

**Standard Format:**

A16-DB-A001S-BellyPan

* A – Team Name, “Appreciate”
* 16 – Year of competition
* DB –Sub-system that the part or assembly belongs in (see chart below)
* A – Sub-assembly that the part or assembly belongs in (one-character name est. by sub-system lead, omit if the part or assembly does not belong in a sub-assembly)
* 001 – Part Number, assigned in order in which they were created, omit if the file is a document
* S – Specifies that the part is to be cut by the Sheet metal forming sponsor, omit if inapplicable
* BellyPan – Short description (name) of the part or assembly, multi-word names will be separated by CamelCase

*A001S* is the part name that will be referred to when machining/assembling. This is to establish a common style that will have less room for error.

 **COTS (Commercial-Off-The-Shelf) Part Format:**

 A16-R-V217-4049-ColsonPerforma4inx0.875in,0.5inHexBore

* A – Team Name, “Appreciate”
* 16 – Year of competition
* R – COTS Resource part
* V – Manufacturer (V: Vex Robotics, A: AndyMark, M: McMaster-Carr)
* 217-4049 – Part number given by the manufacturer
* ColsonPerforma4inx0.875in,0.5inHexBore – Description (name) of the part or assembly given by the manufacturer, converted to CamelCase

Sub-assemblies may directly use COTS Parts from the Resources folder, but machined parts must be saved as a copy in the sub-assembly folder.

Sub-assemblies will be organized with folders:

 2016/

Programming/

Mechanical/

 Resources/

 ‘Manufacturer V’/

Resource Parts

Resource Assembly A/

 ‘Assembly A’ Assembly

‘Assembly A’ Parts

 Robot/

Robot Assembly

 DB-DriveBase/

 ‘Sub System’ Assembly

 ‘Sub System’ Parts

 Sub Assembly A/

 ‘Sub Assembly A’ Assembly

 ‘Sub Assembly A’ Parts

 Sub Assembly B/

 ‘Sub Assembly B’ Assembly

 ‘Sub Assembly B’ Parts

 IN-Intake/

 ‘Sub System’ Assembly

 ‘Sub System’ Parts

 Sub Assembly C/

 ‘Sub Assembly C’ Assembly

 ‘Sub Assembly C’ Parts

 Sub Assembly D/

 ‘Sub Assembly D’ Assembly

 ‘Sub Assembly D’ Parts

**Sub-Assembly Naming Convention**

|  |  |
| --- | --- |
| Abbreviation | Full Name/Folder Name |
| DB | Drive Base |
| IN | Intake |
| LF | Lift |
| SH | Shooter |
| SS | Super Structure |

More sub-systems may be declared depending on the challenge for that year. The abbreviation should have two characters, be intuitive, and have little room for error by the users.

**Examples:**

 A16-LF-G007-OutputShaft

 A16-LF-F056S-MotorMountPlate

 A16-IN-G016S-GearboxMountingPlate

 A16-R-V217-3875-FlangedBearing-0.500in(Hex)x1.125inx0.313inV2

If an assembly is downloaded, such as a transmission or a motor, there’s no need to rename every small part in those assembly since we aren’t going to make modifications. So in this case, the outer most assembly will be named appropriately.

For example, a downloaded VersaPlanetary Kit assembly would be in a folder with all of its parts, but you only need to rename the actually VersaPlanetary Kit assembly (outer most assembly that was downloaded) that you will be using on the robot:

**A16-R-V217-2820-VersaPlanetary10:1GearKit**

There are a lot of people that are using the SVN server at the same time which means potential for conflicts. Before you make edits to any files always update first! When you are done editing and save your file update again and then **YOU MUST COMMIT** (saving the file does not upload it to the server).

**When you commit your files there is a space to add comments. Write down what changes have been made so that other teammates can tell the difference between all of the revisions.**

If you have any other questions regarding how to name files on the beloved SVN server or how to use it please do not assume, ASK!

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