

FILE NAMING CONVENTION

Please conform to the following file naming convention when submitting your data:

Coalition ID Number:	XX	(Assigned 2-digit coalition ID)
Type of instrument:	XXX	(SFS, ESI, CMS, DOS) Strategies For Success Environmental Strategies Instrument Community Mobilization Scorecard Dosage Data
Version Number:	X	Baseline=1; Posttest=2; etc.
File Number:	X	(Primary submission=1; additional/revised data=2; etc.)

Example: 06SFS11

This is from coalition 6, it is SFS post data, primary submission

FILE SUBMISSION FORM

The File Submission Form will help us keep track of your data submissions and assure that all records are accounted for throughout the process. For your convenience, an OmniForm template has been provided on the TSIP Web site. Open the form template, fill in the blanks, and submit the form as an additional file attachment together with your actual data file.

The File Submission Form OmniForm template is shown below:

The screenshot shows a software window titled "OmniForm Premium - [XXSubForm.ofm]". The window contains a form titled "TSIP Data Submission Form". Below the title, there is a yellow box with the following text: "Please complete the fields below and submit this file as an attachment together with your actual file submissions. Name this file as follows: XXsubform where XX= your assigned coalition number." The form fields are as follows:

- Date of Submission: [][] / [][] / [][]
- Coalition ID: [][] Person Submitting: []
- Fiscal Year: [][][][]
- File Name
- File Submitted: [][][][][][][][] Record Count: [][][][]
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The bottom of the window shows a taskbar with the Start button, a taskbar showing "FILE SUBMISSION FORM..." and "OmniForm Premium - ...", and a system tray with "USD", "NUM", and a clock showing "11:13:46 am".