

ECA Attachment File Name Requirements

As the use of ECA has increased, some things that were not apparent in the earlier stages of this implementation are now obvious. For example, it really does matter how the attachment files are named, and not observing these naming requirements does cause a package to enter the “error queue,” at which point the package must be examined by the system administrators and corrected in order to be moved forward. **This introduces delay in the processing of the package.** The requirements for naming the files attached to ECA proposals are as follows.

- **Attachment file names must contain only upper and lower case letters, numbers, dashes, blanks, and underscores.**
- **Characters such as ampersands, commas, and percent signs are prohibited**, as are any **extraneous dots other than the one that precedes the file type extension** at the end of the name. The system looks for a “.” to precede the file type extension, and when one is placed somewhere else in the file name the system is unable to open the attachment. In other words, no one is able to read the file you’ve attached.
- **The name of each attachment added to a particular course proposal MUST BE UNIQUE within the first 13 characters** of each object’s file name. This can be accomplished by adding a unique number within the listing of attachments to the first position of the name, or using a lettering convention such as SYL for syllabus, LTR for letter of support, GEC for GEC document, etc. **In the case of multiple syllabi for a single course, a combination of SYL with a number 1 and 2 would suffice** (i.e., 1 Syl 487.doc and 2 Syl 487.doc). Again, **these should appear at the beginning of the name** in order to distinguish one from the other and avoid the concurrence error problem.
- Also please be mindful that the **“docx” file extension** will require that anyone reading your files will need to have Office 2007 or higher in order to open them. **Files may be unreadable to people in other offices later in the process unless you save them as the older .doc file type.**

These are limitations of the system ECA is built upon and may be fixed in a future version, but for now we need to work within these guidelines.

Thanks!

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For issues related to the ECA website (technical issues, failure of menus or toolbars, passwords, etc.) please contact eca@osu.edu

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For curricular matters (which form to use, the curricular process, etc.) please visit the A&S Curriculum and Assessment Office website:

<http://artsandsciences.osu.edu/currofc/index.cfm> or contact the office at asccurrofc@osu.edu or (614) 292-7226. Please be cautious when choosing the correct form to fill out initially for your request, as once a course is put into the curricular flow, the course form cannot be changed. If the wrong form is filled out initially, the initiator would have to re-enter the information in the correct form. If you have questions about which form to fill out, please contact our office.