

Software Naming / Filing Convention (SOE\DSL)

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Objective: Set a standard filing convention to ensure consistency in the definitive software library.

QUT Standard for the storage of software applications is:

Software is stored under \\soe\dsl in the following manner.

➤ Filing Convention:

- **Vendor \Application Name \Version \Operating System** (where applicable)

➤ The structure of \\soe\dsl is:

- **Incoming** – new software is placed in this location prior to being catalogued
- **Media** - contains a copy of all original catalogued media from vendors that hasn't been customised or packaged. This folder is managed by CSI.
- **Prod** - contains packaged/customised software that has passed the QA process and has been released into production.
- **Dev** - contains software that is being packaged / customised for use in QUT and / or is in a process for quality assurance for use in the production environment.

It is important to keep the area clean, tidy, consistent and well documented.

Please be aware this is not designed to be the definitive resource on this topic.

It is a brief “How to ..” to assist Technical Support Staff.

If you have a constructive comment that will improve this document please email the

[Windows 7 Upgrade Project Team](#)
