

File Organization and Naming Standards for SolidWorks PDM

This page outlines the proper structure and naming conventions for organizing files within each subteam's folder on SolidWorks PDM. If reference is needed, use "Hinge" in PDM. [NOTE: THIS PAGE IS UNDER EDITING]

Folder Structure

- **[Subteam] Folder**

- This is the top-level folder for the respective subteam.
- **System Folders**
 - Each system should have its own dedicated folder within the subteam folder, named after the system (e.g., HINGE).
 - There should only be folders at this level within the sub team folder.
 - Within Each System Folder
 - **[System Name] DWGs:** Contains all parts and assembly drawings for the system.
 - **[System Name] ASSY:** Contains the system ASSY (assembly), which includes all parts and subassemblies.
 - **[System Name] OTS:** Holds files for over-the-shelf (OTS) parts, i.e., parts that are not custom-made.
 - OTS parts should NOT be renamed from manufactures' designation.

- **[System Name] INSTL:** The INSTL (installation) file, which is the master assembly mounted onto the entire car i.e. shows the system installation.
NOTE: THIS IS AN ASSEMBLY FILE AND SHOULD BE THE ONLY FILE THAT IS NOT A FOLDER AT THIS LEVEL.

File Naming Conventions

1. Custom-Made Parts

- File Name: [Part Name] - [System Name]
- Example: DRIVER LINK - HINGE

2. Drawing Files

- File Name: [Part Name] - [System Name] DWG
- Example: DRIVER LINK - HINGE DWG

Example Folder Structure

Auxiliary

- HINGE
- HINGE ASSY
- GROUND LINK - HINGE
- DRIVER LINK - HINGE
- HINGE ASSY
- HINGE OTS
- Some Bolt 101224
- Some Nut 163549

- HINGE INSTL
- HINGE DWGs
- GROUND LINK - HINGE DWG
- DRIVER LINK - HINGE DWG

These guidelines are effective January 2025 in order to ensure the Auxiliary Team can ensure consistency and efficiency when managing files on SolidWorks PDM. If you have any questions or require clarification, please reach out to the team lead.

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