# Report File Naming

**All Reporting Software Options**

Unless you have a compelling reason to change the recommended file name, we suggest that you accept the default choice. If you do need to change the name, please read the note labeled **Important** at the bottom of this article.

## File Name Pattern

The name given to a new report file by Option A, B, or D (installed version), and the one recommended for third-party or manually-created text files, follows the pattern of - *form prefix* + *ID number* + *sequence number* + *extension*.

The *form prefix* is the first letter of the file name, which is associated with one of the four form types:

- *P* - Form 26,
- *A* - Form 26A,
- *M* - Form 25, or
- *S* - Form 27.

The next 5 to 8 characters of the file name is a DEC-issued *ID number*. The *ID number* used is based on the form type of the file:

- Form 25 and 27 - commercial permit number,
- Form 26 - certification ID, or
- Form 26A - either the business registration number (if any) or certification ID.

The next two digits are an (optional) unique *sequence number* between 00 and 99.

The last part is the *extension* of ".txt" ( Option A or C) or ".xls" ( Option B), which identifies the file as text or an Excel file.

### Naming Example

If you are using Option A and save a Form 26 file in a folder already containing another Form 26 file and both files have a Certification ID number of *C1234 567*, the file would be named *PC123456701.txt*.

**Important**

If you decide to use a different name, the first letter of the file name must still match the form type and use the correct extension for the software option as shown above; the initial letter is used by the Pesticide Reporting Service Bureau to identify the type of form that was submitted and the extension identifies the file type.