KNOWLEDGE BASE ARTICLE

How to Create and Use Sequences in Number Generator

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This article describes how to create and use cross-site sequences to generate unique numbers for **SharePoint** documents and **list** items.

Introduction

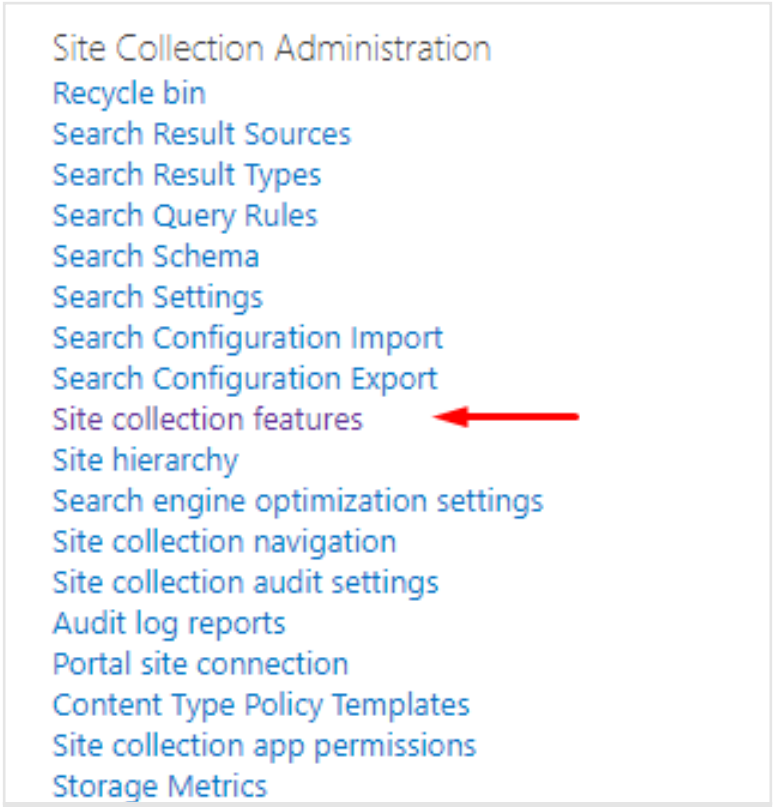
The Vitextra Number Generator lets you set up sequences for generating unique numbers.

All Vitextra sequences are stored in a generic SharePoint list located on the root web of the **site collection**.

Prerequisites

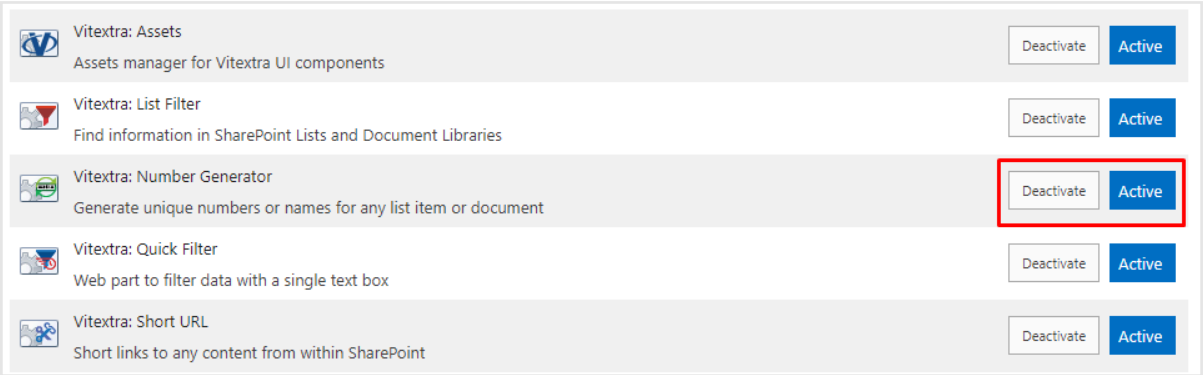
To set up and use sequences, make sure the **Vitextra: Number Generator feature** is activated at the site collection level.

Go to **Settings** and click **Site collection features**:



SharePoint site settings

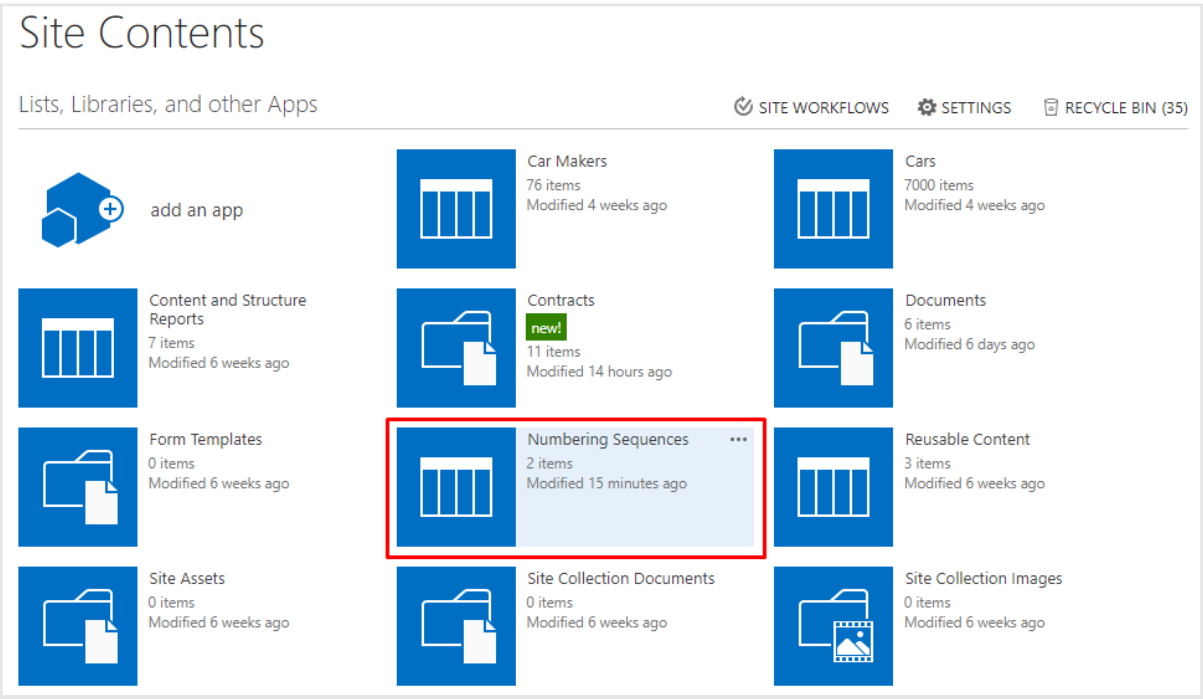
Scroll down to the feature and click **Activate** if it isn't activated yet:



Number Generator site collection feature

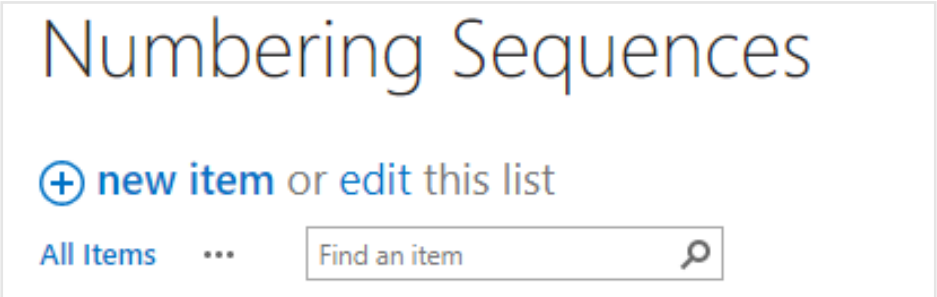
Create Sequence

On the root web of the site collection where you want to use sequences, go to **Site Contents** and open the **Numbering Sequences** list:



SharePoint site contents

Click **New Item**:



Sequences list

Each sequence has the following attributes:

- **Name** - used to reference the sequence in numbering schemes.
- **Initial Value** - the value the sequence starts from.
- **Step** - the value by which the sequence increments.
- **Start Over** - the rule for resetting the sequence to its initial value.

Warning

The name of the sequence is the only way to reference it in a numbering scheme.

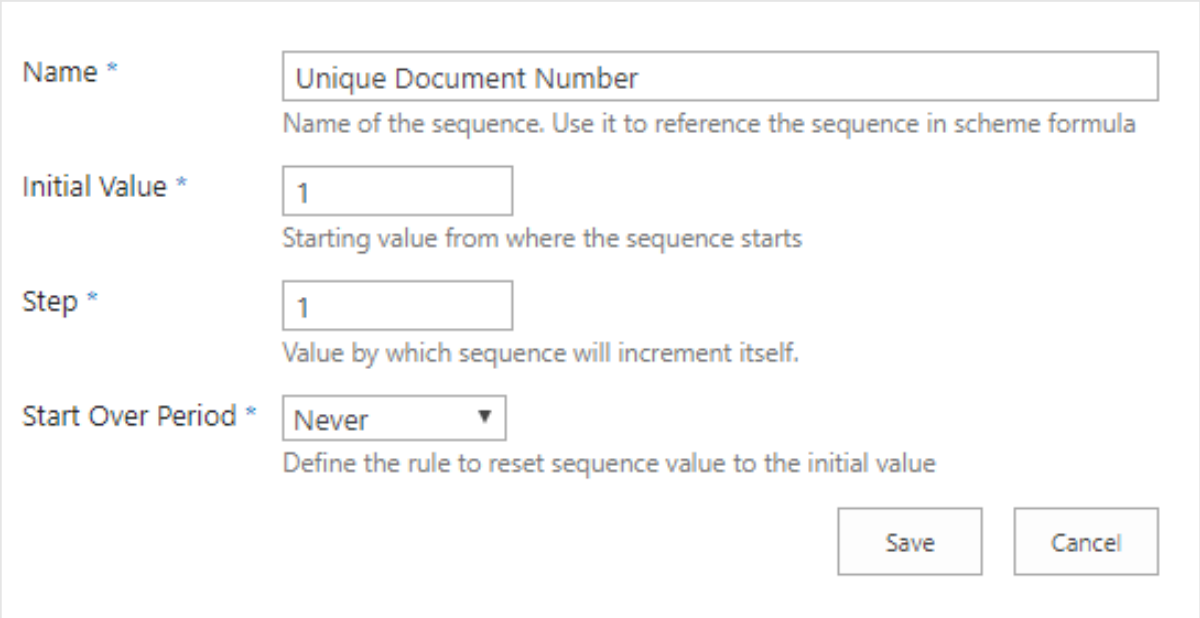
Start Over Options

There are four options for the rule that resets the sequence:

- **Monthly** - reset the sequence on the first day of each month.
- **Quarter** - reset the sequence on January 1, April 1, July 1, and October 1.
- **Yearly** - reset the sequence on January 1.
- **Never** - the sequence is never reset.

The default option is **Never**.

Enter the field values and click **Save** to create the sequence.



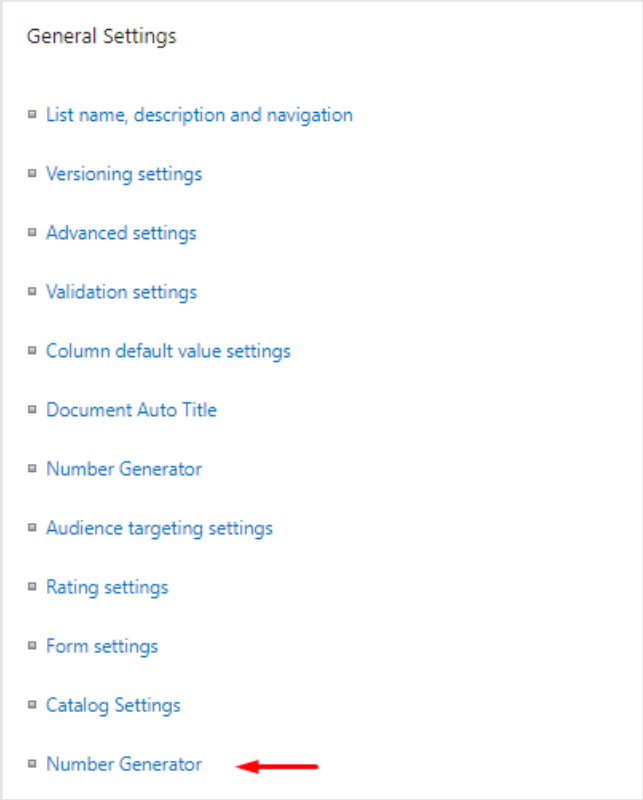
New sequence form

Once the sequence is created, you can use it in a numbering scheme.

Create Numbering Scheme

To create or modify a numbering scheme, open the list or **document library** where you want automatic numbering and go to its settings.

Click **Number Generator** under the **General Settings** heading:



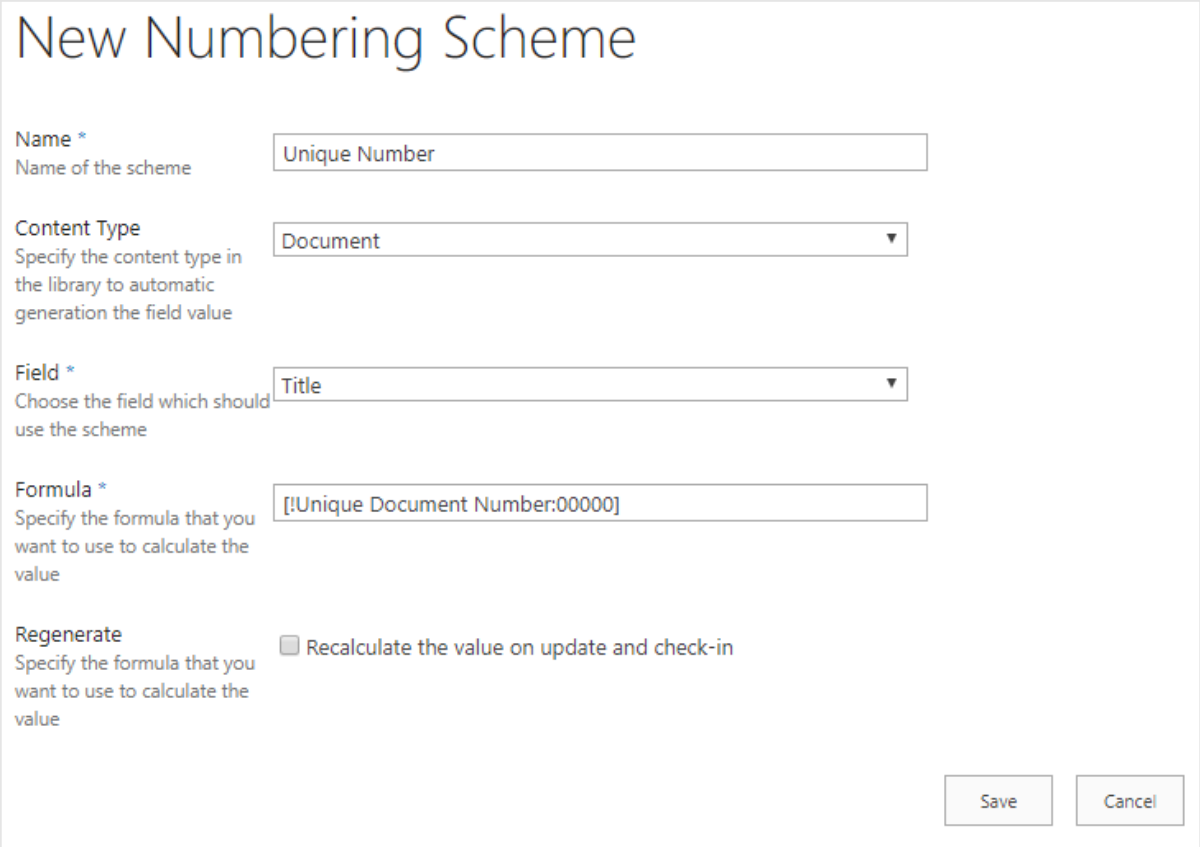
SharePoint document library settings

In the list of existing schemes, click **New Item**:



List of existing numbering schemes of the list/document library

Enter a name for the new scheme and choose the field where Number Generator will write the value.



New numbering scheme form

To use a sequence in a formula, reference it by typing its name with a **!** prefix:

```
[!Unique Document Number:00000]
```

The **!** character indicates a sequence reference, and **:00000** means the number must be five characters long. For more about formatting, see the Format Column or Sequence Value in Numbering Scheme article.

Click **Save** to create the scheme.

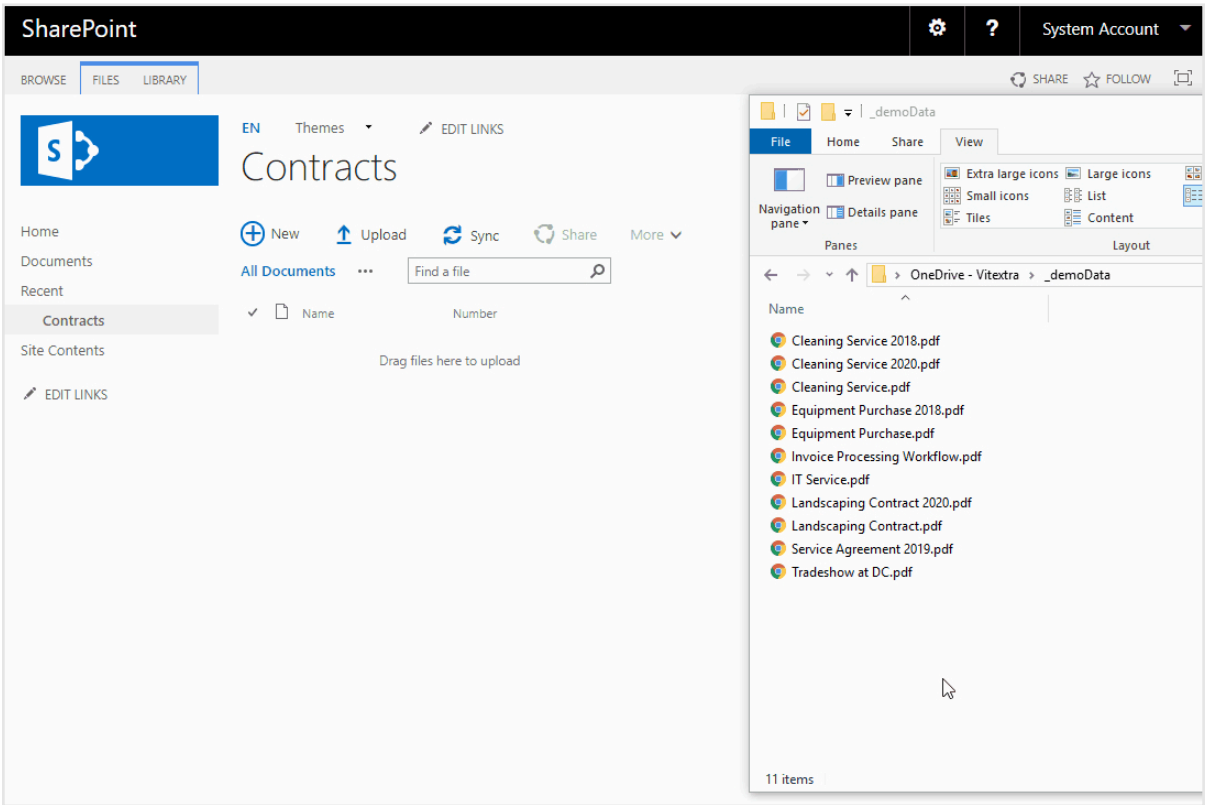
Tip

You can include any text you need in the formula. Number Generator does not modify it.

Create schemes for any other lists and libraries where you want to use the sequence for numbering.

Uploading Documents

Once the scheme is set up, you can create new list items or upload documents. Number Generator automatically populates the column with the sequence value.



Auto-populate column on document uploading to SharePoint library

Terms

Document Library
A special type of list that stores files, folders, and information about them. Like a list, a document library can contain personal or shared views, item-level permissions, and so on.

Feature
A feature is a set of SharePoint elements (artifacts), such as site columns, content types, web parts, application pages, custom actions, list templates, list instances, and others.

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

Site Collection
A site collection is a group of one or more SharePoint sites, subsites, and related content. A site collection typically shares common settings, permissions, and configuration, providing a cohesive environment for users to work together on projects, departments, or specific areas of focus. Site collections are often used to separate content and control access rights based on organizational structure, security requirements, or project needs.