

**KNOWLEDGE BASE ARTICLE**

# Document Number Generation in SharePoint



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Vitextra Number Generator makes it possible to automatically generate numbers or names in the SharePoint document library or list.

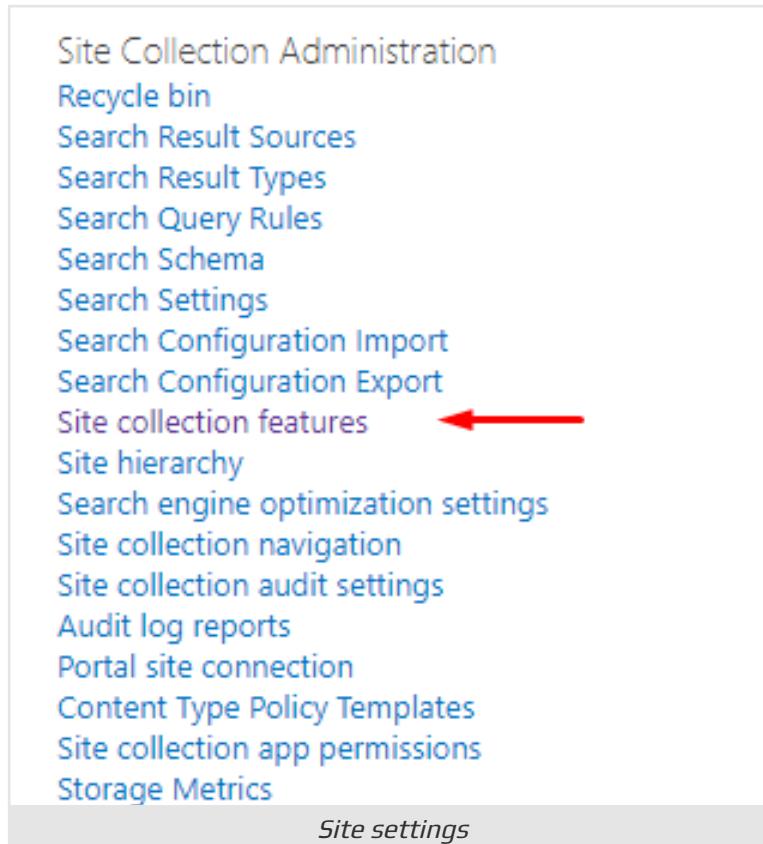
### Note

Number Generator supports specific column types such as ID, Lookup as well as custom types.

## Precondition

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

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



Scroll down to the feature and select **Activate** if it is not activated yet:

|  |   |
|--|---|
|  Vitextra: Assets<br>Assets manager for Vitextra UI components                                | <input type="button" value="Deactivate"/> <input type="button" value="Active"/> |
|  Vitextra: List Filter<br>Find information in SharePoint Lists and Document Libraries         | <input type="button" value="Deactivate"/> <input type="button" value="Active"/> |
|  Vitextra: Number Generator<br>Generate unique numbers or names for any list item or document | <input type="button" value="Deactivate"/> <input type="button" value="Active"/> |
|  Vitextra: Quick Filter<br>Web part to filter data with a single text box                     | <input type="button" value="Deactivate"/> <input type="button" value="Active"/> |
|  Vitextra: Short URL<br>Short links to any content from within SharePoint                     | <input type="button" value="Deactivate"/> <input type="button" value="Active"/> |

*Number Generator site collection feature*

## Numbering Schemes

Column value generation managed by Numbering Schemes defined on list/library level. Go to list or library settings where you need to apply column auto-population and select **Number Generator** under **General Settings** heading:

Manuals › Settings

List Information

**Name:**

**Web Address:**

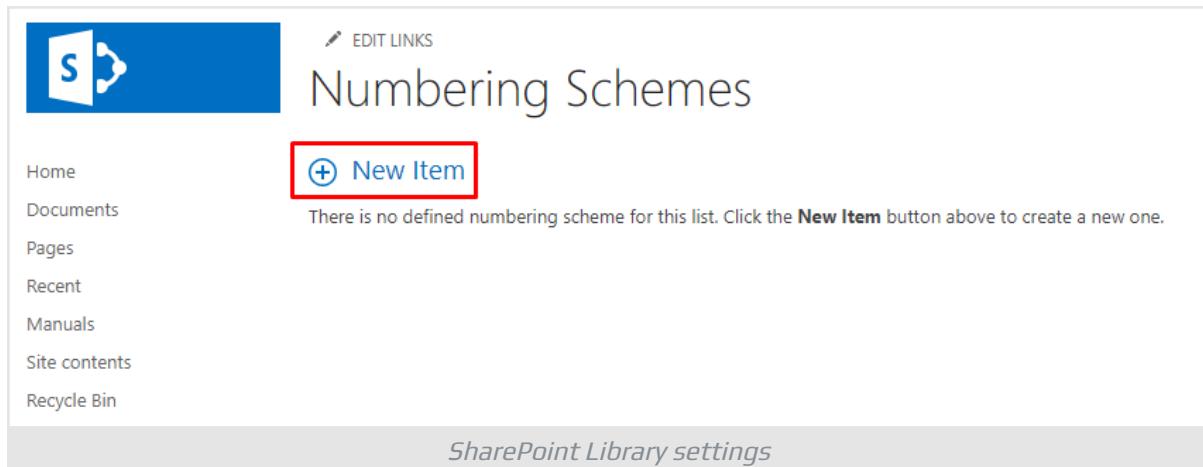
**Description:**

General Settings

- [List name, description and navigation](#)
- [Versioning settings](#)
- [Advanced settings](#)
- [Validation settings](#)
- [Column default value settings](#)
- [Audience targeting settings](#)
- [Rating settings](#)
- [Form settings](#)
- [Number Generator](#)

*SharePoint Library settings*

Use this list to manage numbering schemes for the list. Click **New Item** button to create a new numbering scheme.



EDIT LINKS

## Numbering Schemes

[Home](#) [New Item](#)

There is no defined numbering scheme for this list. Click the **New Item** button above to create a new one.

SharePoint Library settings

The numbering scheme form contains the following fields:

- **Name**
- **Content Type**
- **Field**
- **Formula**
- **Regenerate**

### New Numbering Scheme

Name \*  
Name of the scheme

Content Type  
Specify the content type in the library to automatic generation the field value

Field \*  
Choose the field which should use the scheme

Formula \*  
Specify the formula that you want to use to calculate the value

Regenerate  
Specify the formula that you want to use to calculate the value  Recalculate the value on update and check-in

Numbering scheme form

#### Note

Content type field greyed out in case of content types disabled for the list or document library.

## Formula Format

The numbering formula supports three types of data:

- Text
- Column
- Sequence

To reference **Column** wrap its display or internal name in square brackets:

```
[Column Name]
```

To reference **Sequence** wrap name of the sequence with leading "!" symbol in square brackets:

```
[!Sequence Name]
```

All other text in the formula appears as it is in the result.

Sample formula:

```
ID: [ID]. Created at [Created:MM/dd/yyyy]
```

Result of the formula above for item created at 4/12/2020 with ID = 1:

```
ID: 1. Created at 4/12/2000
```

## Samples

For demo purposes, there is a document library that contains custom fields listed below:

- Product. Single line of text
- Status. Choice
- Publish Date. Date and Time
- Number. Single line of text

Sample formulas will be used to populate *Number* column in the document library.

### Sample #1. Populate column with ID field

The formula of the numbering scheme to populate a column with ID field:

```
[ID]
```

## Result in the document library:

| Manuals |                            |                  |           |              |        |
|---------|----------------------------|------------------|-----------|--------------|--------|
| ID      | Name                       | Product          | Status    | Publish Date | Number |
| 9       | Quick Filter. Administr... | Quick Filter     | Published | 9/8/2020     | 9      |
| 6       | Quick Filter. Руководс...  | Quick Filter     | Published | 9/8/2020     | 6      |
| 7       | Short URL Online. Ad...    | Short URL Online | Approved  |              | 7      |
| 8       | Short URL. Administr...    | Short URL        | Draft     |              | 8      |

*Sample #1. Result*

You can combine many fields to populate column values:

[ID].[Status]

| ID | Name                       | Product          | Status    | Publish Date | Number      |
|----|----------------------------|------------------|-----------|--------------|-------------|
| 9  | Quick Filter. Administr... | Quick Filter     | Published | 11/13/2020   | 9.Published |
| 6  | Quick Filter. Руководс...  | Quick Filter     | Draft     |              | 6.Draft     |
| 7  | Short URL Online. Ad...    | Short URL Online | Approved  | 11/11/2020   | 7.Approved  |

*Sample #1. Result*

## Sample #2. Format Numeric Field

Number Generator supports formatting. To define the field's format, specify it after the colon: **[Field:Format]**. Supported format specifier:

| Format Specifier | Name              | Description   |
|------------------|-------------------|---|
| 0                | Zero Placeholder  | Replaces the zero with the corresponding digit if one is present; otherwise, zero appears in the result string.           |
| #                | Digit placeholder | Replaces the "#" symbol with the corresponding digit if one is present; otherwise, no digit appears in the result string. |
| .                | Decimal point     | Determines the location   |

| Format Specifier | Name            | Description   |
|------------------|-----------------|---|
| .                |                 | of the decimal separator in the result string.                    |
| ,                | Group separator | Inserts a localized group separator character between each group. |

### Tip

See [Custom numeric format strings](#) article for more details about the numeric format.

Format column with repeated ID field in different formats:

[ID:0000] - [ID:#####] - [ID:##00]

| ID | Name                       | Product          | Status    | Publish Date | Number        |
|----|----------------------------|------------------|-----------|--------------|---------------|
| 9  | Quick Filter. Administr... | Quick Filter     | Published | 9/7/2020     | 0009 - 9 - 09 |
| 6  | Quick Filter. Руководс...  | Quick Filter     | Published | 9/7/2020     | 0006 - 6 - 06 |
| 7  | Short URL Online. Ad...    | Short URL Online | Approved  |              | 0007 - 7 - 07 |
| 8  | Short URL. Administr...    | Short URL        | Draft     |              | 0008 - 8 - 08 |

Sample #2. Result

## Sample #3. Format Date Field

You can use the same approach for date column formatting.

Format date column (Publish Date), different formats:

[Publish\_x0020\_Date:MM/dd/yyyy] - [Publish\_x0020\_Date:yy-MM-dd-HH-mm-ss]

| ID | Name                       | Product          | Status    | Publish Date ↑ | Number                         |
|----|----------------------------|------------------|-----------|----------------|--------------------------------|
| 7  | Short URL Online. Ad...    | Short URL Online | Approved  |                |                                |
| 8  | Short URL. Administr...    | Short URL        | Draft     |                |                                |
| 6  | Quick Filter. Руководс...  | Quick Filter     | Published | 9/7/2020       | 09/07/2020 - 20-09-07-00-00-00 |
| 9  | Quick Filter. Administr... | Quick Filter     | Published | 9/8/2020       | 09/08/2020 - 20-09-08-00-00-00 |

Sample #3. Result



**Tip**  
See [Custom date and time format strings](#) article for more details about date format.

## Sample #4. Reference Sequence

Number Generator supports cross-site sequences to generate unique numbers. To reference a sequence in a formula, use its name with a leading !:

[ !ManualSequence ]

| ID | Name                       | Product          | Status    | Publish Date | Number |
|----|----------------------------|------------------|-----------|--------------|--------|
| 9  | Quick Filter. Administr... | Quick Filter     | Published |              | 300    |
| 6  | Quick Filter. Руководс...  | Quick Filter     | Published | 11/12/2020   | 600    |
| 7  | Short URL Online. Ad...    | Short URL Online | Approved  |              | 400    |
| 8  | Short URL. Administr...    | Short URL        | Draft     |              | 500    |

Sample #4. Result

## Sample #5. Use System Fields

Number Generator allows you to populate column with system fields' values. Some of the system fields are presented in the table below:

| Field           | Description                    | Examples                             |
|-----------------|--------------------------------|--------------------------------------|
| File_x0020_Type | Extension of the file          | docx, pdf                            |
| UniqueId        | Unique identifier of the item  | 95fed722-c225-4f02-8c8d-7b0515e0777f |
| FileSizeDisplay | Size of the file               | 616311                               |
| ContentVersion  | Version of content of the file | 2                                    |

| Field            | Description                     | Examples      |
|------------------|---------------------------------|---------------|
| _UIVersionString | Version of the item             | 15.0          |
| Author           | Users who created the item      | John Harrison |
| Editor           | User who last modified the item | Henry McDavid |

[Author].[Created:yyyy] v.[\_UIVersionString]

| ID | Name                       | Product          | Status    | Publish Date | Number                    |
|----|----------------------------|------------------|-----------|--------------|---------------------------|
| 9  | Quick Filter. Administr... | Quick Filter     | Published |              | John Harrison.2020 v.12.0 |
| 6  | Quick Filter. Руководс...  | Quick Filter     | Published |              | John Harrison.2020 v.13.0 |
| 7  | Short URL Online. Ad...    | Short URL Online | Approved  |              | John Harrison.2020 v.16.0 |

*Sample #5. Result*