KNOWLEDGE BASE ARTICLE

Number Generator: Numbering Schemes, Formulas and Samples



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Vitextra Number Generator can automatically generate numbers or names in a **SharePoint document library** or **list**.

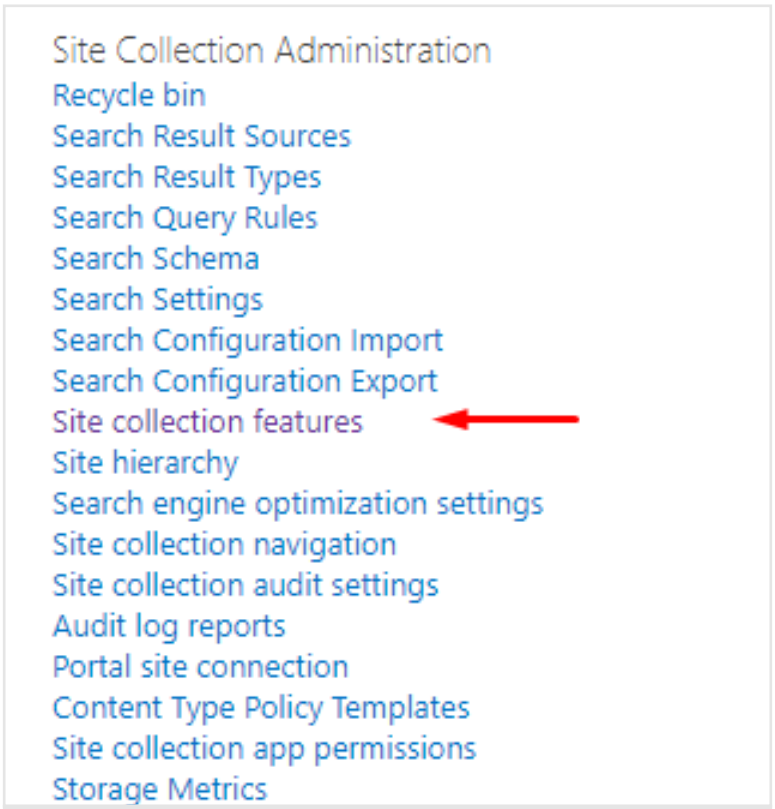
Note

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

Prerequisites

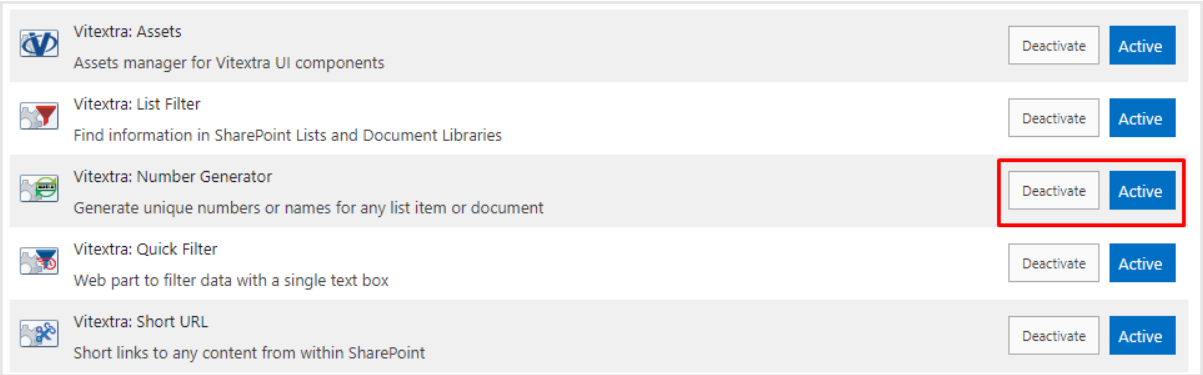
To set up and use formulas, make sure the **Vitextra: Number Generator feature** is activated on the **site collection**.

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



Site settings

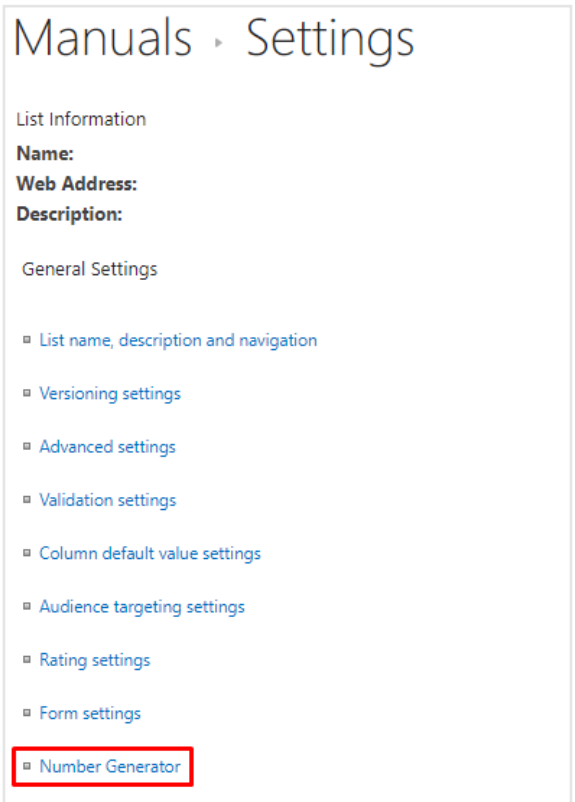
Scroll down to the feature and click **Activate** if it isn't activated yet:



Number Generator site collection feature

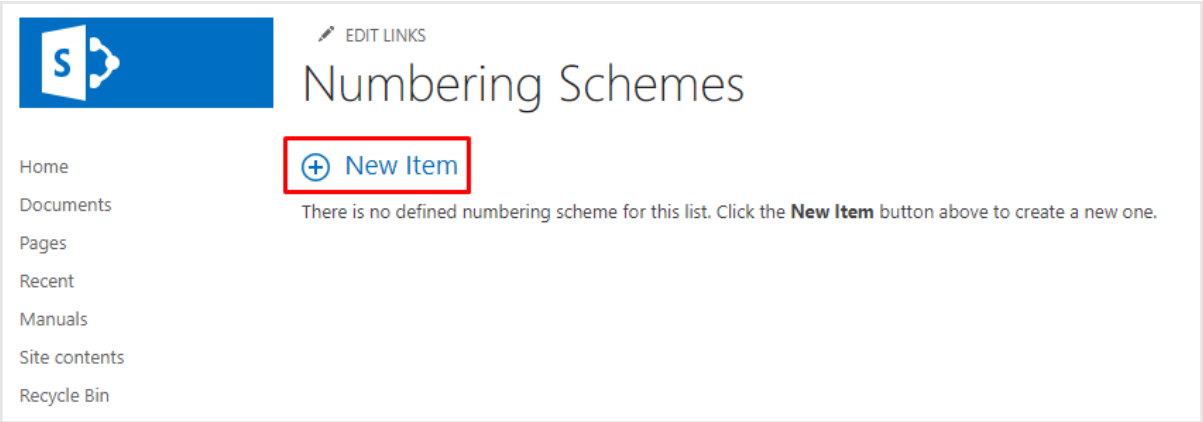
Numbering Schemes

Column value generation is managed by numbering schemes defined at the list or library level. Go to the settings of the list or library where you want to apply column auto-population, and select **Number Generator** under the **General Settings** heading:



SharePoint Library settings

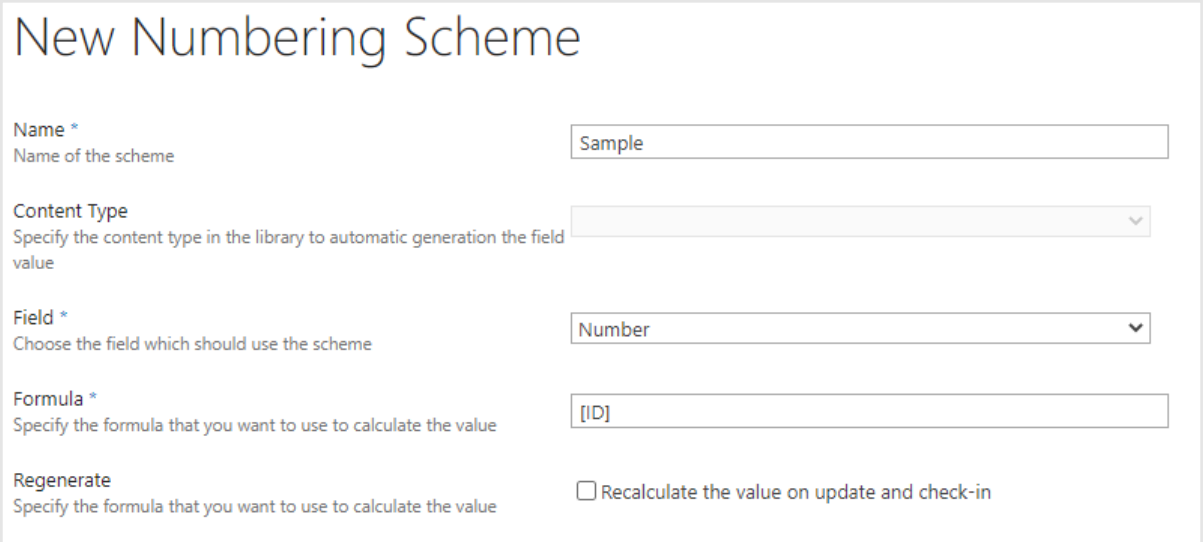
Use this list to manage the numbering schemes for the list or library. Click the **New Item** button to create a new numbering scheme.



SharePoint Library settings

The numbering scheme form contains the following fields:

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



Numbering scheme form

Note

The Content Type field is greyed out if content types are disabled for the list or document library.

Formula Format

The numbering formula supports three types of data:

- Text
- Column
- Sequence

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

```
[Column Name]
```

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

```
[!Sequence Name]
```

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

Sample formula:

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

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

```
ID: 1. Created at 04/12/2020
```

Samples

For this demo, we use a document library with the following custom fields:

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

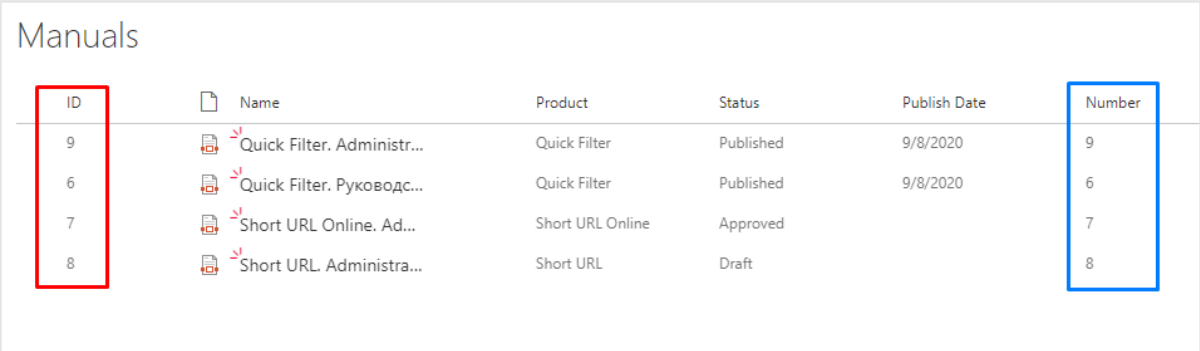
The sample formulas below populate the *Number* column in the document library.

Sample #1. Populate column with ID field

A numbering scheme formula that populates the column with the ID field:

```
[ID]
```

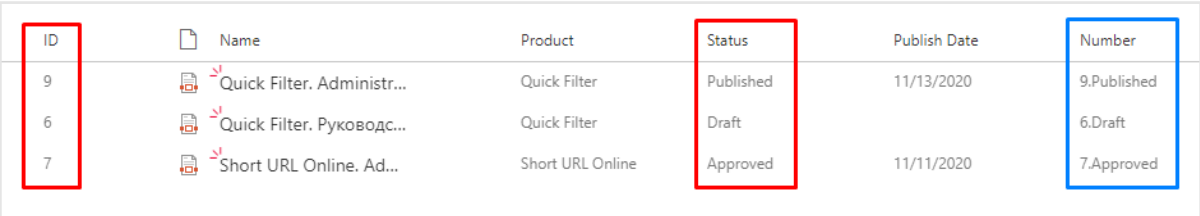
Result in the document library:



Sample #1. Result

You can combine multiple fields to populate the column value:

```
[ID].[Status]
```



Sample #1. Result

Sample #2. Format Numeric Field

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

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.

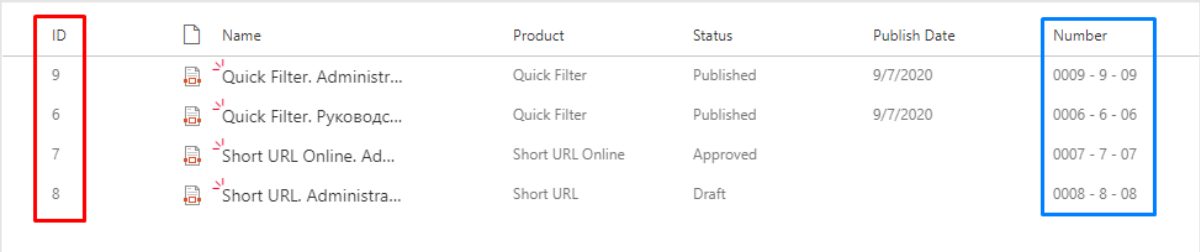
Format Specifier	Name	Description
.	Decimal point	Determines the location of the decimal separator in the result string.
,	Group separator	Inserts a localized group-separator character between each group.

Tip

For more details about numeric formats, see the Custom numeric format strings article.

Format a column using the ID field repeated 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. Administra...	Short URL	Draft		0008 - 8 - 08

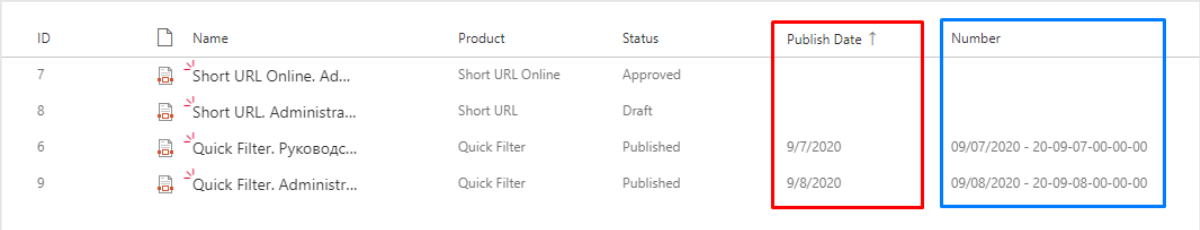
Sample #2. Result

Sample #3. Format Date Field

You can use the same approach to format a date column.

Format a date column (Publish Date) in 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. Administra...	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

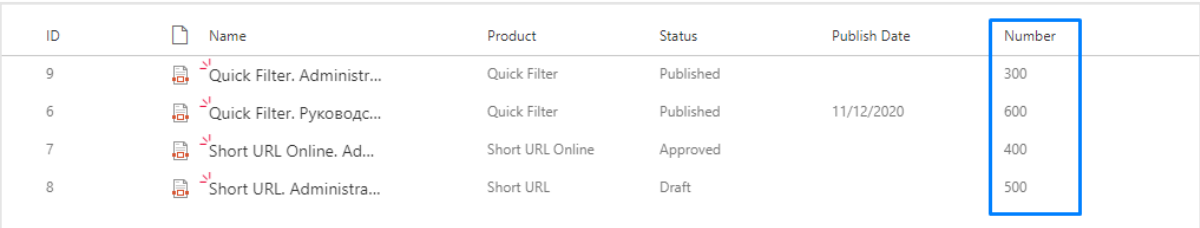
Tip

For more details about date formats, see the Custom date and time format strings article.

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. Administra...	Short URL	Draft		500

Sample #4. Result

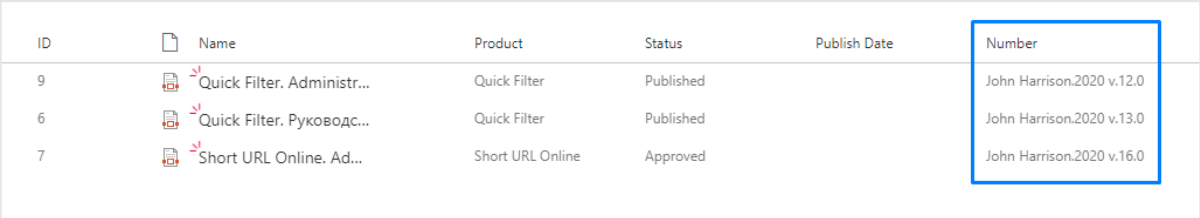
Sample #5. Use System Fields

Number Generator lets you populate a column with system field values. Some of the system fields are listed 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	2

Field	Description	Examples
	file	
_UIVersionString	Version of the item	15.0
Author	User 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

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.