

KNOWLEDGE BASE ARTICLE

Document Number Generation in SharePoint



Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from <https://vitextra.com>

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.


Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table Of Contents

Precondition	4
Numbering Schemes	5
Formula Format	6
Samples	7
Sample #1. Populate column with ID field	7
Sample #2. Format Numeric Field	8
Sample #3. Format Date Field	9
Sample #4. Reference Sequence	10
Sample #5. Use System Fields	10

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

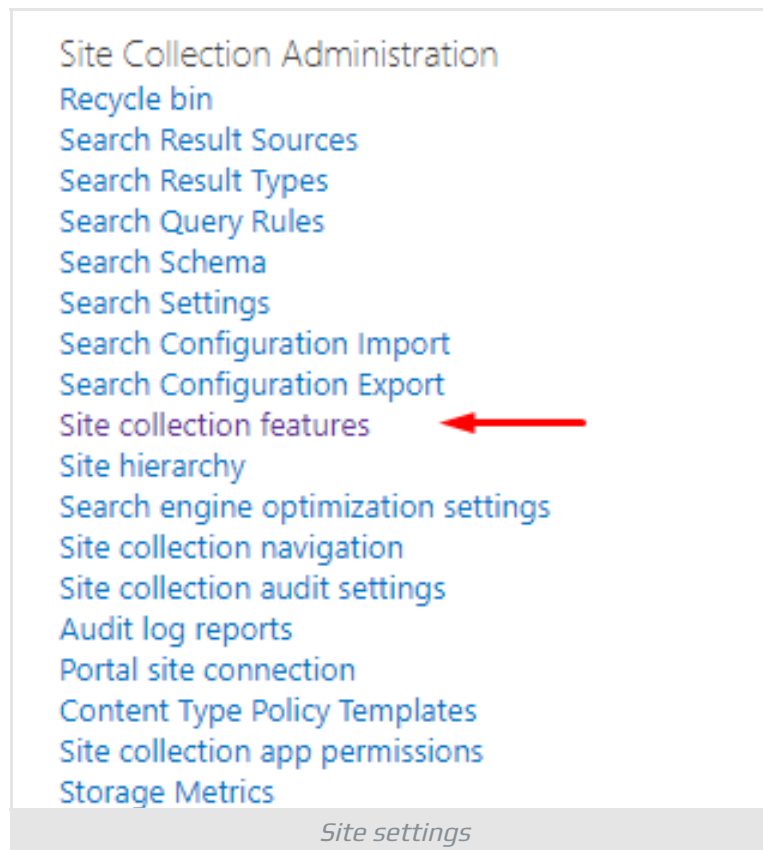
 **Note**

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

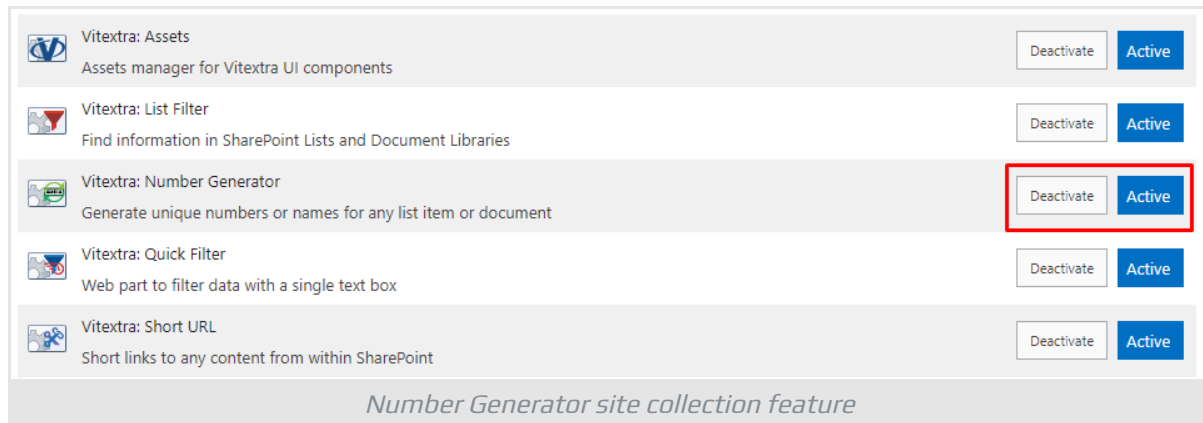
Precondition

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**:

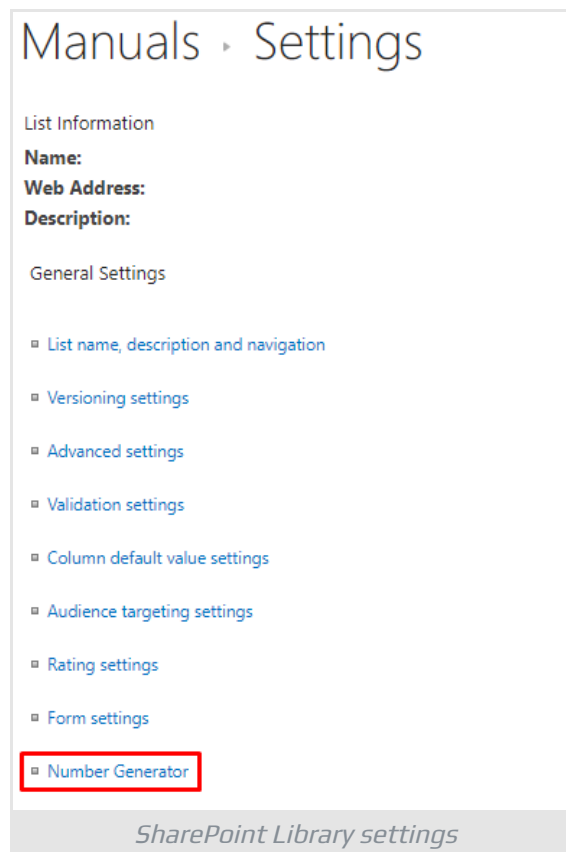


Scroll down to the feature and select **Activate** if it is not activated yet:

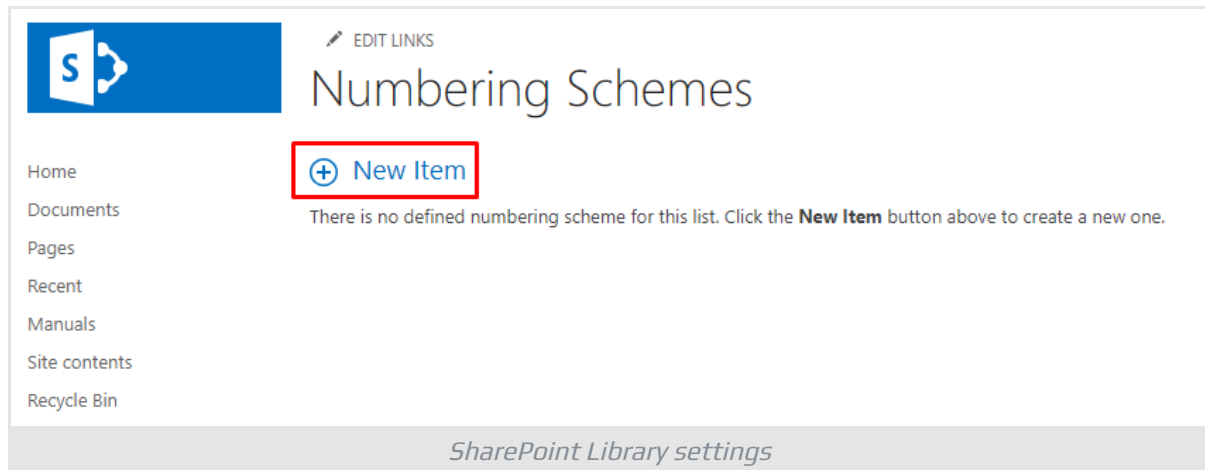


Numbering Schemes

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:



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



The numbering scheme form contains the following fields:

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

 **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. Administra...	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. Administra...	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. Administra...	Short URL	Draft		
6	Quick Filter. Руховодс...	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. Руховодс...	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 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
Uniqueld	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