

**KNOWLEDGE BASE ARTICLE**

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# 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.

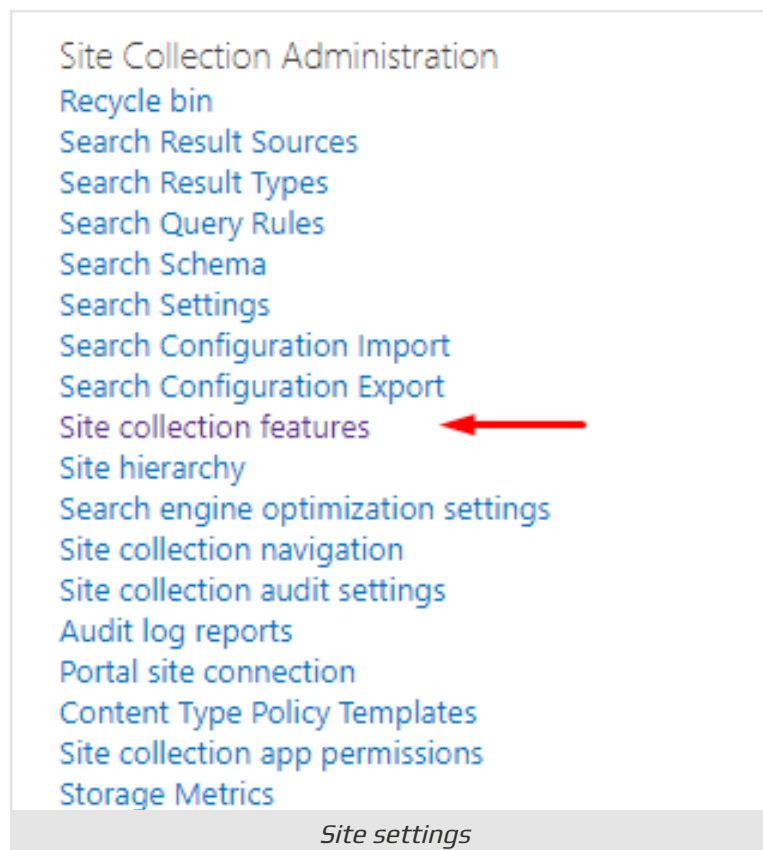
#### **Note**

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

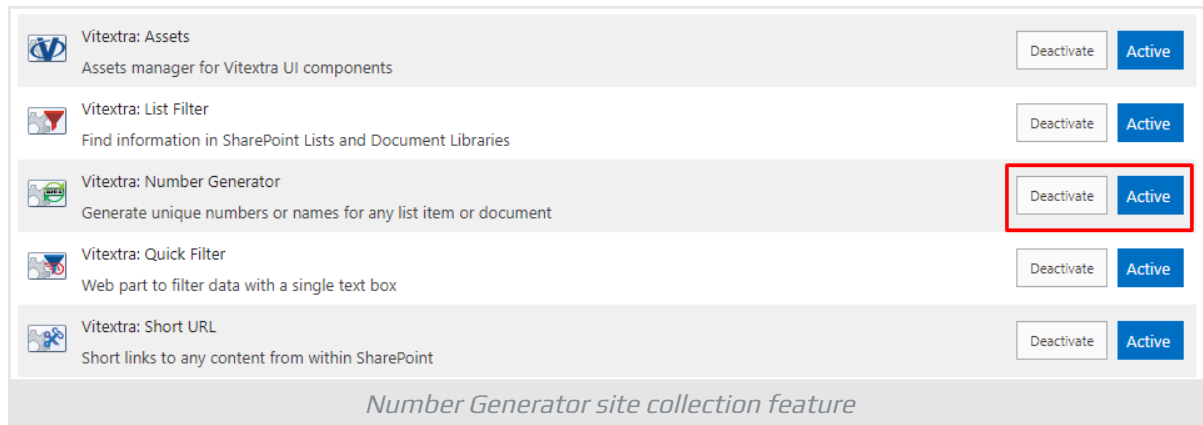
## Precondition

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**:

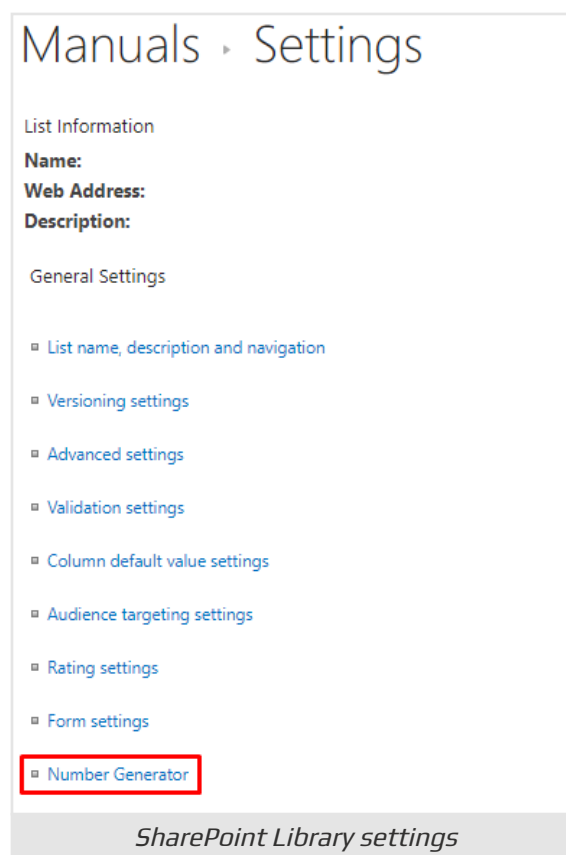


Scroll down to the feature and select **Activate** if it is not activated yet:

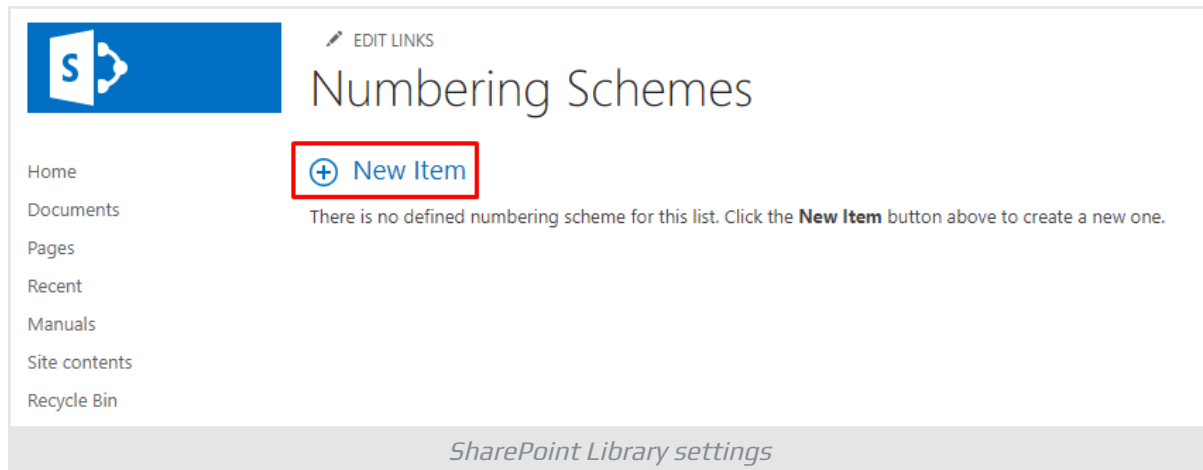


## Numbering Schemes

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. 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. 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