

KNOWLEDGE BASE ARTICLE

Cross-Site Unique Identifier for SharePoint Documents and List Items



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

Introduction	4
Preconditions	4
Create Sequence	5
Start Over Options	6
Create Numbering Scheme	
Uploading documents	9

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

Introduction

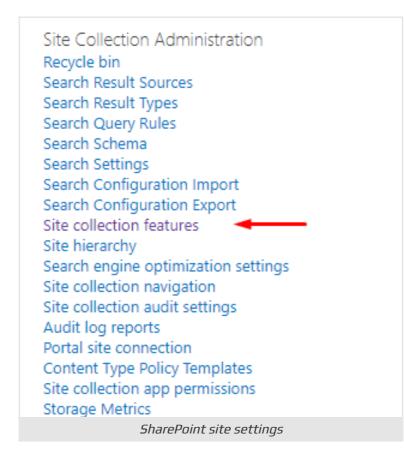
Vitextra Number Generator allows to set up sequences that can be used for unique number generation.

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

Preconditions

To be able to set up and use sequences make sure the **Vitextra: Number Generator** feature is activated on site collection level.

Go to Site Settings and click Site collection feature:

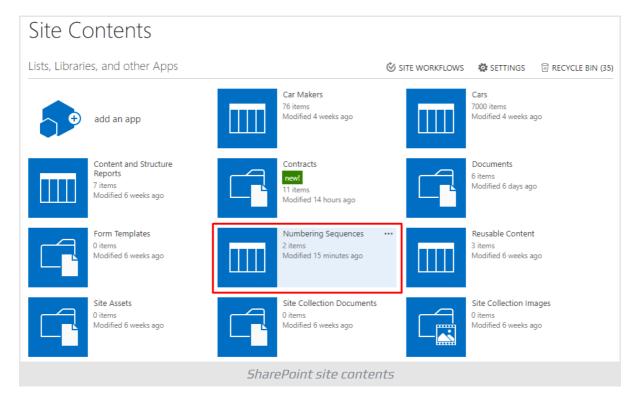


Scroll down to the feature and click **Activate** in case it is not activated yet:

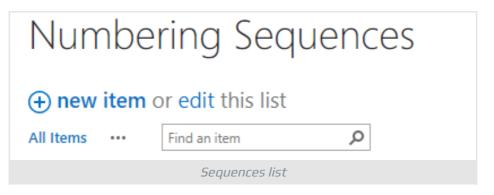
	Vitextra: Assets Assets manager for Vitextra UI components	Deactivate Active
57	Vitextra: List Filter Find information in SharePoint Lists and Document Libraries	Deactivate Active
	Vitextra: Number Generator Generate unique numbers or names for any list item or document	Deactivate Active
- 1 0	Vitextra: Quick Filter Web part to filter data with a single text box	Deactivate Active
*	Vitextra: Short URL Short links to any content from within SharePoint	Deactivate Active
	Number Generator site collection feature	

Create Sequence

On root web of the site collection where you want to use sequence functionality go to **Site Contents** and click the **Numbering Sequences** list:



Click New Item:



Each sequence has the following attributes:

- Name. Used to reference the sequence in numbering sequences;
- Initial Value. Starting value from where the sequence starts;
- Step. Value by which sequence will increment itself.
- **Start Over**. The rule to reset sequence value to the initial value.

Warning

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

Start Over Options

There are four possible options to define the rule to start over 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**.

Type in field values and click **Save** to create a new sequence.

Name *	Unique Document Number		
	Name of the sequence. Use it to reference the sequence in scheme formula		
Initial Value *	1		
	Starting value from where the sequence starts		
Step *	1		
	Value by which sequence will increment itself.		
Start Over Period *	Never 🔻		
	Define the rule to reset sequence value to the initial value		
	Save Cancel		
	New sequence form		

Once the sequence is created you are able to use it in Numbering Scheme.

Create Numbering Scheme

To create a new or modify the existing Numbering scheme open the list or document library where you need to implement an automatic numbering and go to Settings.

Click Number Generator under General Settings heading:

General Settings
List name, description and navigation
Versioning settings
Advanced settings
Validation settings
Column default value settings
Document Auto Title
Number Generator
 Audience targeting settings
 Rating settings
 Form settings
Catalog Settings
Number Generator
SharePoint document library settings

On the list of existing schemes click **New Item**:

Numbering Schemes				
🕂 New Item 🗲	_			
Name	Content Type	Field	Formula	Regenerate
Contract Number	Document	Number	[!Sequence:0000]	Yes
Contract Title	Document	Title	[Company] - [Date:yyyy] - [Number]	Yes
Image Unique Name	Image	Title	[Date Picture Taken:yyyy-MM-dd].[Keywords]	Yes
List of existing numbering schemes of the list/document library				

Type in name of the new scheme, choose the field in which the Number Generator will write the value.

New Num	bering Scheme		
Name * Name of the scheme	Unique Number]	
Content Type Specify the content type in the library to automatic generation the field value	Document v		
Field * Choose the field which should use the scheme	Title		
Formula * Specify the formula that you want to use to calculate the value	[!Unique Document Number:00000]]	
Regenerate Specify the formula that you want to use to calculate the value	Recalculate the value on update and check-in		
		Save	Cancel
	New numbering scheme form		

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

! character means you reference the sequence, **:00000** means that the number must be five characters long. For more information about formatting read Format Column or Sequence Value in Numbering Scheme article.

Click **Save** to create the scheme.

Tip You can use any text you need in the formula. Number Generator does not

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

Uploading documents

modify it.

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

SharePoint		System Account 🔻
BROWSE FILES LIBRARY		🗘 SHARE 🟠 FOLLOW 🗔
Home	EN Themes ▼ ✓ EDIT LINKS Contracts ⊕ New ↑ Upload ♀ Sync ♀ Share More ♥	File Home Share View Image: Preview pane pane + Image: Preview pane + Image: Preview pane + Image: Preview pane + Navigation Image: Details pane + Image: Preview pane + Image: Preview pane + Image: Preview pane + Navigation Image: Details pane + Image: Preview pane + Image: Preview pane + Image: Preview pane + Navigation Image: Details pane + Image: Preview pane + Image: Preview pane + Image: Preview pane + Navigation Image: Details pane + Image: Preview pane + Image: Preview pane + Image: Preview pane + Navigation Image: Details pane + Image: Preview pane + Image: Preview pane + Image: Preview pane + Navigation Image: Details pane + Image: Preview pane + Image: Preview pane + Image: Preview pane + Navigation Image: Details pane + Image: Preview pane + Image: Preview pane + Image: Preview pane + Navigation Image: Details pane + Image: Preview pane + Image: Preview pane + Image: Preview pane + Navigation Image: Preview pane + Image: Preview pane + Image: Preview pane + Image: Preview pane + Navig
Documents		Panes Layout
	All Documents ···· Find a file ${\cal P}$	← → × ↑ 🔄 → OneDrive - Vitextra → _demoData
Recent		Name
Contracts	✓ 🗋 Name Number	
Site Contents		Cleaning Service 2018.pdf
	Drag files here to upload	Cleaning Service 2020.pdf
EDIT LINKS		Cleaning Service.pdf
		Equipment Purchase 2018.pdf
		Equipment Purchase.pdf
		Invoice Processing Workflow.pdf
		IT Service.pdf
		 Landscaping Contract 2020.pdf Landscaping Contract.pdf
		Contract.par Service Agreement 2019.pdf
		Tradeshow at DC.pdf
		11 items
Au	uto-populate column on document uploadin	ng to SharePoint library