

#### **KNOWLEDGE BASE ARTICLE**

# Cross-Site Unique Identifier for SharePoint Documents and List Items



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

### Introduction

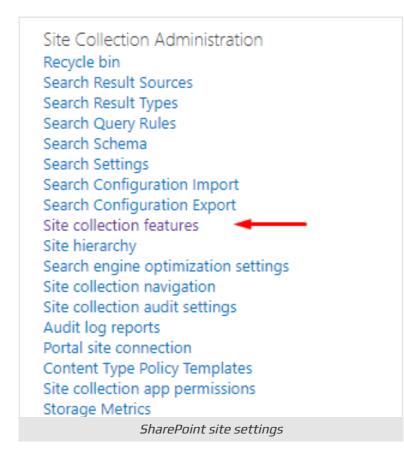
Vitextra Number Generator allows to set up sequences that can be used for unique number generation.

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:

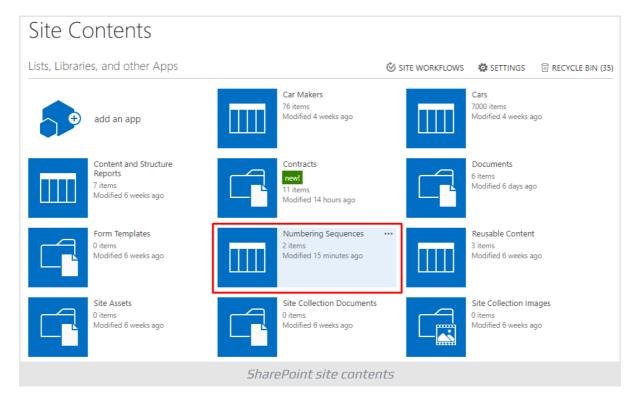


Scroll down to the feature and click **Activate** in case it is not activated yet:

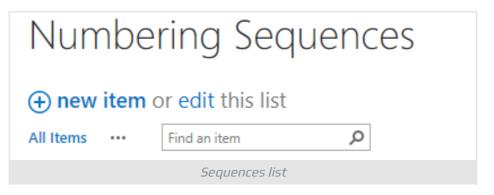
	Vitextra: Assets Assets manager for Vitextra UI components	Deactivate Active
57	Vitextra: List Filter Find information in SharePoint Lists and Document Libraries	Deactivate Active
<b></b>	Vitextra: Number Generator Generate unique numbers or names for any list item or document	Deactivate Active
- <b>1</b> 0	Vitextra: Quick Filter Web part to filter data with a single text box	Deactivate Active
<b>*</b>	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
<ul> <li>Audience targeting settings</li> </ul>
<ul> <li>Rating settings</li> </ul>
<ul> <li>Form settings</li> </ul>
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 <b>v</b>		
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
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