



# DID YOU KNOW?

Delivering Helpful Tips about CloudNine Applications.


You can use a Document ID and Page ID numbering scheme that resets the page numbers for each new document.

## Document and Page Level Number

This two-step numbering process **requires a text field to be updated** with a unique document ID and that **all documents** have images or a placeholder. Once the document numbering is complete, page numbering can begin.

### Step 1: Document Numbering

There are two ways to number at a Document Level, **Batch Process** or **Batch Update**. Either method can be used; however, the **Batch Update** method is faster.

1. In the **Standalone** grid view, click the **Batch Update** icon .
2. The Batch Update window opens. Here you will:
  - a. Select the **Field** (should be a text field type).
  - b. Enter a starting **Value**, alpha/numeric is supported. IE Prod\_0000001.
  - c. Enable **Auto-increment selected text/memo fields**.
  - d. Click **OK**.
3. When complete, a Batch Update Complete Message appears. Click **OK**.
4. Verify results. The values in the field should be unique, incrementing by 1 for each record. You may need to refresh the grid view.

### Step 2: Page Numbering

Document numbering is complete, you can now proceed with page numbering. You should still be in the standalone grid view. If you are not, isolate your data set and return to the standalone grid view.

1. Select **Tools-Batch Process** or click the **Batch Process** icon.
2. Click **Document Numbering**.
3. Click **Page**.
4. Select **<Page ID>** for **Target**.
5. Enter **&[DocIDField]-&[00000]** for Starting#.
6. Click **Begin** to start numbering.
7. Once numbering completes, click **OK**.

### Review Your Results

The **BegDoc#** and **EndDoc#** should look like the following.

PROD\_000001-00001 – PROD\_000001-00005

PROD\_000002-00001 – PROD\_000002-00003

## Product Showcase



Two-step numbering processing that combines a unique document ID with resetting Page IDs.

### Recommendations

Create a new Document-Level Text field, for example, ProdDocID (Index-Modify Fields).

### Document Numbering

For faster document numbering, use the Batch Update feature in the Standalone grid view to assign unique document IDs.

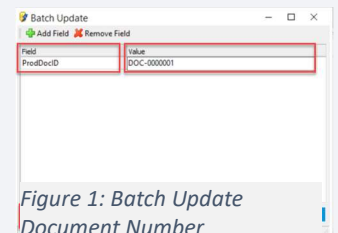


Figure 1: Batch Update Document Number

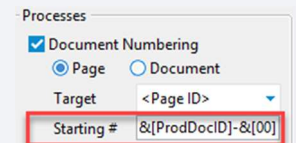


Figure 2: Batch Process Page Number

### Formula

**&[DocIDField] &[00000]**

- Supports separator characters, i.e -\_.
- Page ID is zero-padded up to the number of zeros inputted.