

MacroView Unique Document Numbering (UDN)

Would you like the numbering of documents in Microsoft SharePoint to work more like the unique document numbering that is provided by a traditional DM system? For example to have the unique document ID and current version number displayed automatically in the footers of documents that you open from SharePoint, and updated as you close the document? MacroView UDN is an optional module available for MacroView DMF that enhances and extends SharePoint unique document numbering so that it satisfies your needs.

Displaying Document ID and Version Number in Documents Opened from SharePoint

As documents are saved or uploaded to SharePoint they are automatically allocated a Document ID, whose value is unique across the SharePoint document store. As a Word or Excel document is opened from SharePoint, MacroView UDN automatically displays the **Document Reference** in the document.



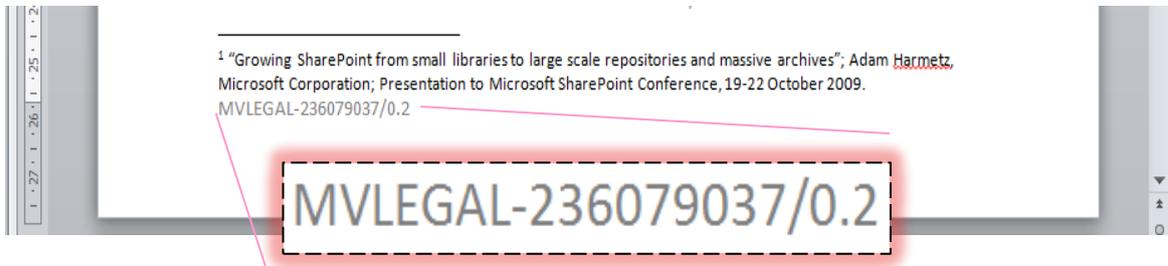
- The Document Reference is typically the unique Document ID concatenated with current Version number and potentially other metadata attributes of the document.

You can define the format of the Document Reference – e.g.:

<Document ID> / V<current Version>

As you open a Word document from SharePoint, MacroView UDN will look for a *midcore* field code in the document and update it to display the value of Document Reference. The field code can be located anywhere in the Word document – footer, header, last line, etc.

- If the *midcore* field code is not found, MacroView UDN will insert one in the left footer of the document.
- As the document is closed and saved back to SharePoint, MacroView UDN will update the Document Reference again, so that it reflects any update to Version number. That way the **Word documents in SharePoint always have the correct Version number in their footers**. This is not something that can be achieved by using standard Word field codes.
- You can have multiple Document Reference schemes across an on-premises SharePoint Server document store.



Numbering Documents Sequentially Across the Whole Document Store

As a document is saved or uploaded, the out of box unique document numbering feature of SharePoint assigns a unique Document ID that is a three-part set of coordinates for where the document is stored - an alpha prefix identifying the site collection, the list (document library) number and the row within that list:

Out of box SharePoint Document ID **MVCM-1355517783-1455**

When implemented with on-premises SharePoint Server MacroView UDN includes a replacement Unique Numbering Provider, which assigns unique Document IDs that are of the same form as a traditional DM system – an alpha prefix identifying the organization and a sequential number within the document store:

MacroView UDN Document ID > **MVLEGAL-236079037**