KNOWLEDGE BASE ARTICLE

Format Column and Sequence Values in a Numbering Scheme

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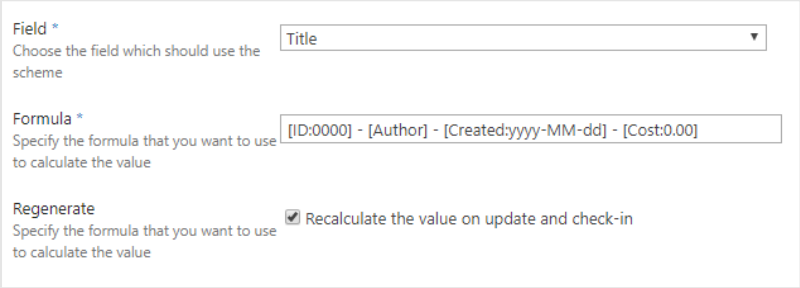
This article describes how to apply formatting in a numbering scheme definition.

Introduction

The Vitextra Number Generator automatically generates a column value based on other columns and sequences.



Supported Column Types

Number Generator supports the following SharePoint column types:

- Date and Time
- Number
- Counter
- Integer

Note

The formatting rules are the same for the Number, Counter, and Integer types.

Define Formatting

To apply formatting, use the following syntax:

[DateColumn:**format**]

DateTime Column Formatting

DateTime formatting can be applied only to the Date and Time column type. Some common format values are:

Specifier	Description	Value	Output
yyyy	The year as a four-digit number	4/12/1986 9:15:00	**1986**
yy	The year, from 00 to 99	4/12/1986 9:15:00	**86**

Specifier	Description	Value	Output
MM	The month, from 01 through 12	4/12/1986 9:15:00	**04**
MMM	The abbreviated name of the month	4/12/1986 9:15:00	**Apr**
MMMM	The full name of the month	4/12/1986 9:15:00	**April**
d	The day of the month, from 1 through 31	4/2/1986 9:15:00	**2**
dd	The day of the month, from 01 through 31	4/2/1986 9:15:00	**02**
ddd	The abbreviated name of the day of the week	4/12/1986 9:15:00	**Sat**
dddd	The full name of the day of the week	4/12/1986 9:15:00	**Saturday**
h	The hour, using a 12-hour clock from 1 to 12	4/12/1986 9:15:00	**9**
hh	The hour, using a 12-hour clock from 01 to 12	4/12/1986 9:15:00	**09**
H	The hour, using a 24-hour clock from 0 to 23	4/12/1986 9:15:00	**9**
HH	The hour, using a 24-hour clock from 00 to 23	4/12/1986 9:15:00 PM	**21**
m	The minute, from 0 through 59	4/12/1986 9:05:00	**5**

Specifier	Description	Value	Output
mm	The minute, from 00 through 59	4/12/1986 9:05:00	**05**
tt	The AM/PM designator	4/12/1986 23:15:00	**PM**

The column reference and the format, separated by a colon, must be enclosed in square brackets.

For example, to format the **Created** column in a numbering scheme:

Created:yyyy-MM-dd]

For the value 2/10/2020 11:00 AM, the output is **2020-02-10**.

Note

The culture used to format the date value is determined by the site where the list or library is located.

Number Column Formatting

Number formatting can be applied to number column types and to sequences.

The following table describes the numeric format specifiers.

Specifier	Description	Value	Format	Output
0	Replaces the zero with the corresponding digit if one is present	235	00000	00235
#	Replaces the # symbol with the corresponding digit if one is present	235	#####	235
.	Determines the location of the decimal	23.5	#.00	23.50

Specifier	Description	Value	Format	Output
	separator in the result string			
,	Determines the location of the group separator in the result string	1235	#,#	1,235

Note

Use **0** to display insignificant zeros: when a number has fewer digits than there are zeros in the format, the zeros appear in the result string.