

Overview of Table of Contents Options

04/16/2025 2:39 pm MDT

To Get Here:

1. In your project - Click Main Project Drop Down
2. Click Index Reports & Compilations
3. In Compilations List Grid, click the edit icon of applicable Compilation
4. Scroll to section "Table of Contents and Bookmarks sections options"

Configuration

Table of Contents and Bookmarks sections options

Depth of TOC:*

3

Depth of TOC numbering:

Hide first level TOC numbers

☐

Depth of Bookmarking:

Start of TOC numbering:*

1

How it works?

Bookmark pattern for cover page entry:*

Cover Page

Bookmark pattern for TOC entry:*

Table of Contents

TOC/Bookmark pattern for cards:*

<Reference>

Suffix when files cannot be embedded in databook PDF:

* [Not a PDF doc]

☐ Append secondary codes (if they exist) to each card with suffix:

(Includes <SecondaryCodeList>

☐ If card has secondary codes, replicate the card TOC entry under EVERY secondary code with suffix:

(Included in <PrimaryDocCode>

☐ Suppress cards in TOC

☒ Show page numbers on the TOC

TOC/Bookmark pattern for doc code:*

<DocCode> - <DocCodeName>

☐ Append Included In Codes to Primary Code (if applicable) using suffix:

(Includes <IncludesInCodeList>

When Included In Codes are added to the compilation layout, add suffix to TOC/Code:

(Included In <DocCode>)

When Not Applicable Codes are added to the compilation layout, add suffix to TOC/Code:

(N/A)

Depth of TOC

The depth of information to be displayed. In all layouts, there are at least 2 levels available: the doc code and the document. If you have added a section into the layout, there are 3 levels of data.

Section

Doc Code

Document

If you choose 3, the TOC will display all levels. If you set this value to 1, the system would only show the Section information in the TOC.

Depth of TOC numbering

Likewise with display of information, the TOC numbering patterns can be controlled by the same level concept. If set to “3” then it will auto-number to 3 levels. e.g.

1. Section

1.1. Doc Code

1. 1.1 Document

1. 1.2 Document

If you leave it blank (or set to 1) it only applies numbering to the first level

1. Section

Doc Code

Document

Document

If you don't want to see any auto-numbering you must enter “0”

Depth of Bookmarking

The depth of bookmarking that will be set in your pdf. Similar to Depth of TOC, but this is what will be shown on the bookmarks

Hide first level of TOC numbers

Mark the check box if you do not want first level of TOC numbers to be shown (ie. if you added sections to your Compilation, do you want the sections to be numbered? If not, check this box)

Bookmark pattern for cover page entry

Select variable or type text to show on the cover page bookmark. For details on using an IF statement, see our article [here](#).

Bookmark pattern for TOC entry

Select variable or type text to show on the TOC bookmark. For details on using an IF statement, see our article [here](#).

TOC / Bookmark pattern for *cards*

If you are showing each card in the TOC, this will apply a naming convention. Often the doc number, revision, title and tag list variables are used here. The layout is similar to other variable based conventions in DocBoss. For details on using an IF statement, see our article [here](#).

Suffix for NON-PDF files

What will be shown with any non-pdf files in the compilation

Append secondary codes (if they exist) to each card with suffix

Add secondary codes to the line on the TOC

5 DB - NDT Records Xray	42
5.1 LT-101 (Includes CD, DC)	44

If card has secondary codes, replicate the card TOC entry under EVERY secondary code with suffix

Lists the card under the primary code, and EVERY secondary doc code (result is one card with multiple listings on the TOC)

3 CD - Material Test Certificates / Traceability Sheet (Each)	22
3.1 LT-101 (Included in DB section, page 44)	—
4 DC - NDT Records ultrasonic	40
4.1 LT-101 (Included in DB section, page 44)	—
5 DB - NDT Records Xray	42
5.1 LT-101 (Includes CD, DC)	44

Suppress Cards in TOC

If you want to EXCLUDE the individual documents from your TOC, but want to show all levels of hierarchy enable this checkbox. This is particularly useful if you have differing levels of hierarchy, so you cannot simply limit the levels on display (via TOC level).

Show page numbers on the TOC

This allows you to select if you want to display the page numbering or not. In many cases, customers want a copy of the TOC at project initiation. While page numbers don't really make much sense without documents, some customers like to see these numbers on the TOC. We extrapolate the expected page numbering from any docs inside the included cards, or the page number estimates as defined on the code list.

TOC/Bookmark pattern for *doc code*

Select variables for the pattern you wish to appear for each doc code on both the TOC and bookmarks

Append Included In Codes to Primary Code (if applicable) using suffix:

☒ Append Included In Codes to Primary Code (if applicable) using suffix:

A list of "Included In Codes" will be added to the Primary Code if selected, for all doc codes that were marked as included in another doc code in the Code List.

5 DB - NDT Records Xray

5.1 LT-101 (Includes CD, DC)

42

44

To see the "Included In Codes" you must check the "Show N/A and Included In Codes", then add the code(s) to the grid.

Codes not included in Compilation

☒ Show N/A and Included In Codes

Drag Doc Codes to the content structure.

AA Document Schedule (Total docs: 1)

add code >

AC General Arrangement Drawings (Total docs: 1)

add code >

CD Material Test Certificates / Traceability Sheet (Total docs: 1)

add code >

CD Material Test Certificates / Traceability Sheet (Each) (Total d...

add code >

DB NDT Records (Total docs: 11)

add code >

ITP Inspection Test Plan (Total docs: 1)

add code >

MR Manufacturers Record Book (Total docs: 1)

add code >

OM Operation and Maintenance Manuals (Total docs: 1)

add code >

Document Codes and Sections

Compilation Cover Page

Index

Section

Name	Type	Tools
Table of Contents	TOC	
1 Drawings	Section	
1.1 D01 P6/D (Tag (TE))	Doc Code	
1.2 D02 General Arrangement Drawings (Tag (TE))	Doc Code	
1.3 D03 Dimensional Drawings (Tag (TE))	Doc Code	

When Included In Codes are added to the compilation layout, add suffix to TOC/Code:

Select the suffix as you want it shown on the TOC

When Included In Codes are added to the compilation layout, add suffix to TOC/Code:

(Included In <DocCode>)

The result on the TOC once applied is:

Acme Chemical Little Project - Acme 5678

Index of MRB

1 Drawings	2
1.1 D01 - P&ID	3
1.1.1 502HV-79083	4
1.1.2 502HV-79091	6
1.1.3 502HV-79092	8
1.1.4 502HV-79093	10
1.1.5 502HV-79094	12
1.1.6 502HV-79095	14
1.1.7 502HV-79096	16
1.1.8 502HV-79101	18
1.1.9 502HV-79102	20
1.1.10 502HV-79103	22
1.1.11 502HV-79104	24
1.2 D02 - General Arrangement Drawings	26
1.2.1 502HV-79083	27
1.2.2 502HV-79091	29
1.2.3 502HV-79092	31
1.2.4 502HV-79093	33
1.2.5 502HV-79094	35
1.2.6 502HV-79095	37
1.2.7 502HV-79096	39
1.2.8 502HV-79101	41
1.2.9 502HV-79102	43
1.2.10 502HV-79103	45
1.2.11 502HV-79104	47
1.3 D03 - Dimensional Drawings (Included In D01)	49





















When Not Applicable Codes are added to the compilation layout, add suffix to TOC/Code:

This will be shown beside any Doc Codes that were set as N/A. See example below

1.4 D04 - Specialty Drawings (N/A)	50
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Other notable TOC options
















To Hide a Doc Code from the TOC entirely

 Compilation Cover Page	Cover Page		
 Table of Contents	TOC		
 1 Engineering	Section		  
 1.1 AA Document Schedule (Order)	Doc Code	 1	  
 1.2 DS Data Sheets (Tag (TE))	Doc Code	 2	  

Once the first icon [1] is disabled, the second icon will appear.

The second icon [2] shows that the doc code is STILL treated as a section in the TOC.

If you want to HIDE the doc code from the TOC entirely, you will disable the second icon [3].

 Compilation Cover Page	Cover Page		
 Table of Contents	TOC		
 1 Engineering	Section		
 1.1 AA Document Schedule (Order)	Doc Code		
 1.2 DS Data Sheet (Tag (TE))	Doc Code		

To see how these changes are reflected on the TOC, see below.

2

Index of MRB

1 Engineering	3
1.1 AA - Document Schedule	4
1.1.1 1234	5
1.2 DS - Data Sheet	7
1.2.1 LT-101	8
1.2.2 LT-102	10
1.2.3 LT-103	12
1.2.4 LT-104	14
1.2.5 LT-105	16
1.2.6 LT-106	18
1.2.7 LT-107	20
1.2.8 LT-108	22
1.2.9 LT-109	24
1.2.10 LT-110	26
1.2.11 LT-111	28
1.2.12 LT-112	30
1.2.13 LT-113	32
1.2.14 LT-114	34
1.2.15 LT-115	36
1.2.16 LT-116	38
1.2.17 LT-117	40
1.2.18 LT-118	42

3

Index of MRB

1 Engineering	3
1.1 AA - Document Schedule	4
1.1.1 1234	5
1.2 LT-101	7
1.3 LT-102	9
1.4 LT-103	11
1.5 LT-104	13
1.6 LT-105	15
1.7 LT-106	17
1.8 LT-107	19
1.9 LT-108	21
1.10 LT-109	23
1.11 LT-110	25
1.12 LT-111	27
1.13 LT-112	29
1.14 LT-113	31
1.15 LT-114	33
1.16 LT-115	35
1.17 LT-116	37
1.18 LT-117	39
1.19 LT-118	41

To start a section or doc code on a new page of the TOC - click the



icon beside the section or doc code name

Compilation Cover Page	Cover Page		
Table of Contents	TOC		
1 Engineering	Section		
1.1 AA Document Schedule (Order)	Doc Code		
1.2 DS Data Sheet (Tag (TE))	Doc Code		

To change the naming convention for SPECIFIC sections - [1] click the icon and [2] edit the TOC/Bookmark pattern for each doc code

1 Engineering

TOC/Bookmark pattern*

<Reference>

CardName(Auto) Doc Code Doc No. (End User) Doc No. (LevelCo) Doc No. (Wolfe) Item/Model List

Job Line No. List (LevelCo) Line No. List (Wolfe) Other Data1 Other Data2 Other Data3 Other Data4

Other Data5 Other Data6 PO Number Project Name Reference Rev # (Demo) Status

Sub-Supplier List Sub-Supplier Short List Tag No. List Title

* available variables

1.1 AA Document Schedule (Order) Doc Code

1.2 DS Data Sheet (Tag (TE)) Doc Code

Sorting Options

For more information regarding sorting options please see the following article: [Sorting Options in Compilations](#)

New TOC Templates

Because of the level of control available for the table of contents, new templates must be created by the DocBoss staff using LaTeX. Reach out to support if you have a very specific customer template required for the project's compilation.

Attach the Table of Contents to a Document Code

When generating the Compilation or TOC, if this template contains information related to the Card as Document number, Revision and Title, these will be added to the TOC only if the Compilation has been [ATTACHED](#) to a Doc Code.

If the Compilation is not yet attached to any Doc Code the file will be generated with the layout and the sections that have been selected, but will not contain the information related to the Card.

TOC layout of a Compilation that has not been attached to a Doc Code:

TOC layout of a Compilation that has been attached to a Doc Code
