

# Update Document Numbers

09/16/2024 1:51 pm MDT

When uploading doc numbers using the edit data via CSV from the Card List – you must add the word (in all caps) **OVERRIDE** into the related column for "Doc Number Manually Changed".

	B	E	U	V
1	Primary Doc Code(ID)*	Title	Wolfe PA Doc #*	Wolfe PA Doc # Manual Changed
2	*/B01(165578)	General Arrangement Drawings	5552244-B01-0001-001	OVERRIDE
3	*/B02(150523)	Vendor Document Register	5552244-B02-0001-001	OVERRIDE
4	*/B03(152854)	Fabrication / Production Schedule	5552244-B03-0001-001	OVERRIDE
5	*/B06(152855)	Table Of Contents	5552244-B06-0001-001	OVERRIDE
6	*/B14(152856)	Vendor Sub-Orders	5552244-B14-0001-001	OVERRIDE

## Why?

Let's assume you have auto-numbered all cards. When you initially download the Card List, all doc numbers will be in the CSV (as you would expect). If we don't add "OVERRIDE" in to the manually changed column, and you uploaded the CSV, every number would convert from "auto-generated", to "manual".

# Switching from Manual Document Numbering back to Auto-Generated Numbering

If you have manually set a document number and want to revert to auto-generated number you should type [clear] in the document number column. Custom values (which were entered individually specified for documents) are not overwritten when re-sequencing values.

This can be done directly on the card list, as shown here:

Sub-Supplier List	Card Name(Auto)	Tools	Required	Title	Doc Code†	Stage	Doc No. (Acme)
Wolfe PA	A01_12345		<input checked="" type="checkbox"/>	Document Register	A01	IFA/IA	[clear]
Wolfe PA	AA_12345		<input checked="" type="checkbox"/>	Document Schedule	AA	IFA	12345-AA-001-01
Supplier 1	AC_Gate Valves		<input checked="" type="checkbox"/>	Isometrics	AC	IFA/IA	12345-AC-003-01
Supplier 1	AC_Ball Valves		<input checked="" type="checkbox"/>	Isometrics	AC	IFA/IA	12345-AC-001-01
Supplier 1	AC_Butterfly Valves		<input checked="" type="checkbox"/>	Isometrics	AC	IFA/IA	12345-AC-002-01
Supplier 1	CD_1		<input checked="" type="checkbox"/>	Material Test Certificates / Traceability Sheet	CD	IFI	12345-CD-001-01
Supplier 1	CD_2		<input checked="" type="checkbox"/>	Material Test Certificates / Traceability Sheet	CD	IFI	12345-CD-002-01
Supplier 1	CD_LT-108		<input checked="" type="checkbox"/>	Material Test Certificates / Traceability Sheet (Ea	CD	HC	

Once you've typed clear and press save, the Doc No. will change back to the auto-generated numbering.

