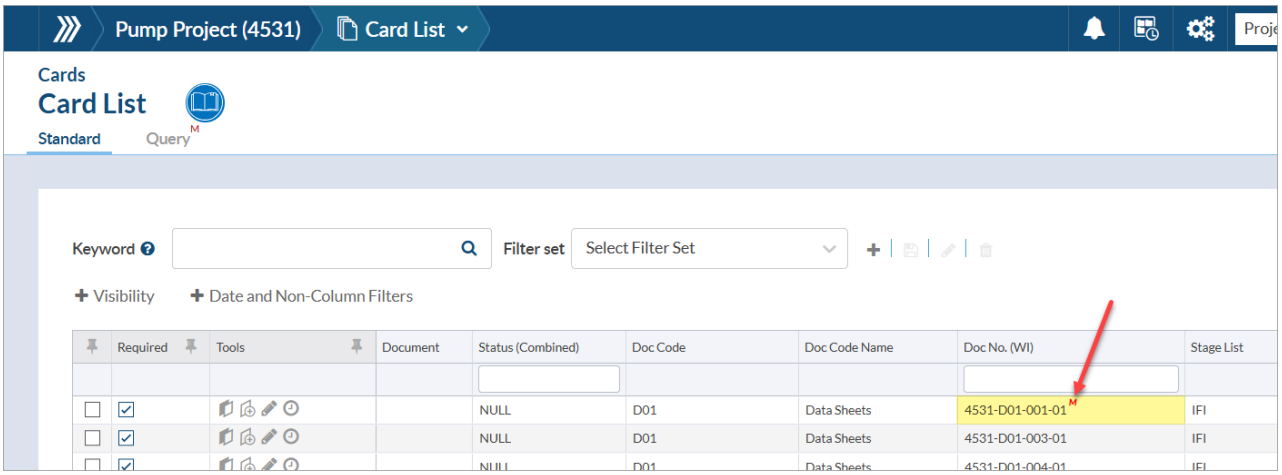
Update Document Numbers

10/19/2026 3:40 pm MDT

Document numbers can be replaced both individually in the grid, as well as in bulk via CSV.

Individual Updates (Grid)

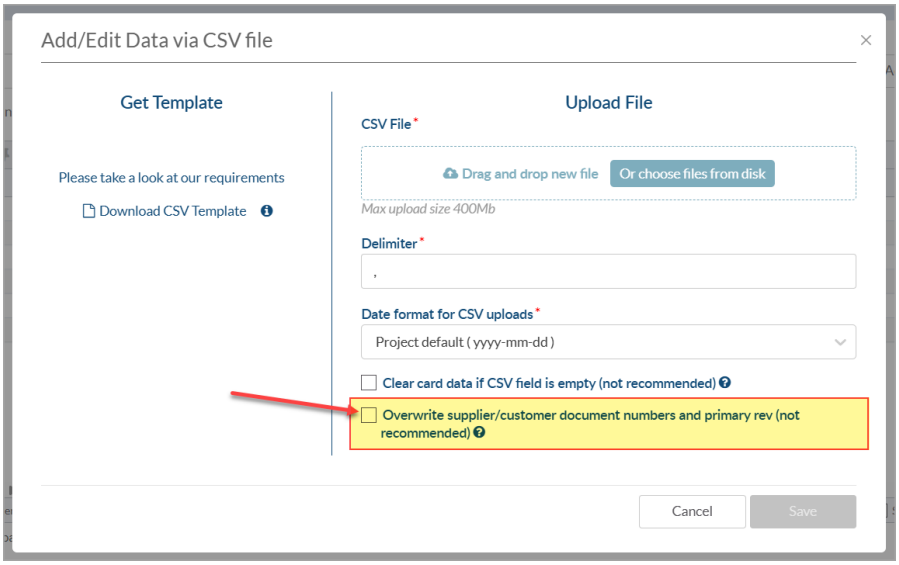
To update an auto-generated document number, simply click into the grid, type the desired number, and save. Once saved, a small "M" will appear to indicate that the number has been manually modified.



Bulk Updates (via CSV)

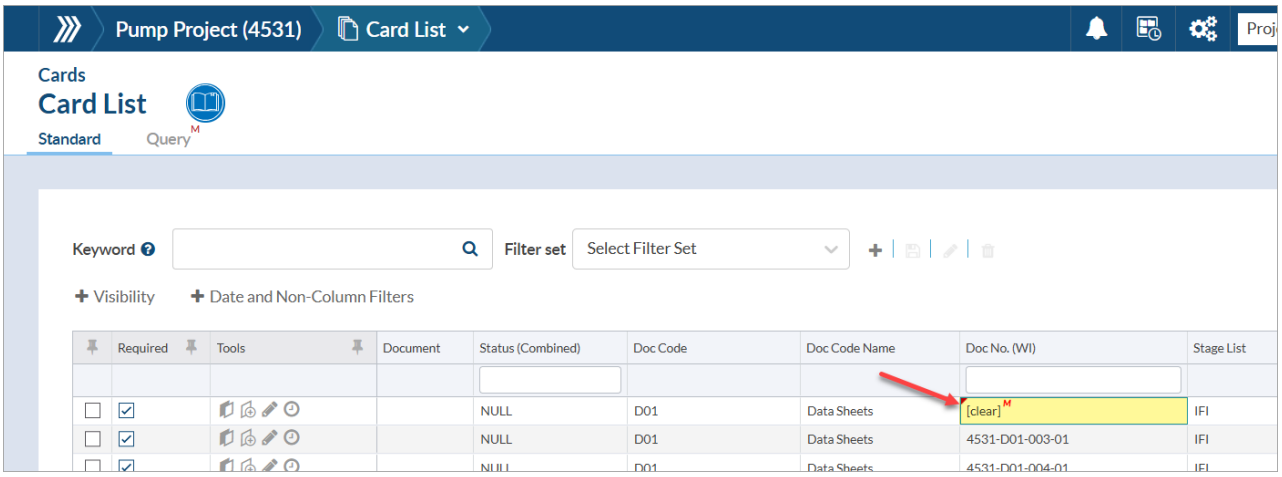
To update auto-generated document numbers in bulk, expand the options under "More Actions" and choose the option to "Add/Edit Data via CSV". Type in the new numbers for the cards in question.

To apply the changes, ensure that the "**Overwrite supplier/customer document numbers and primary rev**" checkbox is marked when re-uploading the CSV. DocBoss will refer to the card ID number to determine which cards the changes apply to.

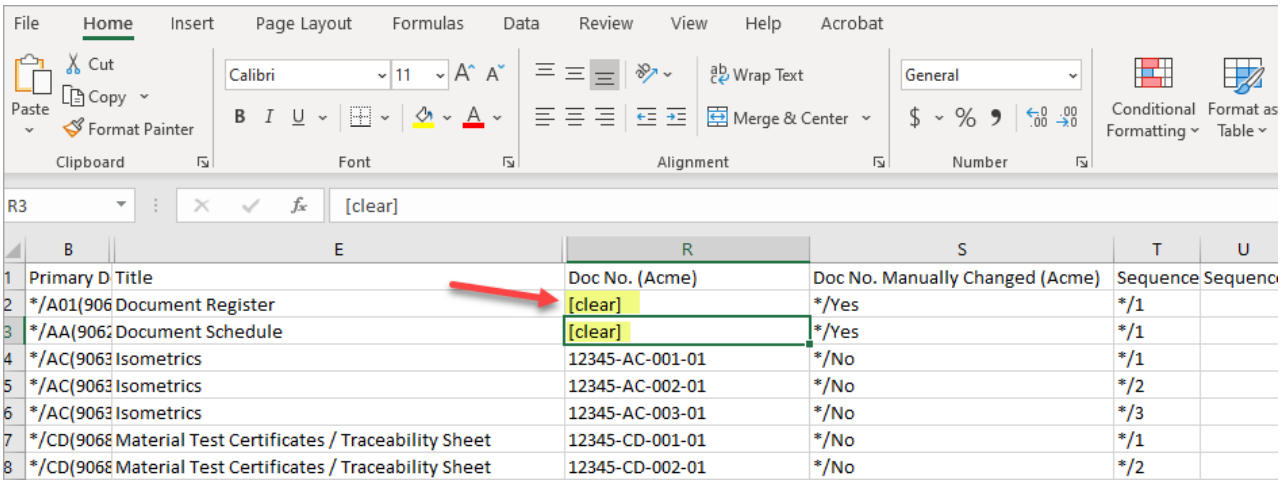


Switching back to Auto-Generated Numbering

If you have would like to revert a manually modified document number back to an auto-generated number, type **[clear]** into the field and save.



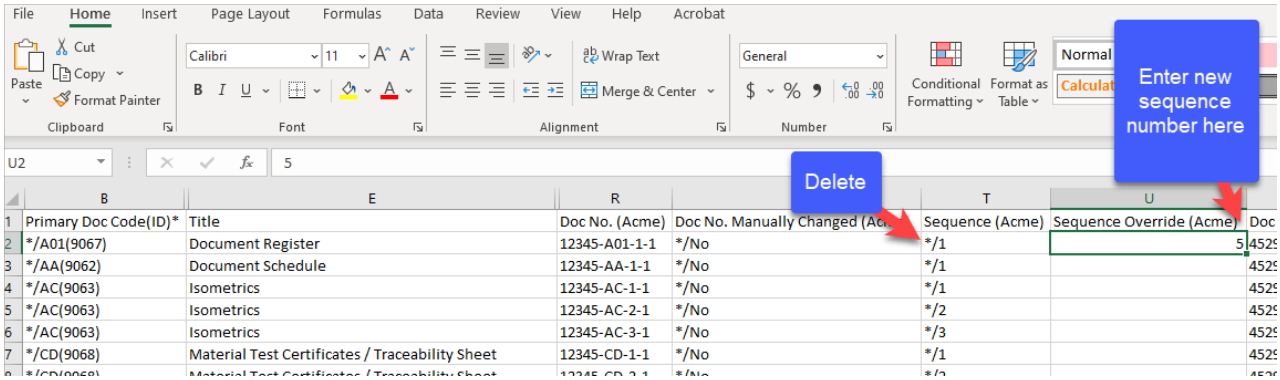
The save command can also be used in the CSV.



Updating Sequence Numbers

If you want to assign a specific number to a document, and ensure that number is not applied automatically to another document, you must use the "Sequence override" fields. You cannot use sequence numbers which are already assigned to transmitted documents (or included on a submitted document index). The sequence number cannot be used more than once per doc code.

If you are re-sequencing cards it's best to delete all information from the "Sequence" cells and enter the new values in the "Sequence Override" cells. Save and upload the CSV to see the changes on the card list. Deleting the existing values in the Sequence column allows you to re-use those sequence numbers in the Sequence Override column.


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General
Number
Conditional Formatting
Format as Table
Normal
Calculat
Enter new sequence number here
Delete
U2
5
B
E
R
T
U
1 Primary Doc Code(ID)*
Title
Doc No. (Acme)
Doc No. Manually Changed (Ac
Sequence (Acme)
Sequence Override (Acme)
Doc
2 */A01(9067) Document Register 12345-A01-1-1 */No */1 5 4529
3 */AA(9062) Document Schedule 12345-AA-1-1 */No */1 4529
4 */AC(9063) Isometrics 12345-AC-1-1 */No */1 4529
5 */AC(9063) Isometrics 12345-AC-2-1 */No */2 4529
6 */AC(9063) Isometrics 12345-AC-3-1 */No */3 4529
7 */CD(9068) Material Test Certificates / Traceability Sheet 12345-CD-1-1 */No */1 4529