



How to Enable AutoNumbering

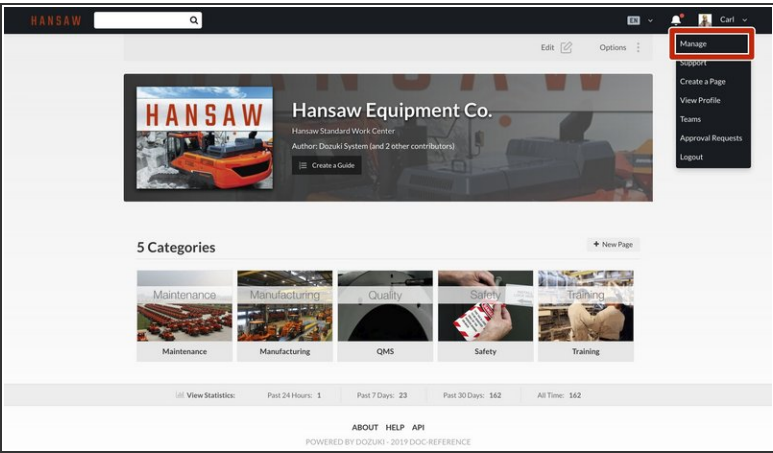
Written By: Dozuki System



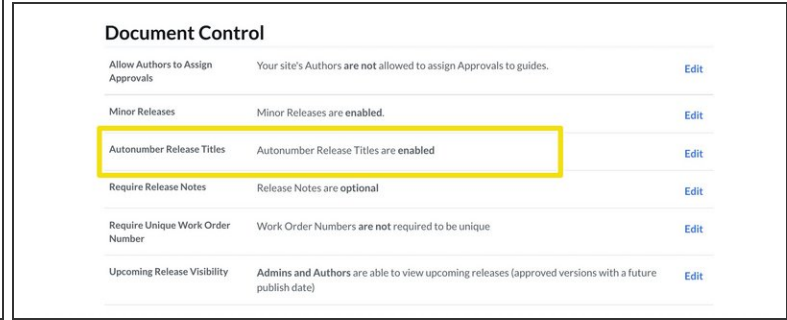
INTRODUCTION

This guide provides instructions to enable **AutoNumbering** in version titles for guides, wikis, and category pages.


Step 1 — Ensure Autonumbering is Enabled



The screenshot shows the Hansaw Equipment Co. website. In the top right corner, a user menu is open, and the 'Manage' option is highlighted with a red box. The website header includes the Hansaw logo and a search bar. The main content area displays 'Hansaw Equipment Co.' and 'Hansaw Standard Work Center'. Below this, there are five categories: Maintenance, Manufacturing, Quality, Safety, and Training. At the bottom, there are statistics for the last 24 hours, 7 days, 30 days, and all time.

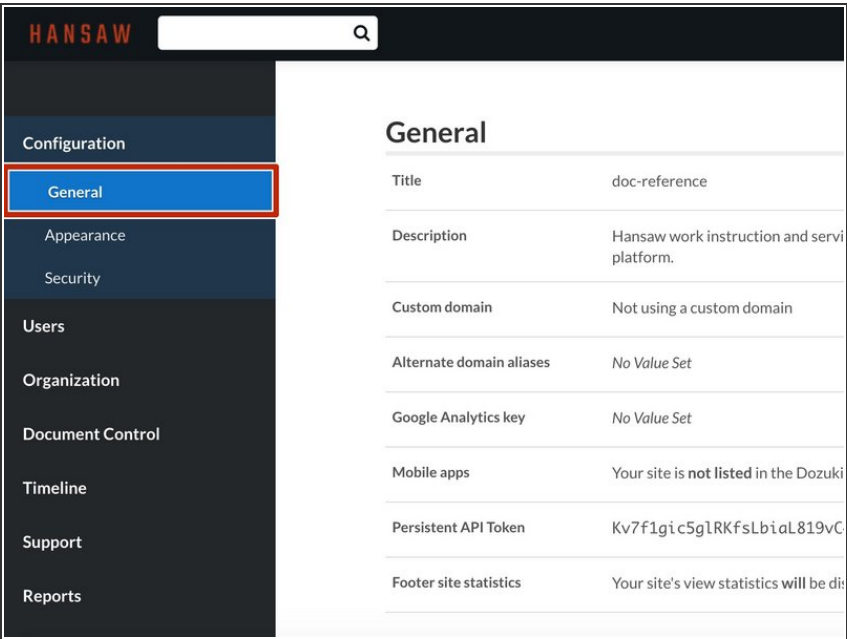


The screenshot shows the 'Document Control' settings page. The 'Autonumber Release Titles' setting is highlighted with a yellow box, and its value is 'Autonumber Release Titles are enabled'. Other settings include 'Allow Authors to Assign Approvals', 'Minor Releases', 'Require Release Notes', 'Require Unique Work Order Number', and 'Upcoming Release Visibility'.

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This Step can only be performed by a Site Administrator.
- Click on your username on the right side of the site header and select **Manage** from the drop-down menu.

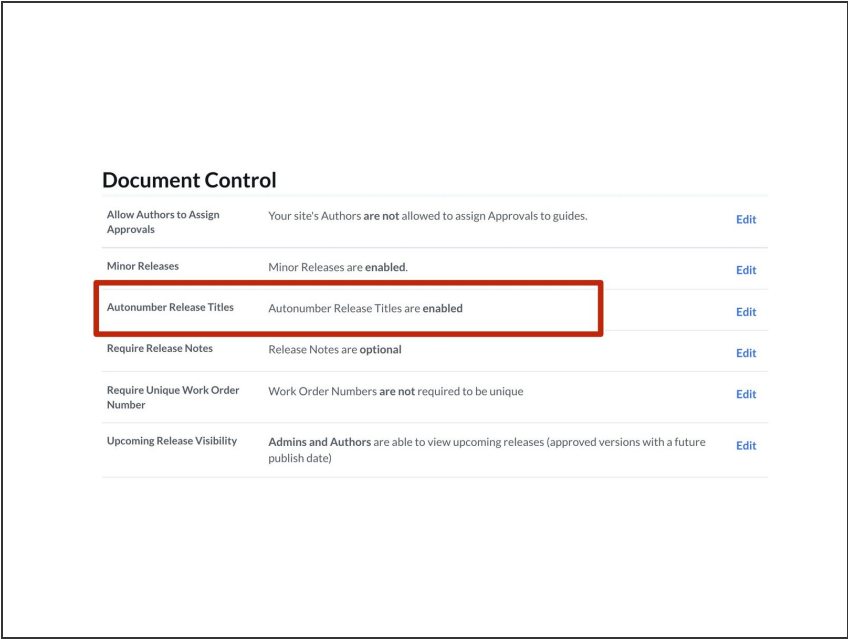
Step 2



The screenshot shows the Hansaw Management Console. The 'General' section is highlighted with a red box in the left sidebar. The main content area displays the 'General' settings, including Title, Description, Custom domain, Alternate domain aliases, Google Analytics key, Mobile apps, Persistent API Token, and Footer site statistics.

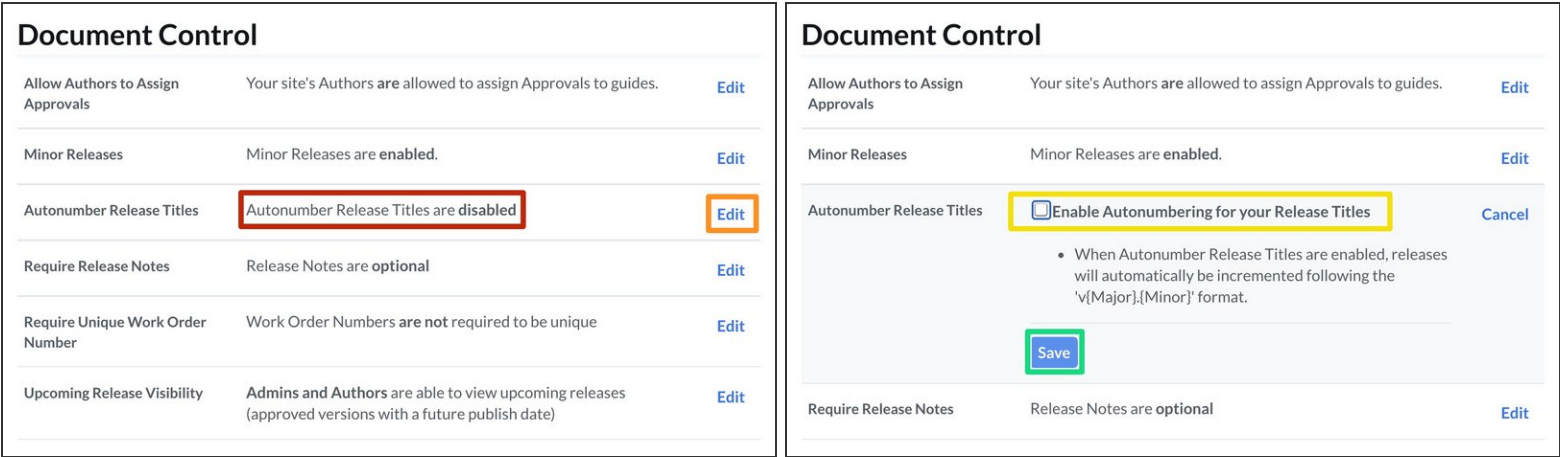
- Click on the **General** section of your Management Console side bar.

Step 3 — Confirm Status



- Scroll down to **Document Control** to confirm whether or not **Autonumber Release Titles** is enabled.
- If it is already enabled, it will say, **enabled**.

Step 4 — Autonumber Release Titles Disabled



- If **Autonumbering Release Titles** is disabled, it will say, **disabled**.
- To enable Autonumbering, click **Edit**.
- Click in the check box.
- Click on the **Save** button to complete the process.

Step 5



- ☒ If you wish to disable the **Release Title** field on a page, please see [How to Disable Release Titles](#).