



# How to Enable AutoNumbering

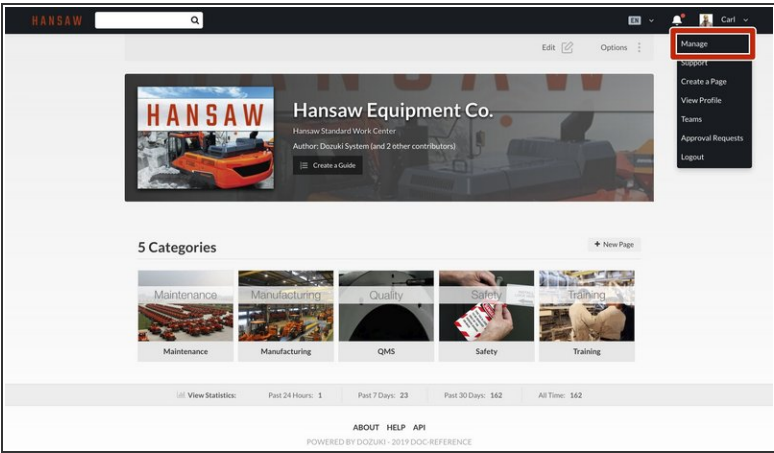
Written By: Dozuki System

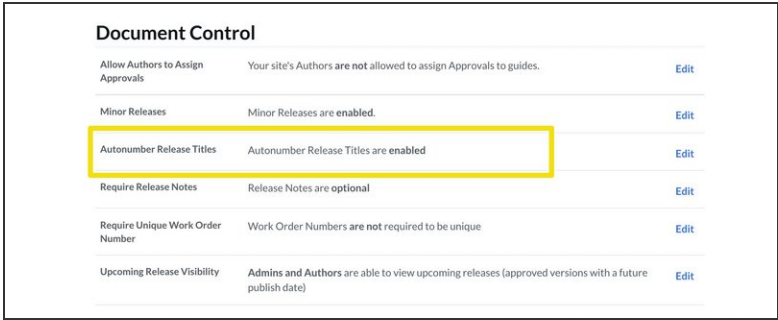


## INTRODUCTION


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

Step 1 — Ensure Autonumbering is Enabled

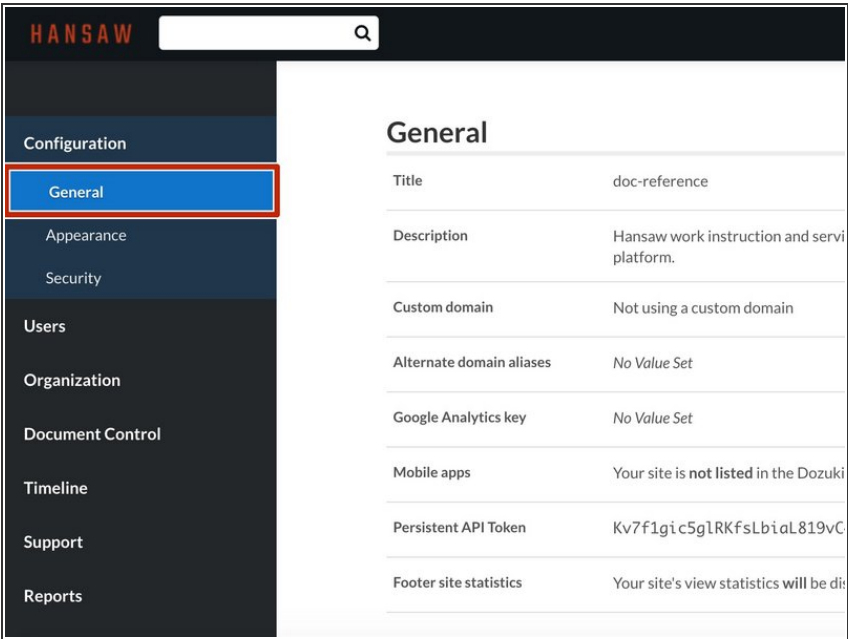




| Document Control                  |   |
|-----------------------------------|---|
| Allow Authors to Assign Approvals | Your site's Authors are not allowed to assign Approvals to guides. <a href="#">Edit</a>                                   |
| Minor Releases                    | Minor Releases are enabled. <a href="#">Edit</a>  |
| Autonumber Release Titles         | Autonumber Release Titles are enabled <a href="#">Edit</a>  |
| Require Release Notes             | Release Notes are optional <a href="#">Edit</a>   |
| Require Unique Work Order Number  | Work Order Numbers are not required to be unique <a href="#">Edit</a>   |
| Upcoming Release Visibility       | Admins and Authors are able to view upcoming releases (approved versions with a future publish date) <a href="#">Edit</a> |

-  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



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

## Step 3 — Confirm Status

### Document Control

|                                   |  |                      |
|-----------------------------------|--|----------------------|
| Allow Authors to Assign Approvals | Your site's Authors are not allowed to assign Approvals to guides.                                   | <a href="#">Edit</a> |
| Minor Releases                    | Minor Releases are enabled.  | <a href="#">Edit</a> |
| Autonumber Release Titles         | Autonumber Release Titles are enabled  | <a href="#">Edit</a> |
| Require Release Notes             | Release Notes are optional   | <a href="#">Edit</a> |
| Require Unique Work Order Number  | Work Order Numbers are not required to be unique   | <a href="#">Edit</a> |
| Upcoming Release Visibility       | Admins and Authors are able to view upcoming releases (approved versions with a future publish date) | <a href="#">Edit</a> |

- 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

### Document Control

|                                   |  |                      |
|-----------------------------------|--|----------------------|
| Allow Authors to Assign Approvals | Your site's Authors are allowed to assign Approvals to guides.                                       | <a href="#">Edit</a> |
| Minor Releases                    | Minor Releases are enabled.  | <a href="#">Edit</a> |
| Autonumber Release Titles         | Autonumber Release Titles are disabled   | <a href="#">Edit</a> |
| Require Release Notes             | Release Notes are optional   | <a href="#">Edit</a> |
| Require Unique Work Order Number  | Work Order Numbers are not required to be unique   | <a href="#">Edit</a> |
| Upcoming Release Visibility       | Admins and Authors are able to view upcoming releases (approved versions with a future publish date) | <a href="#">Edit</a> |

### Document Control

|  |  |                        |
|--|--|------------------------|
| Allow Authors to Assign Approvals  | Your site's Authors are allowed to assign Approvals to guides.                   | <a href="#">Edit</a>   |
| Minor Releases   | Minor Releases are enabled.  | <a href="#">Edit</a>   |
| Autonumber Release Titles  | <input checked="" type="checkbox"/> Enable Autonumbering for your Release Titles | <a href="#">Cancel</a> |
| <ul style="list-style-type: none"><li>• When Autonumber Release Titles are enabled, releases will automatically be incremented following the '{Major}.{Minor}' format.</li></ul> |  |                        |
| <a href="#">Save</a>   |  |                        |
| Require Release Notes  | Release Notes are optional   | <a href="#">Edit</a>   |

- 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.