



## Auto-incrementing Numbers

This section teaches you how to configure a cell to hold an auto-incrementing number. At the end of this section, you'll know how to perform the following tasks:

- select a method for generating auto-incrementing numbers
- configure a cell to hold an auto-incrementing number.

### Overview

Forms such as invoices, time sheets, and purchase orders are often numbered uniquely for identification purposes. In organizations that use paper forms, these unique form numbers usually have to be pre-printed on the paper documents. With electronic forms, unique form numbers can be assigned automatically, each time a new form is filled out. A form number that's generated automatically is called an auto-increment.

Informed Designer provides a number of ways to generate and control auto-incrementing numbers. The next available number can be stored in the form template itself, or it can be obtained from another application or an external data source.

You can also control whether a number is assigned as soon as a new form record is created or only when the Informed Filler user specifically requests the next value.

### Configuring an Auto-increment

In this exercise, you'll configure an auto-increment for the **PO Number** cell on your template. For this tutorial, you'll store the form number within the template itself.

- Select the **PO Number** cell with the Pointer tool.
- Choose **Value...** from the Settings menu, then select 'Auto-increment' from the 'Type' drop-down list to display the Auto-increment panel of the Value dialog box.

Form numbers can be generated each time a new form record is filled out, or only when the Informed Filler user specifically requests a number.

- Select 'New record is added' from the 'Get next value when' drop-down list.

- Select 'This template' from the 'Assign next value from' drop-down list.

**Note** The options available in the 'Assign next value from' drop-down list depend on which data access plug-ins are installed in your Informed plug-ins folder.

You enter the first value of your numbering sequence in the 'Next value' text box. For example, if you want the first form number to be '100,' enter 100 in the 'Next value' text box.

- Enter **97000** in the 'Next value' text box, then enter **1** in the 'Increment by' text box. With this configuration, your forms will be numbered as 97000, 97001, 97002, and so on.

- Click 'OK.'

This is the end of the section.