

# Configuring and Using Document IDs

Requires

CONTENT FLOW

# Configuring and Using Document IDs

## Prompt

Set up a document identifier to be automatically assigned to page titles in a space.

## Outcome

Replace me with a more complete explanation of what this how-to accomplishes.

## Steps

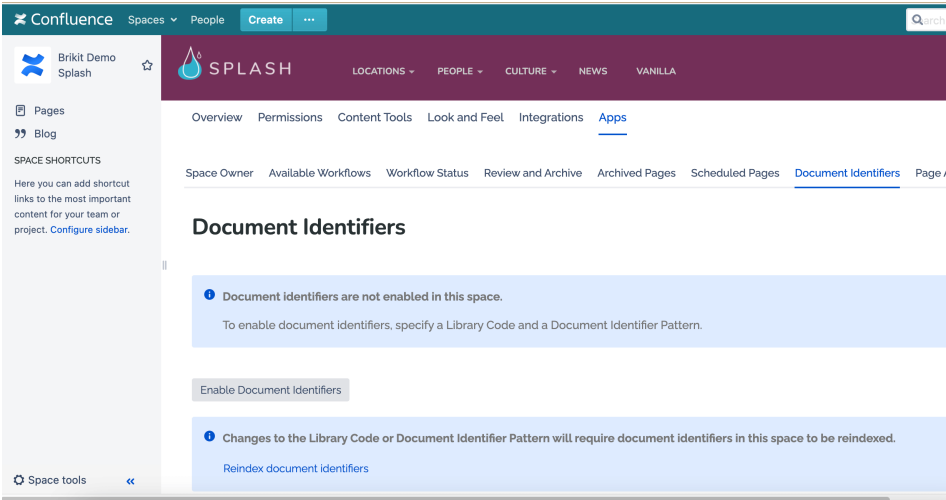
Open the **Confluence Sidebar** and click **"Space Tools"**

You must be a **space** or **system administrator** to perform this action. If using Brikit Theme Press as well, **toggle open the Confluence menus** to access the Sidebar.

Select **"Overview"**

Navigate to the **"Apps"** tab

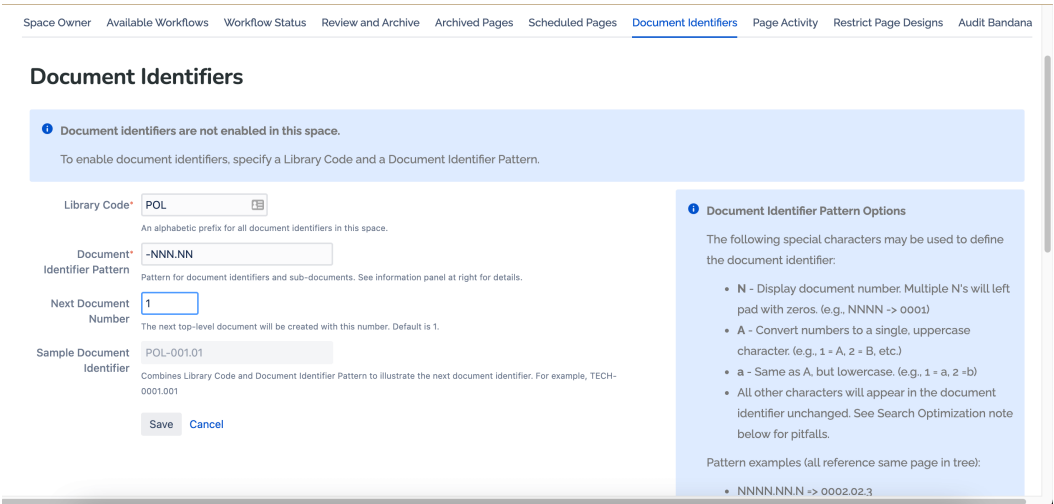
Click the **"Document Identifiers"** sub-tab



If you haven't done so, click to "Enable Document Identifiers"

## Define your Document Identifier

Set a Code and Pattern according to the rules and examples in the right-side informational section. See the Note section below for this same information.



## Click Save

Document Identifiers are now set up. You will be presented with a summary table of your document identifier.

## Take note the special short URLs

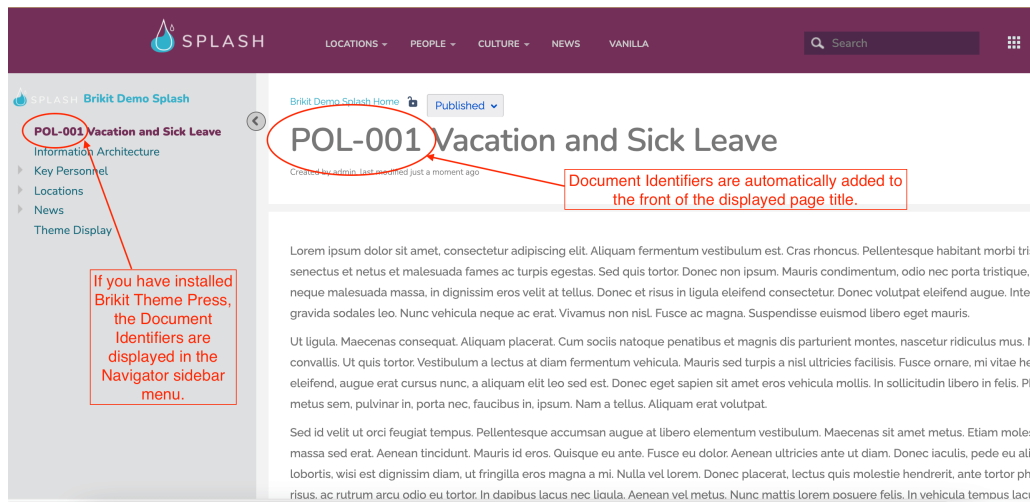
A special shortcut URL is created based on the document identifier. You may use this URL to directly access the pages using these IDs (and bypassing the titles). This can be an extraordinarily handy way to reference documents quickly and easily simply by its ID.

## Create a new page

For every new page created going forward, a Document Identifier will be added to the Page Title according to the pattern and sequence defined.

Note that the Confluence Page Title does not actually get changed in the Confluence database, so you will not see page identifiers in page titles in the [Confluence Sidebar](#). That said, Document Identifiers are added to the Confluence search index, meaning **you can search Document Identifiers to locate a page**.

Additionally, if you have BrikIt Theme Press, Document Identifiers are included in page title listings in the Navigator and in macro results.



## Note

## Tip

## Warning

## Info



### Document Identifier Pattern Options

The following special characters may be used to define the document identifier:

- **N** - Display document number. Multiple N's will left pad with zeros. (e.g., NNNN -> 0001)
- **A** - Convert numbers to a single, uppercase character. (e.g., 1 = A, 2 = B, etc.)
- **a** - Same as A, but lowercase. (e.g., 1 = a, 2 = b)
- All other characters will appear in the document identifier unchanged. See Search Optimization note below for pitfalls.

Pattern examples (all reference same page in tree):

- NNNN.NN.N => 0002.02.3
- NNNNa.a => 0002b.c
- NNNN-vN => 0002-v2
- NNNNAa => 0002Bc
- Aa.N => Bb.3

### Search Optimization

Because the Confluence search engine separates text with spaces and hyphens, to get precise search-by-document-identifier results, spaces and hyphens are not recommended within document identifiers.

For example, use **-NNNN.NN** instead of **-NNNN-NN** in the Document Identifier Pattern field below.

A document can be found by searching for the document identifier ("DOC-005.01") or using the **document:** prefix ("document:DOC-005.01").

## Related

- [Document ID](#)
- [Creating a Review or Archive Policy](#)
- [Creating and Managing Page Statuses](#)