

Using the DocElite Web Interface

Document Number Prefixes

Design teams and other document originators sometimes take the trouble to develop document numbering systems that can help a well informed user narrow down the lists of documents that DocElite presents.

It is almost impossible to predict the kind of numbering systems that might be used – but one of the most obvious is the use of prefixes to indicate the area covered, content or type of document.

An architect might, for instance, start all their own documents with a project or contract reference and then use the next three or four characters to denote the general content/context:

Document no.	Title
1443(G10)001	STRUCTURAL STEEL SETTING OUT DETAILS - LOWER GROUND FLOOR BUILDING 5&6
1443(G10)002	STRUCTURAL STEEL SETTING OUT DETAILS - LOWER GROUND FLOOR
1443(G10)003	STRUCTURAL STEEL SETTING OUT DETAILS - LOWER GROUND FLOOR BUILDING 7
1443(G10)004	STRUCTURAL STEEL SETTING OUT DETAILS - LOWER GROUND FLOOR BUILDING 9&10

In the above example the architect has used a project number of **1443** followed by **(G10)** to separate out all the **Steel Setting Out** drawings.

Document no.	Title	Doc. Type
1443(H62)010	TYPICAL MANSARD KNEE DETAIL GROSVENOR CRESCENT FACADE	DRAWING
1443(H62)011	TYPICAL MANSARD KNEE DETAIL WILTON ROW FACADE	DRAWING
1443(H62)012	TYPICAL MANSARD KNEE DETAIL GROSVENOR CRESCENT FACADE	DRAWING
1443(H62)013	TYPICAL MANSARD KNEE DETAIL WILTON ROW FACADE	DRAWING
1443(H62)014	TYPICAL DETAIL OF MANSARD KNEE WILTON ROW FACADE	DRAWING
1443(H62)015	TYPICAL DETAIL OF MANSARD KNEE WILTON ROW FACADE	DRAWING
1443(H62)016	TYPICAL DETAIL OF MANSARD KNEE WILTON ROW FACADE	DRAWING

Similarly, in the example above you can see that the architect has used the same project number (**1443**) followed by **(G62)** to denote all the mansard details.

DocElite itself cannot make reasoned guesses about the meaning of document number prefixes, but can help identify them – and, where resources permit, administrators can complete the explanations to help users make the best use of the information available.

DocElite will, by default, offer up identifiable document number prefixes when more than 75 documents are selected by the user in the main document register. This number is easily adjusted by the administrator and can differ from originator to originator.

By default, again, DocElite will anticipate four character prefix to the document number, and again this is easily adjusted by the administrator both for the project as a whole and for individual document originators.

When a user selects the main document register, and having completed their selection criteria, and clicked on the 'Show Documents' button DocElite will examine the results before presenting them.

You can complete any of the other selections if you wish to narrow down the list of documents presented to you.

[Show Documents](#)

Document Originator: (Key Consultants and Design Team Members)

ADA (Agenda Design Associates) (External Originators)

ADMIN (ADMIN) (Internal Originators)

COPYSHOP (CLAYGATE DIGITAL SERVICES LTD) (Originators defined as 'Finished on Project')

Document Types:

Should there be more documents selected than the maximum (normally 75) then DocElite scans the results and tries to identify prefixes. Where these are found, DocElite presents the user with a form like the one below:

You have extracted 1049 documents.

This is more than the number your administrator thinks is helpful in one go (75), will take some time to present to you, and quite a while for you to browse through.

If you want to reduce the number of documents listed, simply double-click on one of the Prefixes listed to the right (or click on it once and then click on the 'Show Documents' button).

You can still see the whole list, by double-clicking on the 'All' option at the top.

[Show Documents](#)

Document Number Prefix:

1443-G (10 documents)

1443 - G (10 documents)

1443 - H (1 documents)

1443 - K (1 documents)

1443 - M (1 documents)

1443 - N (1 documents)

1443 - P (1 documents)

1443 - R (1 documents)

1443 - S (1 documents)

1443 - T (1 documents)

1443 - U (1 documents)

1443 - V (1 documents)

1443 - W (1 documents)

1443 - X (1 documents)

1443 - Y (1 documents)

1443 - Z (1 documents)

1443 - 0 (1 documents)

1443 - 1 (1 documents)

1443 - 2 (1 documents)

1443 - 3 (1 documents)

1443 - 4 (1 documents)

1443 - 5 (1 documents)

1443 - 6 (1 documents)

1443 - 7 (1 documents)

1443 - 8 (1 documents)

1443 - 9 (1 documents)

In the above example, DocElite has been set up to identify eight character prefixes for the specified originator – and the administrator has entered explanations as to what the prefix means in most cases (note that there is no explanation for the prefix '1443 – D' shown).

DocElite also counts the number of documents that match the selection criteria for each of the prefixes – this too helps narrow down the search for specific documents.

All the user need do is scroll down the list to find the prefix of interest and double-click on it, or scroll up to the top (not shown) and double-click on the 'All' entry. Alternatively, the user can click once on the entry of choice and then click on the 'Show Documents' button.

Where the administrator has not entered explanations for each of the prefixes, the list can still be very useful – see the example below:

You have extracted 343 documents.

This is more than the number your administrator thinks is helpful in one go (75), will take some time to present to you, and quite a while for you to browse through.

If you want to reduce the number of documents listed, simply double-click on one of the Prefixes listed to the right (or click on it once and then click on the 'Show Documents' button).

You can still see the whole list, by double-clicking on the 'All' option at the top.

[Show Documents](#)

Document Number Prefix:

1443-G (10 documents)

A.21-0 (10 documents)

A.21-1 (7 documents)

A.21-5 (2 documents)

A.21-6 (6 documents)

A.22-0 (8 documents)

A.22-1 (65 documents)

A.23-0 (9 documents)

A.23-1 (7 documents)

A.24-0 (8 documents)

A.24-2 (12 documents)

A.27-0 (4 documents)

A.27-1 (2 documents)

A.27-2 (6 documents)

In the above example, the architect has clearly broken their documents down using a prefix system, DocElite has listed each prefix and counted the number of documents matching each one.

Even without the explanations, the pattern is fairly clear and a basic knowledge of the system will help the user locate the documents of interest to them.

If you are a document originator, and you are using a document number prefix system, you can help the DocElite administrator (and the rest of the project team) by providing a list of your prefixes and what they mean – in an email or simply on a spreadsheet, like the one below (based on the examples at the beginning of this document):

A1	Prefix	Description / Explanation
1	Prefix	Description / Explanation
2	1443(00)	GA Plans/Elevations/ Sections/ Ceiling plans//
3	1443(C45)	Injected dpc
4	1443(C52)	Dry rot locations/notes
5	1443(F10)	Masonry GA Plans sections/details
6	1443(F21)	Stone components /cills
7	1443(F30)	Chimneys
8	1443(G10)	Steel setting out
9	1443(H00)	Structural steel sections
10	1443(H62)	Mansard details
11	1443(H71)	Lead roof details
12	1443(H75)	Gutter profiles
13	1443(J10)	Waterproof render
14	1443(J21)	Mastic Asphalt
15	1443(J40)	Waterproofing details
16	1443(K10)	Dry lining plans & details
17	1443(K21)	Door details, thresholds, floor build ups
18	1443(L10)	Window schedule & details
19	1443(L20)	Door schedules & details
20	1443(L30)	Stairs
21	1443(M0)	Finishes schedules /
22	1443(M1)	Floor build ups
23	1443(M10)	Screeds
24	1443(M20)	Fibrous plaster ceilings/mouldings