

XStream SharePoint[®] Document Auto Title

The Microsoft SharePoint platform is increasingly used as an Enterprise Document Records Management System (EDRMS) to manage and archive documents within an organization.

SharePoint users find themselves *uploading* more and more documents to SharePoint with increasing regularity. When documents are uploaded, the SharePoint user has to fill in the “Title” column (which is a SharePoint metadata column associated with documents in document libraries). As such, SharePoint users often fill the “Title” column with the filename (using copy and paste) of the uploaded document minus the file extension. By utilizing the **XStream SharePoint Document Auto Title** product, SharePoint users are removed from performing such tedious and manual work. The product allows the “Title” column to be automatically filled in with not only the filename of the uploaded document but also, by adjusting the product’s configuration settings, include custom prefix and/or postfix text. Custom text allows organizations to conform to their document naming standards.

KEY FEATURES

The **XStream SharePoint Document Auto Title** product automates the fill in of the “Title” column for newly uploaded documents within SharePoint.

Install on Specific SharePoint Site Collections

SharePoint Administrators can choose which SharePoint site collections, within their SharePoint farm(s), to install the XStream SharePoint Document Auto Title product to. This level of control allows certain SharePoint web applications and site collections to be excluded from the benefits of this product where there is no need for its capabilities; hence, keeping SharePoint farm(s) clean and segmented from unnecessary product usage.

Activate Against Specific Document Libraries

Within each SharePoint site (where its corresponding SharePoint site collection has the XStream SharePoint Document Auto Title product installed), SharePoint Administrators can choose to enable or disable the XStream SharePoint Document Auto Title product features in each SharePoint document library. This keeps document libraries that may not require the XStream SharePoint Document Auto Title product features from unnecessarily utilizing those features.

KEY BENEFITS

Improved User Productivity

The XStream SharePoint Document Auto Title product assures SharePoint users that documents will have the “Title” SharePoint column filled in automatically. Thus SharePoint users will not have to manually copy and paste the filename (minus the file extension) to the “Title” column. Ultimately, SharePoint users will save a great deal of time and hassle.

Can Install and Configure Anywhere

The XStream SharePoint Document Auto Title product has been built with SharePoint Administrators in mind. It allows SharePoint Administrators to specify exactly which SharePoint site collections and document libraries will utilize the capabilities of the product.

Technically Sound

The XStream SharePoint Document Auto Title product is the first event receiver (handler) driven product to auto fill the “Title” column immediately. Other competitors’ products adopt a less technically sound approach by forcing SharePoint Administrators to run timer jobs or workflows at scheduled intervals to auto fill the “Title” column.

MORE FEATURES

❖ Enabling/Disabling of the Auto Fill for the “Title” Column

Even after certain document libraries have the XStream SharePoint Document Auto Title product capabilities activated, SharePoint Administrators can choose to turn certain product capabilities on or off (without having to uninstall the product) at any time.

❖ Custom Prefix Text

The auto fill of the “Title” column does not have to be based only on the filename of the uploaded document. It can also include custom prefix text (which allows custom text to appear in front of the filename). For example, custom prefix text could be “[EDRMS S1]”, and when a document (with the filename “My new file.doc”) is uploaded, the “Title” column will automatically have the value “[EDRMS S1] My new file”.

❖ Custom Postfix Text

The auto fill of the “Title” column can also include custom postfix text (which appears after the filename). Additionally, for maximum flexibility and customization, both the custom prefix and postfix text can be included in the auto fill of the “Title” column. For example, custom postfix text could be “[Draft Version]”, and when a document (with the filename “My new file.doc”) is uploaded, the “Title” column will automatically have the value “My new file [Draft Version]”.

❖ Custom Prefix and Postfix Text Composition with Document Library Column Values

Both the custom prefix and postfix text features allow the SharePoint Administrator to specify a list column (available from the document library), as part of the composition of the prefix and/or postfix text. When a list column is specified, its value will be included within the prefix and/or postfix text during the auto fill of the “Title” column when a document is uploaded.

SUPPORTED SYSTEMS

SharePoint Foundation 2010 and SharePoint Server 2010

- **Operating System:** Windows 2008 Server.
- **SharePoint Server:** SharePoint Foundation 2010, Microsoft SharePoint Server 2010, Standard or Enterprise.
- **Other Server Software:** SQL Server 2005 or 2008.

WSS 3.0 and MOSS 2007

- **Operating System:** Windows 2003 or 2008 Server. Strongly recommend 64-bit.
- **SharePoint Server:** Windows SharePoint Services 3.0 (WSS), Microsoft Office SharePoint Server 2007 (MOSS), Standard or Enterprise (Service Pack 1 or higher, 32- or 64-bit editions).

PRODUCT SCREENSHOTS

AutoTitle Settings
Select the following document libraries to apply the document auto-title feature.

Select all Deselect all

Shared Documents

Site Assets

Style Library

Document Auto Title Settings
Options for this document library

Shared Documents

Exclude file extension

Always set title

Include prefix text

Prefix text:

Include postfix text

Postfix text:

OK Cancel

The configuration settings page for XStream SharePoint Document Auto Title provides a variety of options that you can customize for each document library, such as an option to exclude the file extension from the auto title, and options to include custom prefix text and/or postfix text in the auto title.

The licensing page allows you to generate a valid product license and activate it on specific servers in your farm.

Site Actions ▾
System Account ▾

SharePoint 2010 Central Administration ▸ AutoTitle product licensing page

Search this site... 🔍

Central Administration

Application Management

System Settings

Monitoring

Backup and Restore

Security

Upgrade and Migration

General Application Settings

Configuration Wizards

Recycle Bin

All Site Content

General Information

Product Name: XStream Software AutoTitle

Version: 1.0.0.0

Product Description: This product is meant to set the title of items added or updated to a document library.

Server Code: 704732-61571-365837-76

More Details: [Click here to see the product details.](#)

Server Selection

All servers running the SharePoint web application service will need to be licensed. They are displayed in the list below.

Server Name	Server ID	License Status	Activate/Deactivate	Days Remaining
green	9448ee4f-d95c-40ff-be69-1d40be1ad701	Registered	deactivate	Licensed copy

License Activation

Click the 'Generate Key' button to generate your license key.

Generate your license key here:

Browse your license file here then click the validate button below.