

# AutoNumbering by Keystroke

After installation, go to Tools AutoNumbering Preferences.

The following screen will appear:

Contact Fields | Companies | Opportunity Fields

Contact Field to Update:  
No of Licenses  Make field read-only in contact layout

Modify the No of Licenses field using the below method:

Increment/Decrement by: 1 Starting Number: 0

Date/Time - YYYYMMDDHHMMSSNN (Ex: 2006102508593178)

Clock Tick - Nanoseconds from 01-01-0001 (Ex: 632966765389062500)

Year.suffix Suffix Length: 3 Starting Number: 102  
{Ex: 2021.123}

Choose the entity with which you want to work. Contacts, Companies or Opportunity fields. Then

Choose the field you want to update, if you want to increment or decrement the starting number and if you want to have a date/time or clock tick added. You can also choose to add a year suffix.

Once set up. If you want to automatically generate the number for the field selected, choose the +1 icon off the toolbar.

