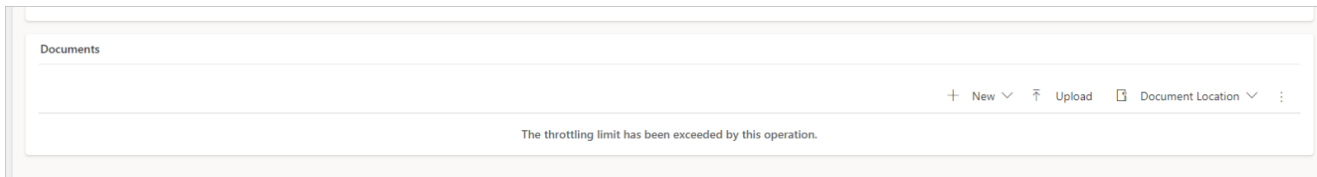


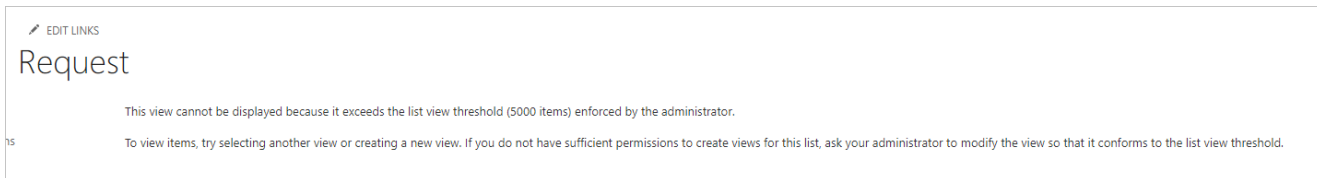
Managing the SharePoint Throttling Limit

Introduction

SharePoint has an indexing limit that is reached when a document library contains more than 5000 items. When the limit is reached you will see a message like the one below:



Note This is not just a limitation of the Power Platform, the classic SharePoint experience also will not display all documents when the library contains more than 5000 items.

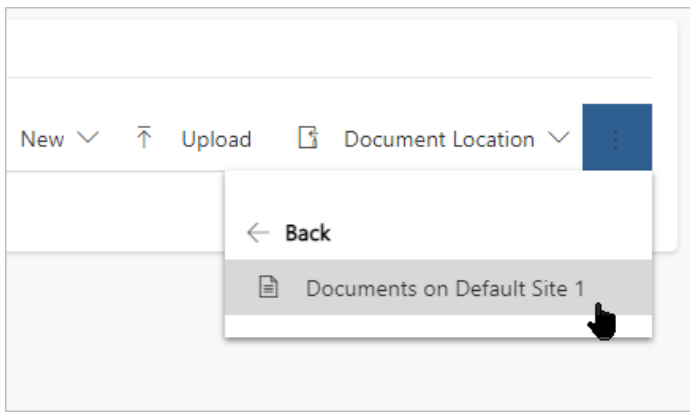


You should also be aware that deleting records in the Power Platform does not delete the documents associated with the record in SharePoint.

The simplest solution is to create another document library in SharePoint and selectively move folders from the library with more than 5000 items into it.

Set Up an Archive Document Library and View

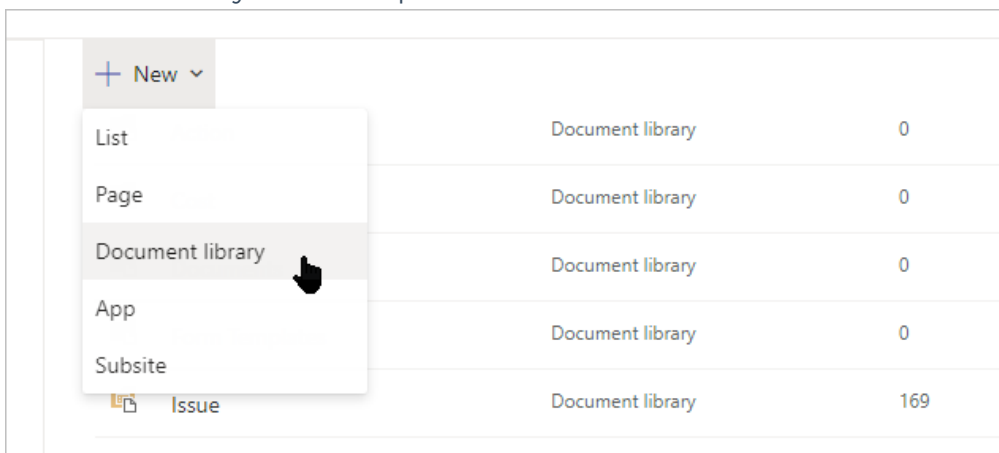
1. Click the three-dot menu on the Documents subgrid, expand Open Location and click the link to navigate to your SharePoint site.



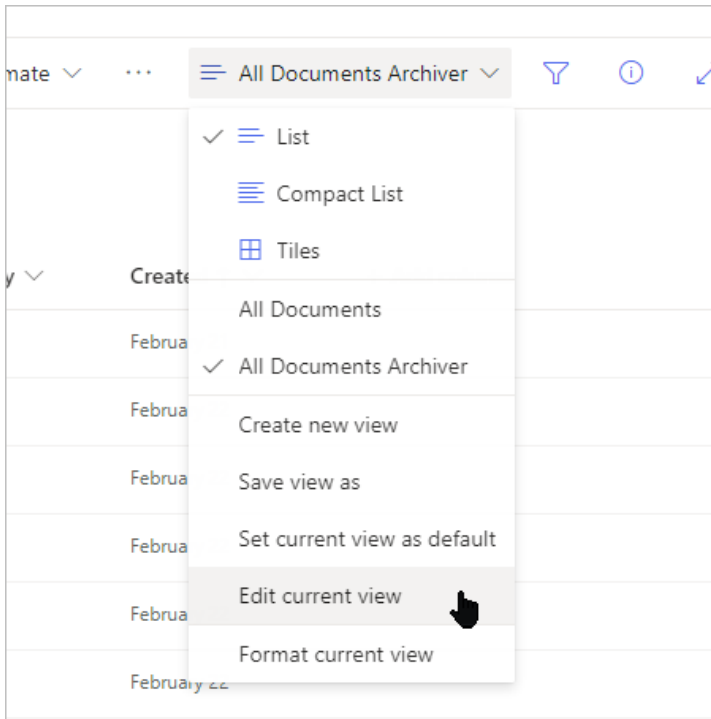
Any document library with a count of more than 5000 will need to be remedied.

Site contents	Portfolio	Document library	2	1/9/2023 9:04 AM
Recycle bin	Program	Document library	2	1/9/2023 9:57 AM
Edit	Project	Document library	4979	6/1/2023 8:43 AM
	Project Task	Document library	2	3/21/2023 8:18 AM
	Projects Archive	Document library	1001	4/20/2023 2:34 AM
	Request	Document library	5106	6/1/2023 4:38 AM

2. Create a new Document library for archiving the documents. You should create one per existing Document library that you need to work with. In this case, we will create a Document library called Request Archive.



3. Navigate to the problem Document library and save the default view as a new view, e.g., **All Documents Archiver**.
4. Select **Edit current view** on the new view menu.



5. Add the **Created** column.

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Type (icon linked to document)	1
<input checked="" type="checkbox"/>	Name (linked to document with edit menu)	2
<input checked="" type="checkbox"/>	Modified	3
<input checked="" type="checkbox"/>	Modified By	4
<input checked="" type="checkbox"/>	Created	5
<input type="checkbox"/>	Age Created By	6

6. Set the **Created** column as the default sort column and set it so the items sort in ascending order – this will show the oldest items first.

Sort
 Select up to two columns to determine the order in which the items in the view are displayed. [Learn about sorting items.](#)

First sort by the column:
 Created

Show items in ascending order (A, B, C, or 1, 2, 3)

Show items in descending order (C, B, A, or 3, 2, 1)

7. Scroll down further, expand the item limit section, and enter **1000** in the field.

Item Limit
 Use an item limit to limit the amount of data that is returned to users of this view. You can either make this an absolute limit, or allow users to view all the items in the document library in batches of the specified size. [Learn about managing large lists.](#)

Number of items to display:
 1000

Display items in batches of the specified size.

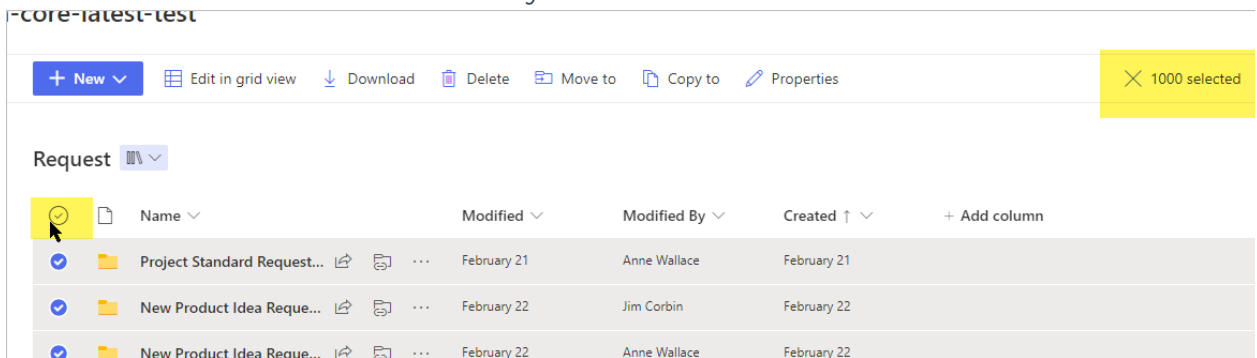
Limit the total number of items returned to the specified amount.

8. Click **OK** to save your changes to the view.

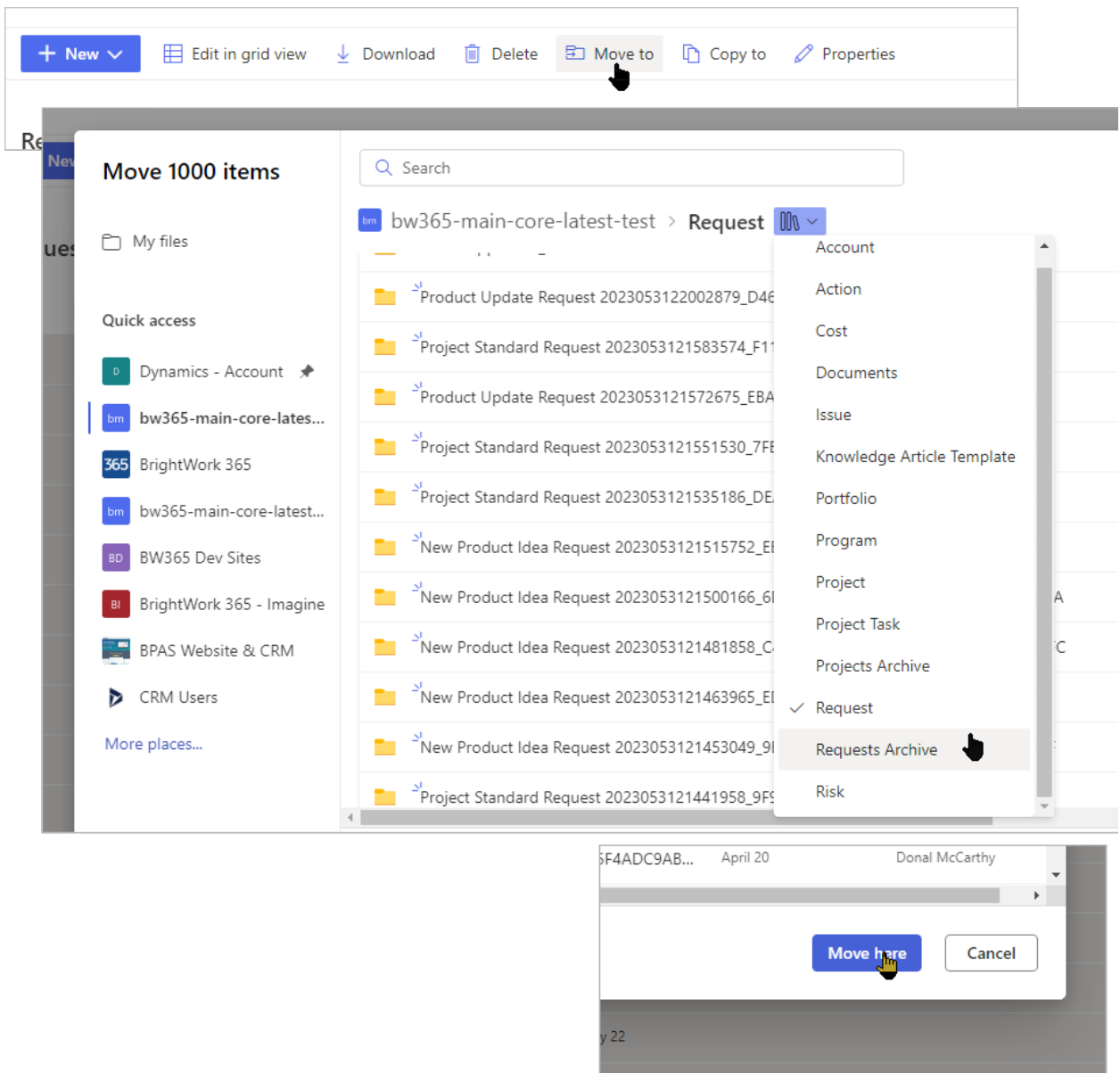


Move Documents to the Archive Library

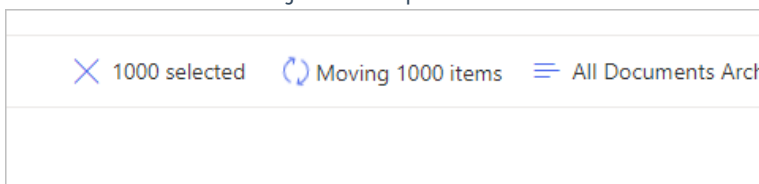
1. Navigate to the **All Documents Archive** view and click the selector at the top to select all the items in the view – it should say **1000 selected**.



2. Click **Move to**, select the archive Document library, and click **Move here**.



3. Wait until the move job completes.

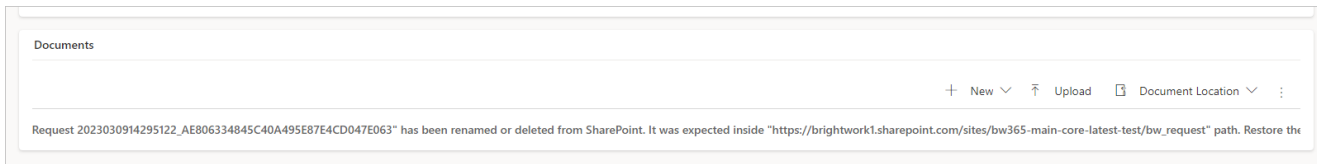


Where are My Documents?

The above document archiving solution is a blunt one and may result in users inquiring about documents missing from their records.

When you move the document folder associated with a record from one Document library

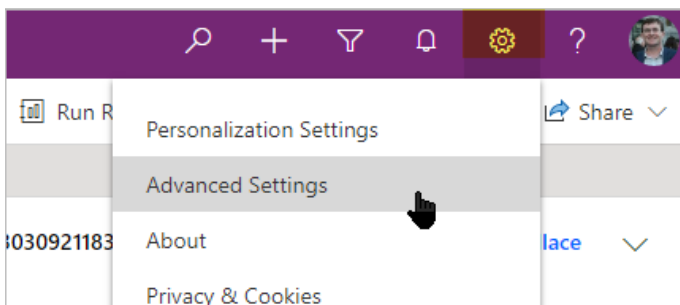
to another, a message like the below will display in affected records.



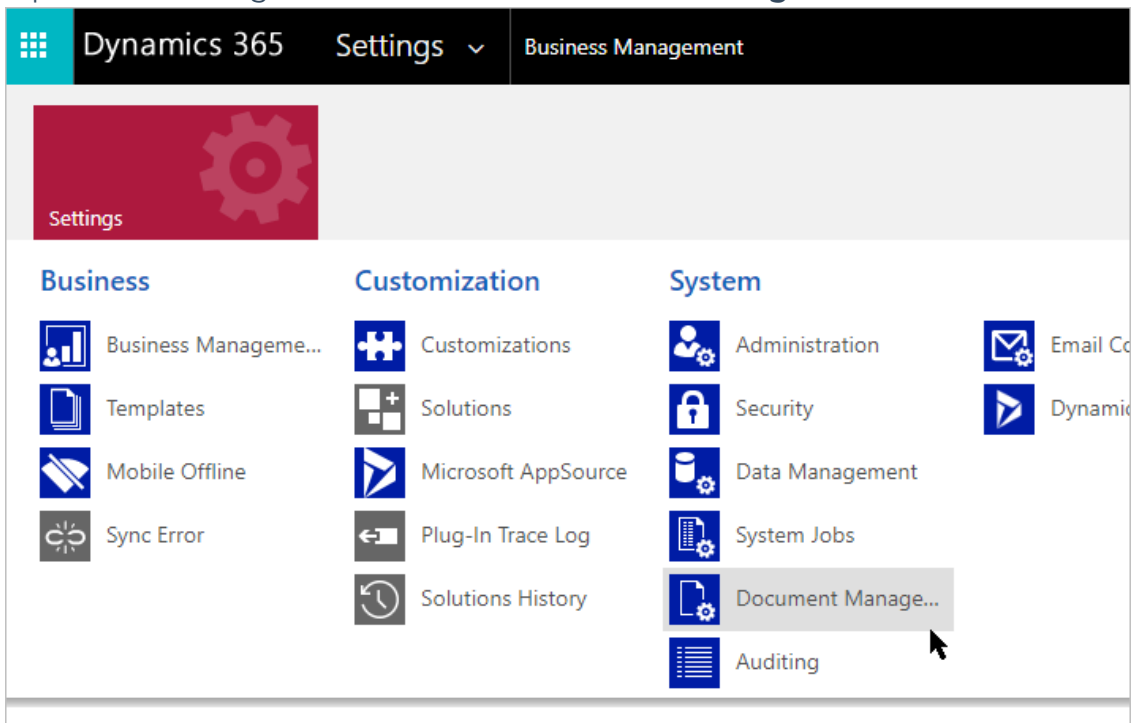
To fix this, you must create a new SharePoint Document Location record for the new Document library and switch the **Document Location** to it.

Create a New SharePoint Document Location

1. Click **Advanced Settings** on the Setting menu.



2. Expand the settings menu and click **Document Management**.



3. Click **SharePoint Document Locations**.



SharePoint Document Locations

A document location record maps to document libraries or folders on a SharePoint server. The document location record. They can be associated with a Microsoft Dynamics 365 record.

4. Click + New and fill out the form as below and click **Save & Close**.

The two most important items are the Parent Site or Location – ensure to select **Default Site** and the Relative URL.

The Relative URL is the part of the SharePoint Document Library URL that refers to the document library, in the example below it is **Archive**.

<https://contoso.sharepoint.com/sites/contoso-proj/Archive/Forms/AllItems.aspx>

BrightWork 365 **SANDBOX**

← Save Save & Close + New Deactivate Delete Refresh

Requests_Archive - Saved
Document Location

General Related ▾

Name	*	Requests_Archive	Owner	*	
Description		---			

URL Options

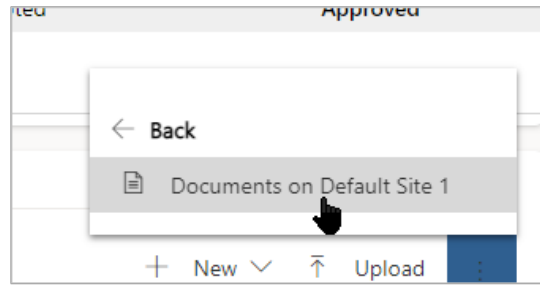
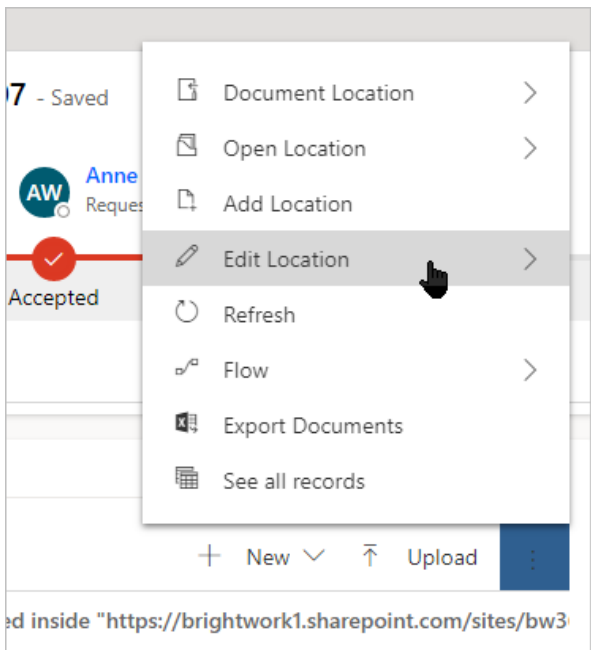
Parent Site or Location	*	Default Site
Relative URL	*	archive
Regarding		---
Location Type		General

Save & Close
Save and close this Document Location.

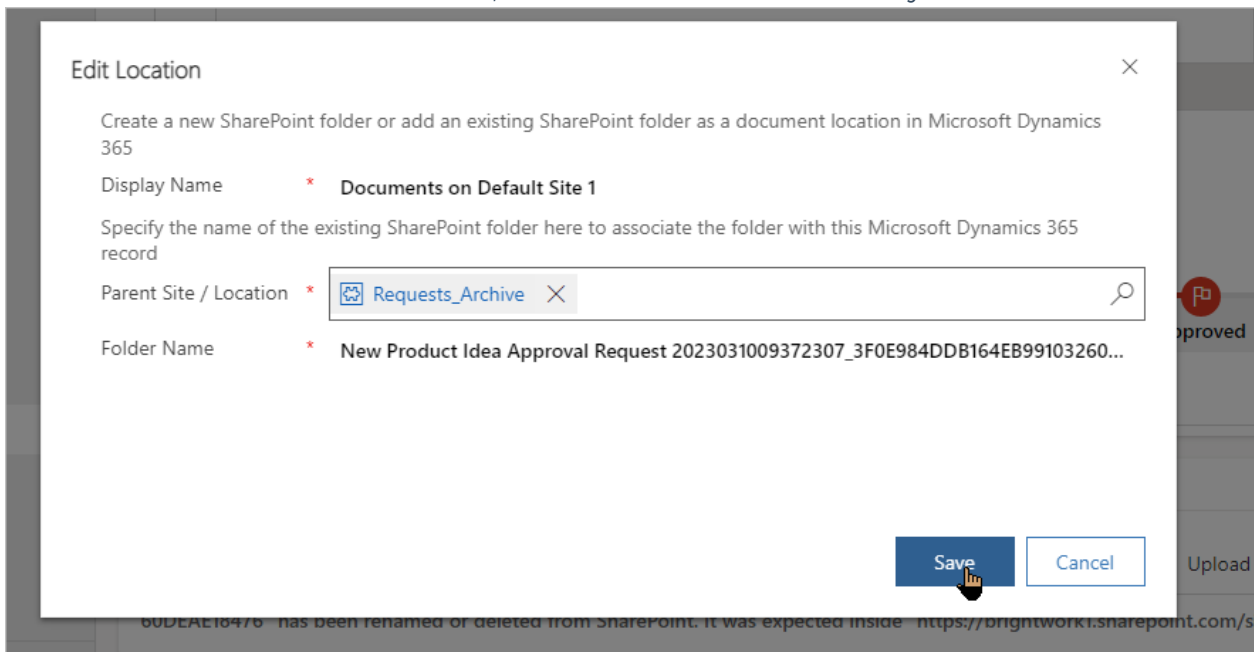
Switch Document Location

Once you have a Document Location setup for the new library, you can switch affected records as they turn up.

1. Click **Edit Location** on the three dot menu and click the Document location.



2. Select the new Document location, click **Save** and confirm that you want to switch.



The Documents subgrid will load correctly.

Documents



Name ▾

File Size ▾

File Type ▾

Author ▾

 [Project Expenses.xlsx](#)

14,123

xlsx

Donal McCarthy