Managing the SharePoint Throttling Limit

Note

- This article is relevant for customers using custom BrightWork 365 forms, and for customers using releases prior to 2024-2.
- Customers with custom BrightWork 365 forms can also discuss custom resolution options with their Customer Success Partner.

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:

Documents		
		+ New \checkmark $\stackrel{\scriptstyle\frown}{\to}$ Upload $\stackrel{\scriptstyle\Box}{\Box}$ Document Location \checkmark :
	The throttling limit has been exceeded by this operation.	

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.

💉 EDIT LINKS	
Reque	st
	This view cannot be displayed because it exceeds the list view threshold (5000 items) enforced by the administrator.
15	To view items, try selecting another view or creating a new view. If you do not have sufficient permissions to create views for this list, ask your administrator to modify the view so that it conforms to the list view threshold.

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.

New \vee	Ţ	Uplo	ad	ß	Document Location $ \smallsetminus $	
			\leftarrow	Back		
				Do	ocuments on Default Site 1	

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.

+ New ~		
List	Document library	0
Page	Document library	0
Document library	Document library	0
App	Document library	0
Lissue	Document library	169

- 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.

nate 🗸	•••	\equiv All Documents Archiver \vee	∇	(i)	2
		$\checkmark \equiv$ List			
		🗮 Compact List			
\sim	Creat∉	🗄 Tiles			
y -	creat	All Documents			
	Februa	✓ All Documents Archiver			
	Februa	Create new view			
	Februa	Save view as			
	Februa	Set current view as default			
	Februa	Edit current view			
	February	Format current view			

5. Add the **Created** column.

ct a Display	Column Name	Position from Left
~	Type (icon linked to document)	1 🗸
~	Name (linked to document with edit menu)	2 🗸
\checkmark	Modified	3 🗸
\checkmark	Modified By	4 🗸
✓	Created	5 🗸
	Area Caratad Du	e 😼

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.



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.

Num	ber 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.

Delete	ОК	Cancel
	R.	

Move Documents to the Archive Library

 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.

+ New V 🗄 Edit in grid view	+ New 🗸 🗄 Edit in grid view 🞍 Download 📋 Delete 🗈 Move to 🗈 Copy to 🖉 Properties						
Request 📉 🗸							
🔗 🗋 Name 🗸		Modified \vee	Modified By \smallsetminus	Created $\uparrow\smallsetminus$	+ Add column		
Project Standard Request	¢ 5 …	February 21	Anne Wallace	February 21			
📀 📃 New Product Idea Reque	ê 6	February 22	Jim Corbin	February 22			
New Product Idea Reque		February 22	Anne Wallace	February 22			

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.

Documents	
+ New Y	$\bar{}$ Upload \square Document Location \checkmark :
Request 2023030914295122_AE806334845C40A495E87E4CD047E063" has been renamed or deleted from SharePoint. It was expected inside "https://brightwork1.sharepoint.com/sites/bw3	i65-main-core-latest-test/bw_request" path. Restore the

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.



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	- م
← 🗗 🖬 Save	🛱 Save & Close 🕂 New 🗋 Delete	🖔 Refresh
Requests_Archin Document Location General Related	Save and close this Document Location.	
Name Description	* Requests_Archive Owner	* 🧲
URL Options		
Parent Site or Location	* 🔂 Default Site	
Relative URL	* archive	
Regarding		
🛆 Location Type	General	

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.



ieu	Арргоvea
	\leftarrow Back
	Documents on Default Site 1
	+ New ∽ ↑ Upload

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

Create a new SharePo 365	oint f	older or add an existing SharePoint folder as a document location in Microsoft Dynamics	i
Display Name	*	Documents on Default Site 1	
Specify the name of trecord	the e	xisting SharePoint folder here to associate the folder with this Microsoft Dynamics 365	
Parent Site / Locatior	ר *	☆ Requests_Archive ×	Q
Folder Name	*	New Product Idea Approval Request 2023031009372307_3F0E984DDB164EB9910326	0

The Documents subgrid will load correctly.

Docume	ents			
0	Name Y	File Size 🗸	File Type Y	Author ~
	Project Expenses.xlsx	14,123	xlsx	Donal McCarthy