SHORT URL
for SharePoint

INSTALLATION AND CONFIGURATION MANUAL

APPS 365

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Current Version of Short URL App for SharePoint Online

Name	Version Approved	Compatibility	Date
SharePoint Short URL App	APPS 365 LTD (V5.0)	SharePoint Online	2022, April

SHORT URL
for SharePoint

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Introduction

SharePoint Short URL App allows the creation and use of vanity and shortcut hyperlinks within the SharePoint Environment. Too often and especially with large complex installations, the structure of a SharePoint site collection can lead to enormously long hyperlinks, which makes for ugly and error prone hyperlinks.

For example, compare the following hyperlink to a folder in a document library:

https://apps365.sharepoint.com/TestUrl/Shared Documents/Company Documents/Documents/SharePointShortUrl_APP_About.docx

When you use **SharePoint Short URL App**, it can also be shortened to:

https://yoursite/clients *(Ultimate License)*

The **Short URL App** provides you with a choice of sensible, secure named Domains from which to create **Short URL's**. You are able to define which domain is used as the default within your SharePoint environment and each of these separate Domains will also work for any **Short URL** created against the default instance. Thus, you can share any of the Domains with your **Short URL** and they will work!

Short URL App Domains:

https://surl.link | https://surl.ms | https://officeurl.com | https://sharepointurl.com

Depending on the License Type and App Key the **Short URL App** works as detailed below;

Free SharePoint Online App License (Ad Sponsored):

Short URL App is available for Free on the Office Store as a SharePoint App and on installation allows users to create auto generated **Short URL's** for any content, as below;

https://surl.link/autoshorturl

https://surl.ms/autoshorturl

https://officeurl.com/autoshorturl

https://sharepointurl.com/autoshorturl

Standard / Enterprise License (Free Trial allows creation of 25 Short URL's with Ads):

To enable your **Short URL App** to generate custom **Short URL's** unique to your organization an App Key is required. The process to registering your Username/Subdomain is simple and fast (see *Register* **Short URL** *App Key (Create Custom ShortUrl's)*). Once you have registered your **Short URL App Key** you will be able to activate and update the 'ShortUrlAppKey' List that comes as part of the **Short URL App** and generate **Short URL's** as below;

https://*comany*.surl.link/customshorturl

https://*comany*.surl.ms/customshorturl

https://*comany*.officeurl.com/customshorturl

https://*comany*.sharepointurl.com/customshorturl

Ultimate License:

The **Short URL App** Ultimate License provides your own Custom Domain with all of the great features as an App Solution to deploy.

https://comany.link/customshorturl

A ShortUrl makes emailing the link, putting it into documents or even saying it over the phone much simpler and less error prone. Using **SharePoint Short URL App** a shortened hyperlink can be created to any Page, List Item, Document, View and to any external Url within SharePoint. Detailed Statistics are provided for each **Short URL**.

With SharePoint **Short URL App** you can create **Short URL's** directly from the Ribbon Menu and/or any List/Library Items Context Menu. If a **Short URL** has already been created, you can instantly copy to the clipboard, email the link directly (the link will be opened in your email client), Share via QR Code and other Social Sharing options. **Short URL's** are stored in a regular SharePoint List (named '**ShortUrl**') that is located in each Site that the **Short URL App** is installed. All **Short URL's** are processed on our Secure Servers, meaning we handle the resource load externally from SharePoint.

Short URL App Benefits and Features

One of the great selling points of SharePoint for an organisation is the ability to keep documents and information centrally and the supporting mechanism for this is to send hyperlinks to colleagues and clients. By having a cleaner way to manage lengthy hyperlinks, you will gain a very significant productivity improvement with minimal effort or expense.

- SharePoint App.
- Easy to install, tightly integrated with SharePoint.
- Create **Short URL's** for any Page, List Item Document, View, External links.
- Unlimited Shortened Hyperlinks.
- Easy access via Ribbon and Items Context Menu.
- Open email client with **Short URL** for sending.
- Date expiry for short lived Hyperlinks.
- Select Redirect Type (301 and 307) for **Short URL**.
- Detailed **Short URL** Statistics (Countries, Top Referrers, Browsers and Operating Systems).
- QR Code for **Short URL's**.
- Password Protected **Short URL's**.
- Set Total Uses for **Short URL's**.
- Office Web Apps **Short URL's**.
- Simple - Very easy to use, no training - Improves productivity!
- Choice of secure (https://) domain to use.
  surl.link |surl.ms | sharepointurl.com | officeurl.com)
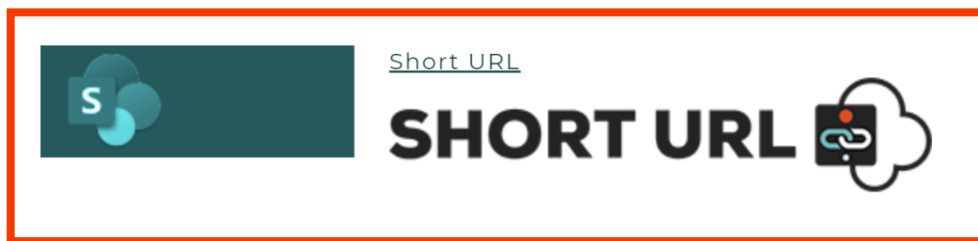
SharePoint Short URL App Installation

Installing SharePoint Short URL App

Installation of **Short URL** is a simple affair and is done as any other App from the Microsoft Store.

To download your Free App, search the Microsoft Office Store for **SharePoint Short URL App and** following the App installation instructions provided.

Configuration of the Short URL App

The **SharePoint Short URL App** will work on Installation for each SharePoint Site to which the App is added. On Installation / adding the App and clicking the '**ShortUrlApp**' page, a List called 'ShortUrl' will be created (for storing the sites **Short URL's**) and **Short URL** Options will be added to the Ribbon and Context Menu for all Items within the site.

Additional Configuration, from the **Short URL App** page – Configuration tab, is required;

- To change the default secure Domain from which the **Short URL** is created and presented within your SharePoint environment and/or to add an App key to create Custom **Short URL's**.
- Click on the 'Activate ShortUrlAppKey List' button to create the 'ShortUrlAppKey' List from which you can update to change the default domain and/or add an App Key and registered Username/Subdomain.
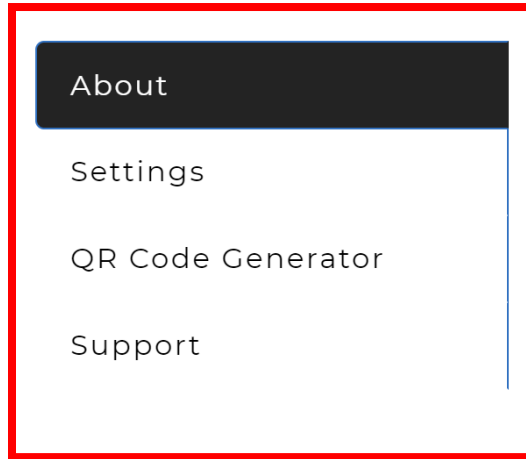
Change the Short URL default Domain Name

In order to change the default secure Domain name from which the **Short URL** is created and presented within your SharePoint environment and/or to create Custom **Short URL's** with your own Username/Subdomain appended before the secure Domain name, you must first activate the ShortUrlAppKey List from the **Short URL App** page - Configuration tab.
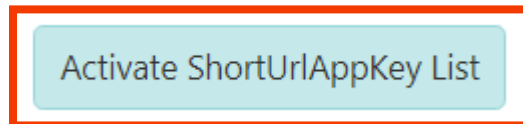
Step-1:- Open the **ShortUrlApp** page.
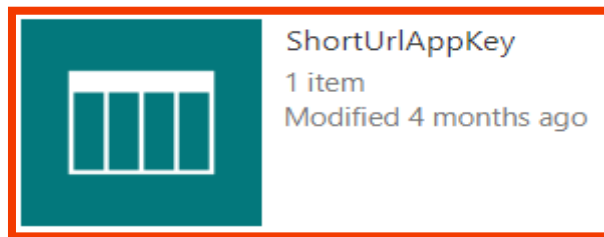
Step-2:- Click the Settings Tab.

Step-3:- Click the 'Activate ShortUrlAppKey List' button.
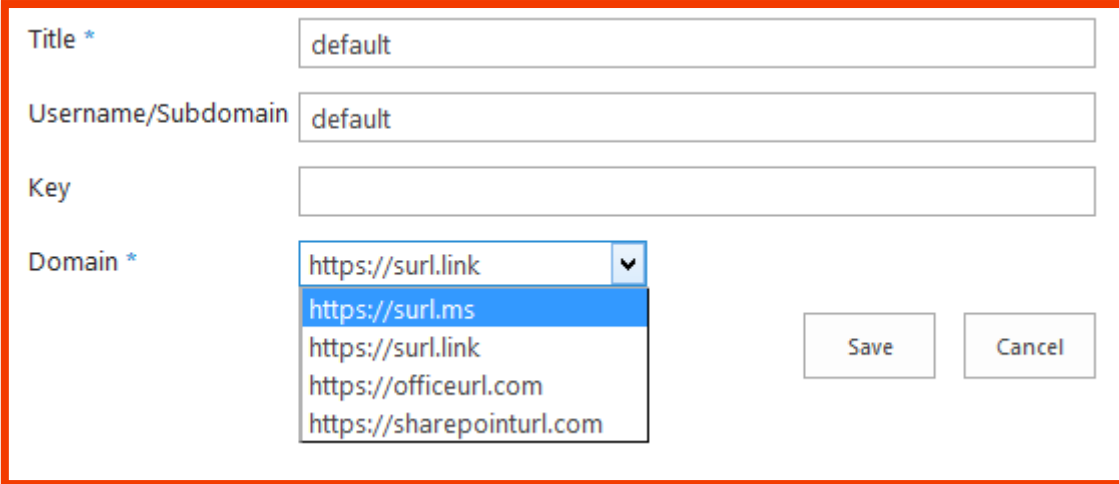

The **ShortUrlAppKey** List is now created.

The default secure domain name that the **Short URL App** creates **Short URL's** within your SharePoint environment is **https://surl.link/**.

You may change this to one of the following.

https://surl.link | **https://surl.ms** | **https://officeurl.com** | **https://sharepointurl.com**

Step-4:- Open the **ShortUrlAppKey** List and select the Domain you would like to use. By default, Title and Username/Subdomain will be set to 'default'- **do not change!** On Save the Domain of choice will now be used to create **Short URL's** within your SharePoint environment.
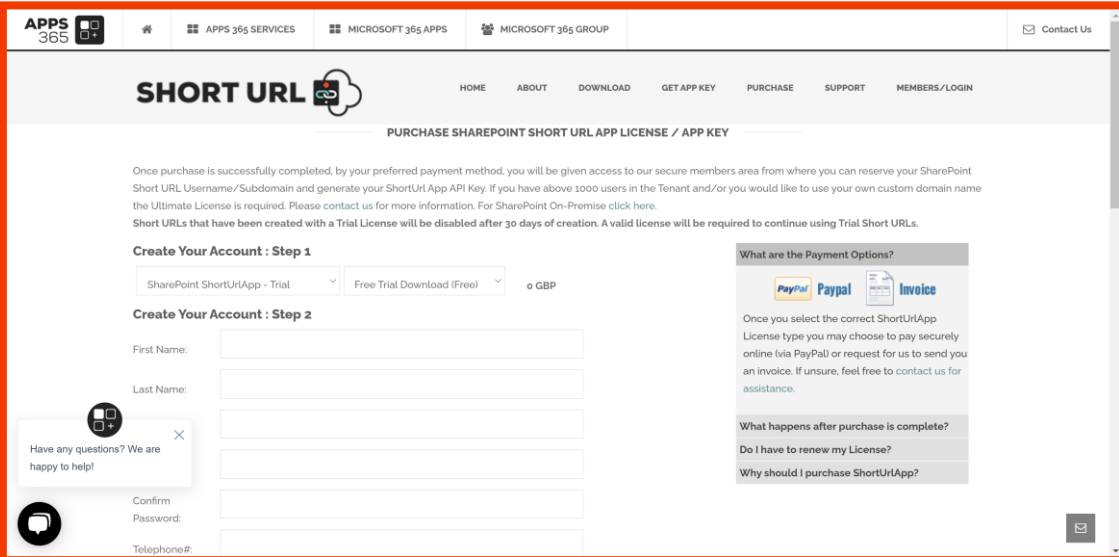
*Important the **ShortUrlAppKey** List must only have one Item in the List.

Register Short URL App Key (Create Custom ShortUrl's)

you would like to enable your **Short URL App** to generate custom **Short URL's** unique to your organization an App Key is required. The process for registering your Username/Subdomain is simple and fast.

Step-1:- Visit https://www.shorturlapp.com/members/index.php?page=join and register for your Free Trial.

Step-2:- Complete the Account creation process and Sign into the Members Area to register your App Key.

Step-3:- Once signed in to the Members select click on the Available Downloads / App Key.

Available Downloads / App Key:
SharePoint ShortUrlApp - Trial

Step-4:- Input the required Username/Subdomain and click REGISTER.

Register for your key

[   ] - the following username can be used for any of the following domains; username.surl.link | username.surl.ms | username.sharepointurl.com | username.officeurl.com **REGISTER**

Step-5:- Copy the Username and Key to the **ShortUrlAppKey** List (as in **Step-1** - Change the **Short URL** default Domain Name), select your Domain of choice and click Save.

Title *
Username/Subdomain
Key
Domain *   https://surl.link
https://surl.ms
https://surl.link
https://officeurl.com
https://sharepointurl.com
Save   Cancel

On Save the Domain of choice will be appended to the Username and you will now be able to create custom **Short URL's** within your SharePoint environment.

*To upgrade to a paid for version with unlimited **ShortUrl** creation and no advertisements do so via your ShortUrlApp.com Secure Members Area.*
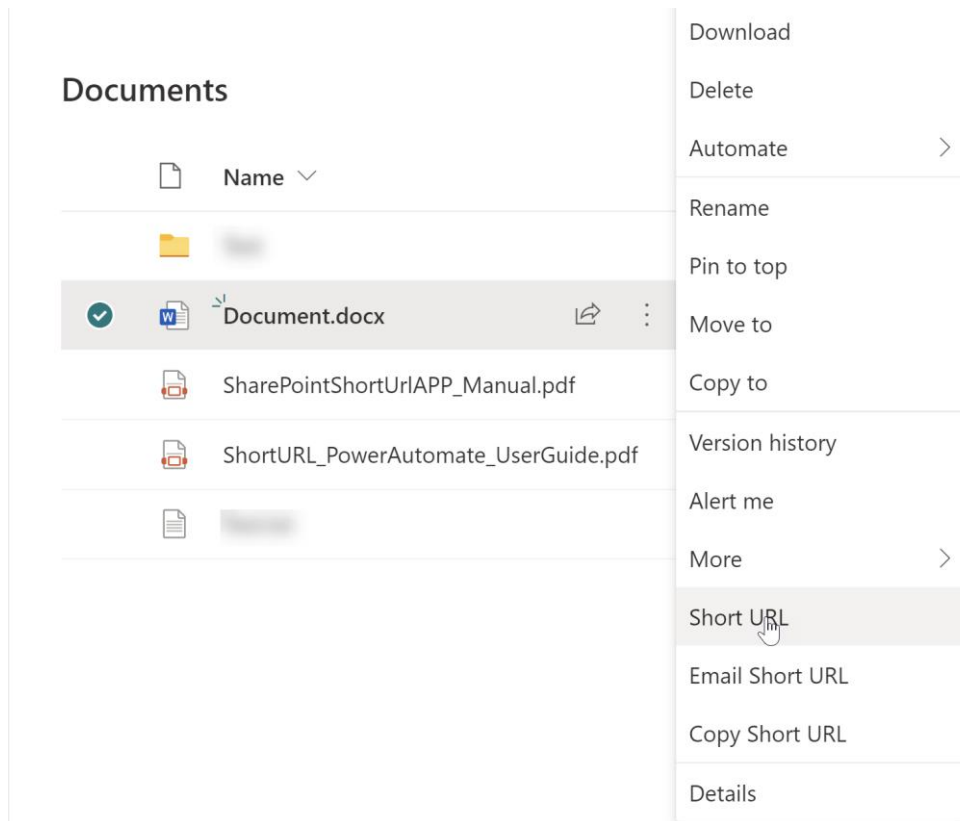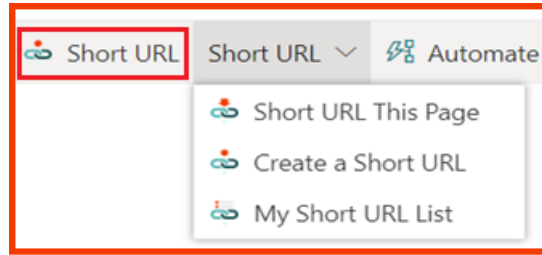
SharePoint Short URL App Uninstallation

To uninstall the **SharePoint Short URL App**:

Locate **Short URL App** and remove.
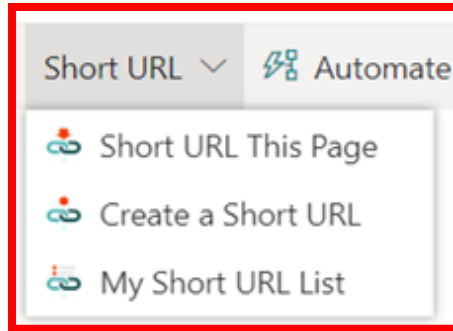
SharePoint Short URL App Usage Instructions

Accessing and Managing Short URL's

The **SharePoint Short URL App** allows users to create and manage **Short URL's** in several different ways. On Installation, the **Short URL App** will present **Short URL** options for the Ribbon Menu any Item's Context Menu (within a List or Library).

- **Short URL**- Creates a **Short URL** and/or if a **Short URL** exists for that Item/Link will present the **ShortUrl** Options page.
- From the Ribbon (Share & Track) when an Item is selected and/or an Items Context Menu – *Short URL*
- **Copy Short URL**- Copies the most recent created **Short URL** to clipboard for pasting (this applies if a **Short URL** exists for that Item).
- From an Items Context Menu - *Copy Short URL*
- **Email ShortUrl**- Opens the most recent **Short URL** in Email Client for sending, documents include Office Web Apps **Short URL** (this applies if a **Short URL** exists for that Item). From an Items Context Menu - *Email* **Short URL**

When the **Short URL App** is added a new Ribbon tab called '**Short URL**' will be added to your SharePoint Site.

The 'SHORTURL' Ribbon Menu contains the following **Short URL** Menu Options:

- **Short URL This Page** - Create a **Short URL** to the current SharePoint page that you are browsing. From the SHORTURL Ribbon Tab – *Short URL This Page* **Item Context Menu Short URL** - Create a **Short URL** to Items within lists or Libraries.
- **Create Short URL** - Creates a **Short URL** to any external Web Site. From the SHORT URL Ribbon Tab - *Create Short URL*
- **My Short URL List** - Displays a List of all **Short URL's** that the User has created with management options for each **Short URL**.

From the SHORTURL Ribbon Tab - *My Short URL List*

How to Create a Short URL

For each **Short URL** that is created, the user is presented with the **SharePoint Short URL creation** screen. Depending on what type of Short URL has been created the 'URL' will be prepopulated with the destination link.

When the *Create Short URL,* option has been selected from Site Actions the user is able to enter any link in the 'URL' input.

By default, a **Short URL** name is auto generated however this can be changed (as described *Configuration of the **Short URL** App - Register Short URL App Key (Create Custom Short URL's)*)

* The following rules apply for using special characters with **SharePoint Short URL**;

- **Short URL** names must have no special characters and spaces only "**-**" and "**_**" are allowed and can be used instead of a space.
- "**-**" and "**_**" are allowed.
- Special characters such as **"&", "?", "/"** and "**#**" are not allowed.

Each **Short URL** provides **Short URL** specific settings.

- **Short URL Name -** The **Short URL**, this is auto generated and can made custom with an App Key.
- **URL (Full URL to the destination link)** - The Full URL.
- **Short URL Owner -** The User who has created the **Short URL**.
- **Short URL Expiry Date -** Set an Expiry Data for the **Short URL**. After the Expiry Date the link will no longer work. This is optional and not set by default
- **Password -** Set a Password for the **Short URL**. When the **Short URL** is clicked an access, restricted page will prompt for the Password before the destination link is accessed. This is optional and not set by default.
- **Total Uses –** Set the Total Uses, how many times the Short URL can be used. This is optional and not set by default (0 = Unlimited).
- **Redirect Type -** Set the Redirect Type (301 or 307) for the **Short URL**. 301 (Moved Permanently) is t set by default.
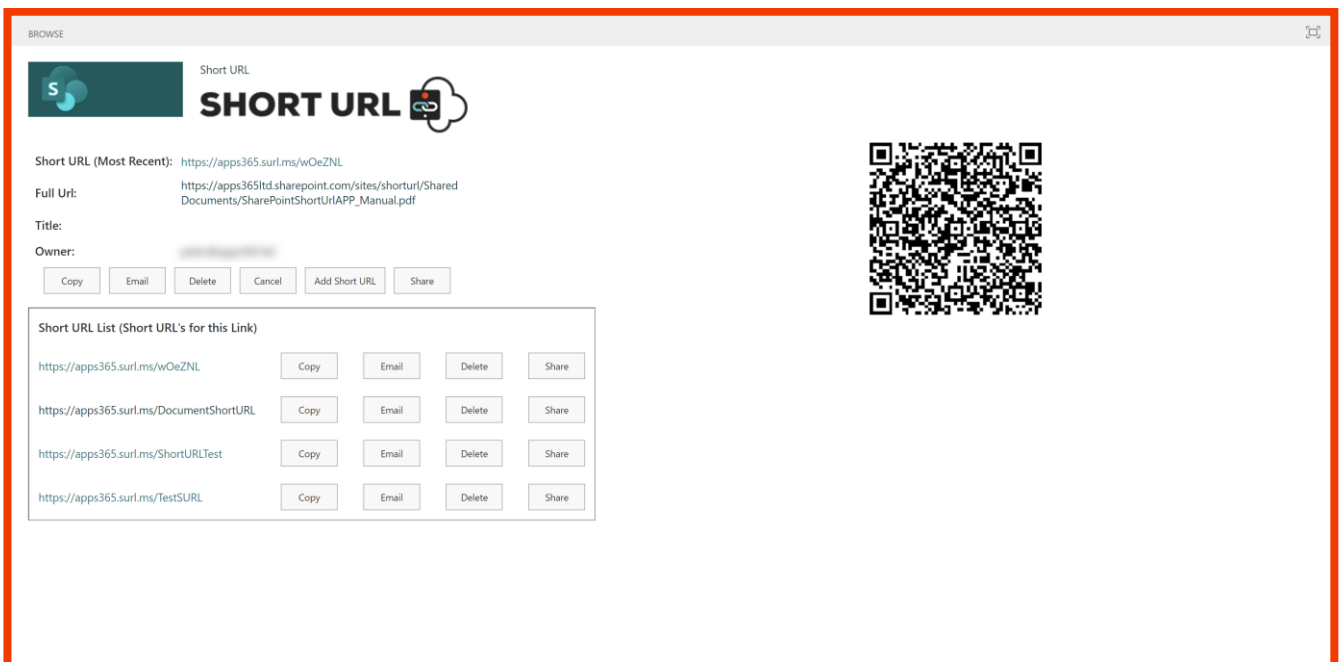
Click 'Save This Short URL' to create a **Short URL** with the required settings.
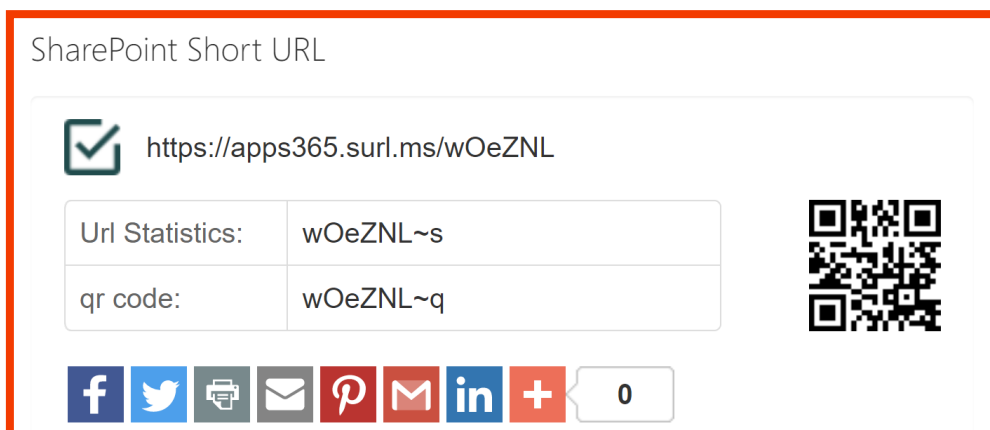
Short URL Options Screen

Once a **Short URL** has been saved/created or if a **Short URL** has already been created for an Item, the **Short URL** Options Screen will be presented.

From the **Short URL** Options Screen, you can manage each **Short URL** for that Link with the following Options:

- **Copy** - Copies the ShortUrl to Clipboard.
- **Email** - The **Short URL** opens in the Email Client ready for sending.
- **Delete** - Deletes the **Short URL**
- **Cancel** - Will go back to the previous page.
- **Add Short URL -** Creates a new **Short URL.**
- **Share -** Opens advanced Share options for the **Short URL** including Statistics and QR Code links.

*Share opens options in dialogue window.

For Documents, an accompanying Office Web Apps (OWA) **ShortUrl** is automatically created with the same **Short URL Name** appended with "_OWA".

Short URL Administration and the Short URL List

The **SharePoint Short URL App** works by processing the redirection on our secure servers. However, all **Short URL's** created are stored in a regular SharePoint List called 'ShortUrl' situated on each site to which the App is added. This List is created when the **Short URL App** is first accessed.

A new **Short URL** will **NOT** work if it is created directly from the list by adding a new item. **Short URL's MUST** only be created via the Site Action Menu and/or an Items Context Menu.

Administer the Short URL List permissions to control access for who can create a **Short URL**. Users set to read-only on this List will not be able to create a **Short URL**.

The **Short URL** List contains the following default Columns that **MUST NOT** be deleted; however, you may add additional Columns as required. Below is a description of each;

Short URL List Column Description Table

Column Name	Description
Title	The name of the ShortUrl created.
ShortURL	The name of the ShortUrl clickable link.
FullURL	The 'Real' Url that the ShortUrl redirects.
ExpiryDate	The Expiry Date if one was set.
Owner	The User that created the ShortUrl - this is useful for audit purposes.
Statistics	The Statistics link for the ShortUrl.

Short URL Statistics and QR Code

Each **Short URL** has detailed Statistics (Countries, Top Referrers, Browsers and Operating Systems) and a QR Code provided. To access these for a **Short URL** visit the **Short URL** Options screen and click the Share button. You can also append ~s (for Statistics) or ~q (for QR Code) for any **Short URL**.

*We recommend that when utilising the **Short URL Tracking Lists** you define a retention policy for backing up and clearing the **Short URL Tracking List** data. I.e. Each month export the List data and save to archive, then refresh/clear the List data.*

SharePoint Short URL App Support

Thank you for choosing **SharePoint Short URL App.** If you require any further assistance, please consult our online Support Centre or Contact Us.

www.ShorturlApp.com

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