

# Installation and Configuration Manual

SharePoint® **ShortUrl** 





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## Version History

### Change Record

Date	Author	Version	Change reference
2010, August	SharePoint ShortUrl	1	Initial Release for SharePoint 2007.
2011, January	SharePoint ShortUrl	2	SharePoint ShortUrl for SharePoint 2010 release . ShortUrl Event Receiver (ShortUrl link to content will work even if items properties are changed). ShortUrl Presence WebPart. Office Web Apps ShortUrls (if installed).
2011, July	SharePoint ShortUrl	3	Fix for issues with Anonymous Access. Fix for issues with AAM.
2012, January	SharePoint ShortUrl	4.0	Shorten Everything Feature. Misc. bug fixes and improvements.
2012, June	SharePoint ShortUrl	4.1	Allow for '-' and '_' to be contained within ShortUrls. Browser compatibility fixes.
2012, November	SharePoint ShortUrl	4.2	Fix ShortUrl Timer Job deployment to Web Application. Fix Office Web Apps ShortUrls within folders. Shorten Everything Feature improvements.
2013, March	SharePoint ShortUrl	5	SharePoint ShortUrl for SharePoint 2013 release. Show/Hide Create ShortUrl to any Link from Site Actions. Show/Hide Copy OWA (Office Web Apps) ShortUrls from an Items Context Menu. Ability to create multiple ShortUrl's for content direct from ShortUrl page (previously had to be done via ShortUrl List). Misc. bug fixes and improvements.
2014, May	SharePoint ShortUrl	6	Multilingual Support / SharePoint ShortUrl now installs for any Language. Easy Upgrade from a previous SharePoint ShortUrl version with an existing ShortUrl List. ShortUrl Options in Sub Menu (in Items Context Menu). Inclusion of Special Characters. Separation of ShortUrl Automatic Update and Automatic Create Features. My ShortUrl's Feature. UNC Path ShortUrl Feature. ShortUrl Tracking List Features. Misc. bug fixes and improvements.
2014, December	SharePoint ShortUrl	7	Added Create ShortUrl in Ribbon Menu (Share & Track). Added custom body/footer message for Email ShortUrl. Misc. bug fixes and improvements (Chrome compatible).



2015, July	SharePoint ShortUrl	8	Support for Host-Name Site Collections. ShortUrl Priority Feature Implementation. ShortUrl List stored on Site Collection Solution available. Merge in code for OWA & without OWA. Misc. bug fixes and improvements (AMM Zone Fix).
			*All ShortUrl features are included in each compatible release for SharePoint 2007-2010-2013. Office Web Apps features are not compatible with SharePoint 2007.

## Current Version for SharePoint 2013

Name	Version Approved	Compatibility	Date
SharePoint ShortUrl V8	SharePoint ShortUrl	SharePoint Server 2013 Foundation   SharePoint 2013 Server.	2015, July

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# 1 Introduction

**SharePoint ShortUrl** allows the creation and use of vanity and shortcut hyperlinks. 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://yoursite/clients/abc%20company/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fclients%2fabcd%20company%2fShared%20Documents%2fClient%20Requirements&FolderCTID=%7b80C76B49%2dFA92%2d490E%2dAFBF%2d8A07F9C73CCE%7d>

When you use **SharePoint ShortUrl**, it can also be shortened to:

<https://yoursite/clients>

This makes emailing the link, putting it into documents or even saying it over the phone a much simpler and less error prone.

Using **SharePoint ShortUrl** a shortened hyperlink can be created to any Page, List Item, Document and View within SharePoint. Also to any external Url - including ftp and mailto.

With **SharePoint ShortUrl** you can create **ShortUrl's** directly from the Ribbon Menu (Share & Track) Site Actions Menu and/or any List/Library items Context Menu. If a **ShortUrl** has already been created, you can instantly copy to the clipboard, email the link directly (the link will be opened in your email client) and edit the shortened hyperlink.

All the **ShortUrl's** are stored in a regular SharePoint List at the root Site of the Web Application to which it is activated. This allows for all of the standard List functionality of audit trails, workflow, security permissions, item approval and so on.

## ShortUrl 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 hardly any effort or expense.

- Create **ShortUrl's** for any Page, List Item, Document, View and External links.
- Unlimited Shortened Hyperlinks.
- Add multiple ShortUrls to the same Url.
- Tightly integrated with SharePoint. Improves productivity.
- Very easy to install. Very easy to use, no training required.
- Easy, instant access via Site Actions, Ribbon (Share & Track) and Items Context Menu.
- Open email client with **ShortUrl** for sending (option to include custom body/footer text).
- Date expiry for short lived Hyperlinks, Hyperlink ownership for audit trails.
- **ShortUrl** links click counter on list.
- Automatic Creation of Office Web Apps **ShortUrl's** (If Office WebApps is installed).
- Automatic Creation and/or Deletion of **ShortUrl's** Feature.
- **ShortUrl** Tracking List to track usage.
- My **ShortUrl's** (quick access to your own created **ShortUrl's**).

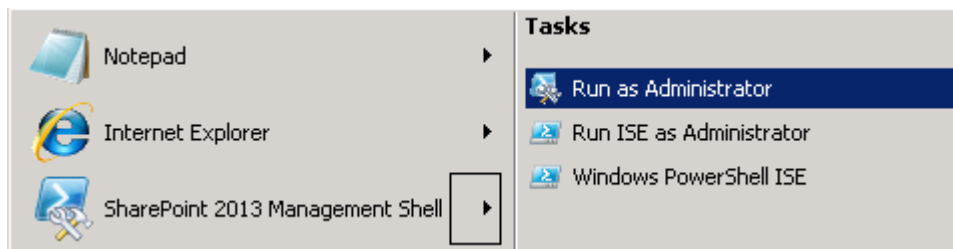
## 2 SharePoint ShortUrl for SharePoint 2013 Installation

### Installing SharePoint ShortUrl

Installation of **ShortUrl** is a simple affair and can normally be completed by a SharePoint Administrator in a matter of just a few minutes. **ShortUrl** is provided as a very lightweight, deployable solution file (WSP).

You will have received a zip file which when extracted, will contain a folder named WSP. This contains the **ShortUrl** 2013 Solution file that must be deployed and activated. Copy the ShortUrl2013 folder and content to an accessible drive.

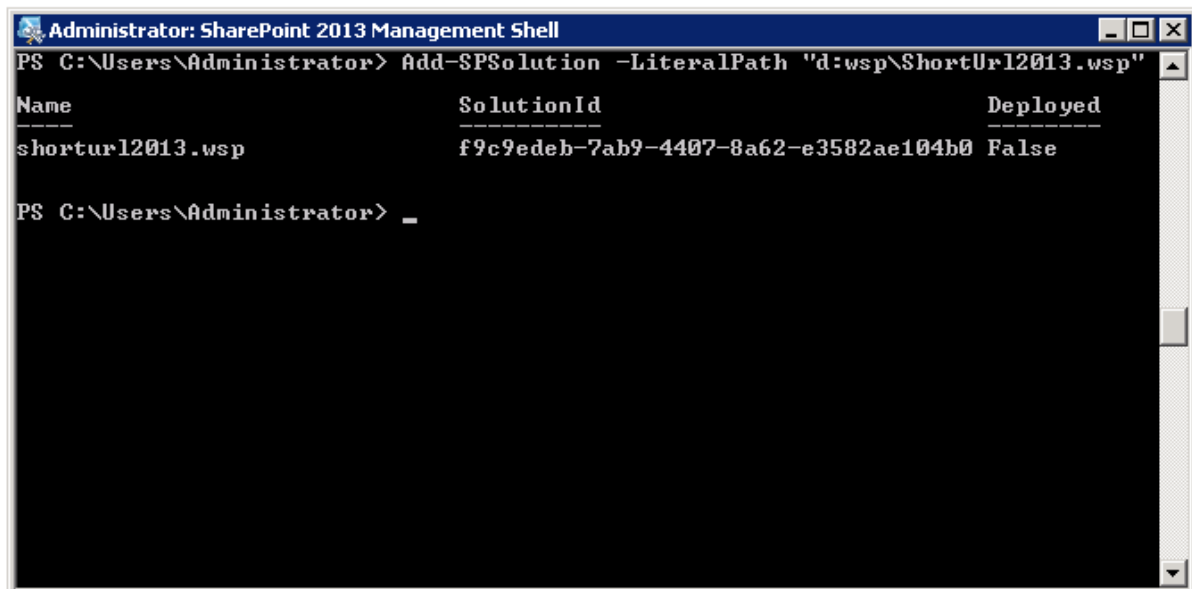
**Step-1:-** Open SharePoint 2013 Management Shell with Administrative privilege.



**Step-2:-** Write the script for adding solution. Find the script bellow:-

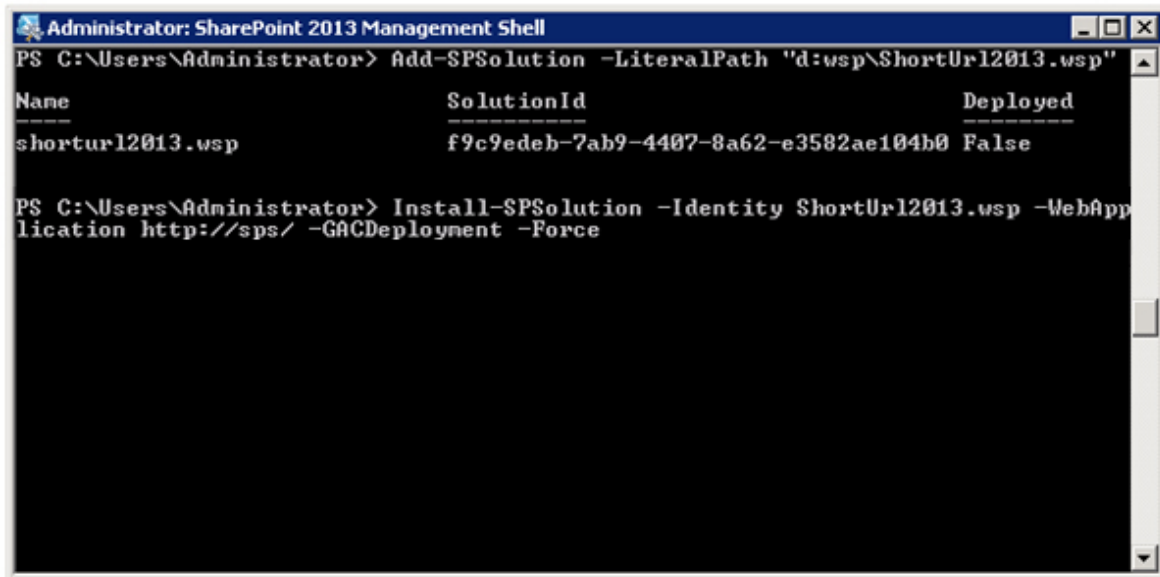
**Add-SPSolution -LiteralPath "D: ShortUrl2013\ShortUrl2013.wsp"**

\*in this example D: is the accessible drive. Change as appropriate to your environment.



**Step-3:-** Now we need to install the solution. Find the script bellow:-

```
Install-SPSolution -Identity "ShortUrl2013Trial.wsp" -WebApplication "YOUR WEP APPLICATION" -GACDeployment -Force
```

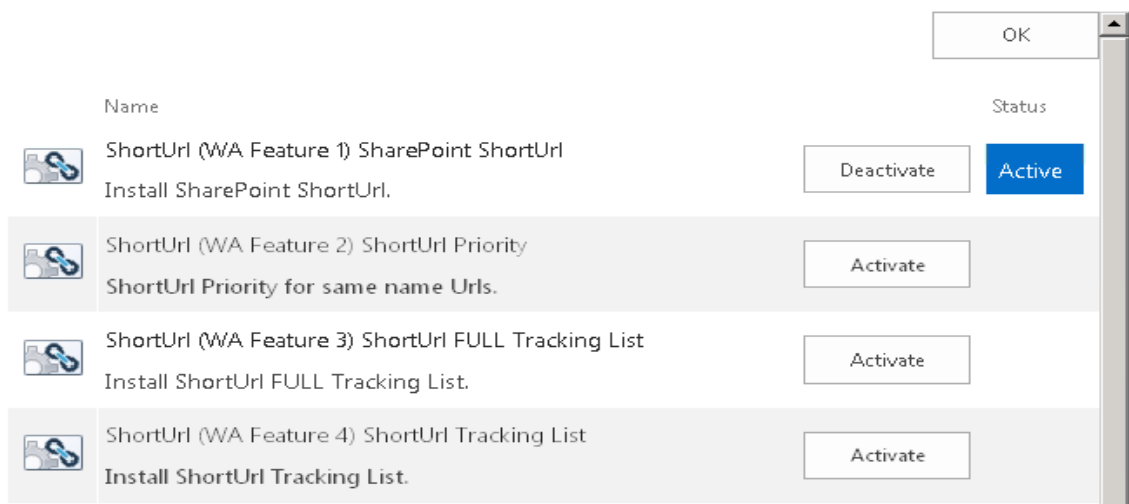


## Activating ShortUrl and ShortUrl Tracking List for a Web Application

**Step-4:-** Now the solution has been deployed. We need to activate the “**ShortUrl (WA Feature 1) SharePoint ShortUrl**” Feature to the desired Web Application. This can be done from the Central Administration site > Manage Web Application Features or PowerShell.

Select the desired Web Application for which you would like **ShortUrl** to be available > Click Manage Features > Find **ShortUrl (WA Feature 1) SharePoint ShortUrl** on the list and click Activate.

### Manage Web Application Features

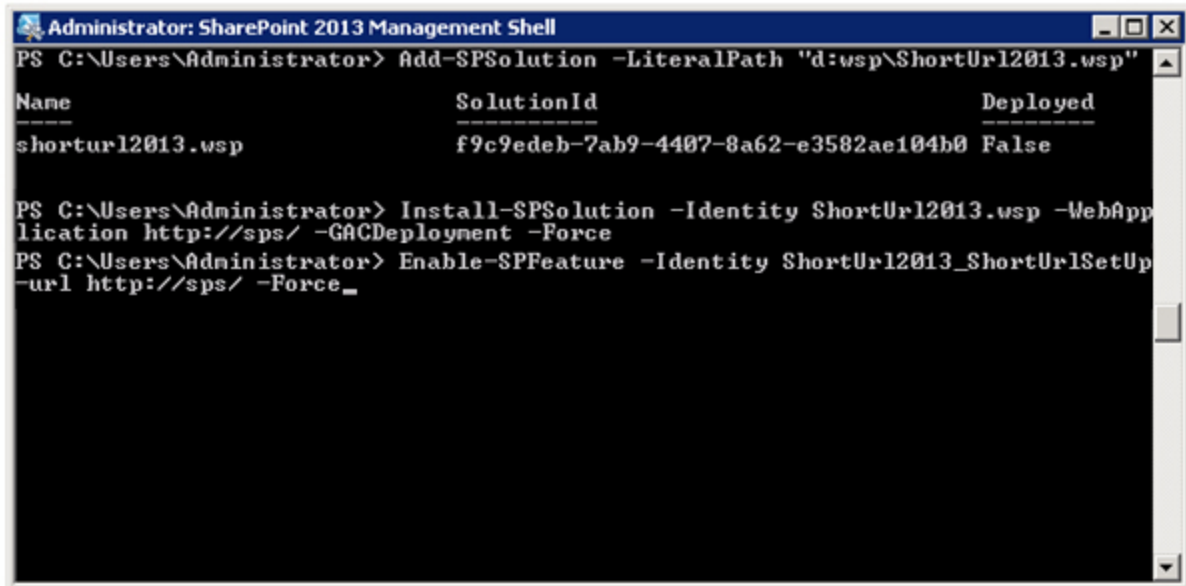




The below PowerShell script can also be used to Activate the **ShortUrl** Feature (this should be used if the Central Administration logged in user does not have Site Collection Administrator Permissions to the Web Application **ShortUrl** is required).

**Enable-SPFeature -Identity ShortUrl2013\_ShortUrlSetUp -Url "YOUR WEP APPLICATION" -Force**

**EXAMPLE-** *Enable-SPFeature -Identity ShortUrl2013\_ShortUrlSetUp -Url "http://sps" -Force*



**NOTE:** 'ShortUrl2013\_ShortUrlSetUp' is the SPFeature name for SharePoint **ShortUrl** 2013. Not the .WSP file name.

Once the solution is deployed and activated, SharePoint ShortUrl is now installed to the specified Web Application. You may also choose to Activate the ShortUrl Full Tracking List and/or the ShortUrl Full Tracking List.

### Mandatory Activation

The '**ShortUrl (WA Feature 1) SharePoint ShortUrl**' Web Application Feature Must be Activated for **ShortUrl** to work on a given Web Application (as described above).

**Enable-SPFeature -Identity ShortUrl2013\_ShortUrlSetUp -Url "YOUR WEP APPLICATION" -Force**

**EXAMPLE-** *Enable-SPFeature -Identity ShortUrl2013\_ShortUrlSetUp -Url "http://sps" -Force*

### Optional Activation

The '**ShortUrl (WA Feature 2) ShortUrl Priority**', '**ShortUrl (WA Feature 3) ShortUrl FULL Tracking List**' and '**ShortUrl (WA Feature 4) ShortUrl Tracking List**' are optional Web Application Features that can be Activated. Below are the PowerShell commands to Activate each to a Web Application;

**ShortUrl (WA Feature 2) ShortUrl Priority** - Once this Feature is activated; Any **ShortUrl** that is created will take precedence over the same name SharePoint generated Url.

**Enable-SPFeature ShortUrl2013\_ShortUrlPriority -Url "YOUR WEP APPLICATION" -Force**

**EXAMPLE-** `Enable-SPFeature ShortUrl2013_ShortUrlPriority -Url "http://sps" -Force`

**ShortUrl (WA Feature 3) ShortUrl Full Tracking List** - Creates a List that Tracks ALL clicks for each ShortUrl.

**Enable-SPFeature -Identity ShortUrl2013\_ShortUrlFullTracking -Url "YOUR WEP APPLICATION" -Force**

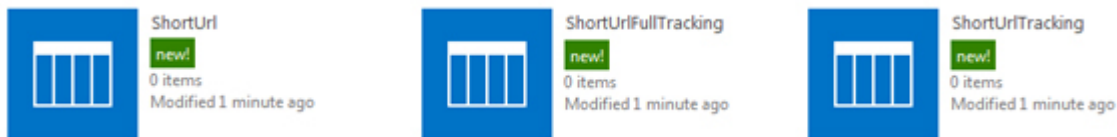
**EXAMPLE-** `Enable-SPFeature -Identity ShortUrl2013_ShortUrlFullTracking -Url "http://sps" -Force`

**ShortUrl (WA Feature 4) ShortUrl Tracking List** - Creates a List that Tracks only the latest click for each ShortUrl.

**Enable-SPFeature -Identity ShortUrl2013\_ShortUrlTracking -Url "YOUR WEP APPLICATION" -Force**

**EXAMPLE-** `Enable-SPFeature -Identity ShortUrl2013_ShortUrlTracking -Url "http://sps" -Force`

*Lists Created in the Web Application's root Site Collection on Feature Activation;*



Once the solution is deployed and Web Application Features Activated, you can exit the Management Shell. Any additional **SharePoint ShortUrl** setup will occur through the SharePoint user interface. **Installation is now complete!**

## ShortUrl and ShortUrl Tracking for Host-Name Site Collections

**SharePoint ShortUrl** can be also be used with Host-Name Site Collections. When this is required the **ShortUrl** List and any associated Tracking List's will be created in the Hot-Name Site Collection to which they are activated. **SharePoint ShortUrl** for Path based Site Collections will create the **ShortUrl** List and any associated Tracking List's in the root Site Collection of the Web Application.


To Activate **SharePoint ShortUrl** within a Host-Name Site Collection configuration you must first activate the Web Application Feature '**ShortUrl (WA Feature 1) SharePoint ShortUrl**' to the required Web Application (as described above).

Once Activated, browse to the Host-Name Site Collection;  
Site Collection Administration > Site collection features

Site Collection Administration  
[Recycle bin](#)  
[Search Result Sources](#)  
[Search Result Types](#)  
[Search Query Rules](#)  
[Search Schema](#)  
[Search Settings](#)  
[Search Configuration Import](#)  
[Search Configuration Export](#)  
[Site collection features](#)

Activate the '**ShortUrl (SC Feature 1) ShortUrl Host-Name Binding Site Collection**' Feature. This Feature will create the ShortUrl Lists and automatically create an IIS Binding for the Host Name entry. If the current logged in user does not have the correct permission to make this change in IIS you will be presented with an application page that will ask you for the local admin credentials and will impersonate the identity with that credential to do the IIS Binding. The IIS Binding can also be done manually (refer to our online support Centre).


ShortUrl (SC Feature 1) ShortUrl Host-Name Binding Site Collection



Activate this Feature to add ShortUrl Functionality for Host-Name Site Collections. When Activated the ShortUrl List will be created in the Host-Name Site Collection root and IIS Bindings will be enabled.

Deactivate
Active


ShortUrl (SC Feature 2) ShortUrl FULL Tracking List (Host-Name Binding Site Collection)



Install ShortUrl FULL Tracking List to this Site Collection. This is required for the Full Tracking List to work for this Host Named Site Collection. You must Active the ShortUrl Host-Name Binding Site Collection Feature.

Activate

ShortUrl (SC Feature 3) ShortUrl Tracking List (Host-Name Binding Site Collection)



Install ShortUrl Tracking List to this Site Collection. This is required for the Tracking List to work for this Host Named Site Collection. You must Active the ShortUrl Host-Name Binding Site Collection Feature.

Activate

### **Mandatory Activation for SharePoint ShortUrl to work for Host-Name Site Collections**

The '**ShortUrl (WA Feature 1) SharePoint ShortUrl**' *Web Application* Feature Must be Activated for **ShortUrl** to work with a Host-Name Site Collection configuration.

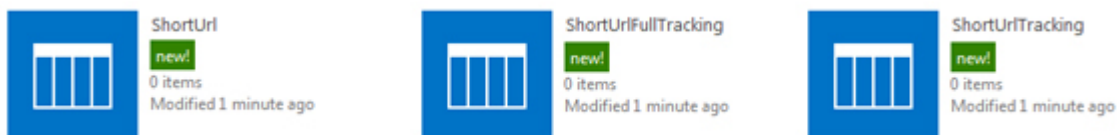
The '**ShortUrl (SC Feature 1) ShortUrl Host-Name Binding Site Collection**' *Site Collection* Feature Must be Activated. The **ShortUrl** List is created in the Host-Name Site Collection.

### **Optional Activation for SharePoint ShortUrl Host-Name Site Collections**

**ShortUrl (SC Feature 2) ShortUrl FULL Tracking List (Host-Name Binding Site Collection)** - Creates a List on the Host-Name Site Collection that Tracks ALL clicks for each ShortUrl.

**ShortUrl (SC Feature 3) ShortUrl Tracking List (Host-Name Binding Site Collection)** - Creates a List on the Host-Name Site Collection that Tracks only the latest click for each ShortUrl.

*Lists Created in the Host-Name Site Collection on Feature Activation;*



Any additional **SharePoint ShortUrl** setup will occur through the SharePoint user interface. Activation of **SharePoint ShortUrl** for Host-Name Site Collections is now complete!

## Activating ShortUrl Features for a SharePoint Site

In common with other Solutions and Features in SharePoint, they can be turned on or off on a site by site basis.

To do this, in each site that you want to use **ShortUrl Features**, select Site Actions > Site Settings > Site Actions and choose Manage Site Features. Click Activate on the appropriate **ShortUrl Features** that you require. SharePoint **ShortUrl** is now active for this Site!

### ShortUrl (Feature 1) Activation



This Feature allows the creation of ShortUrl's directly from the Site Actions and Item Menu within this Site. Create ShortUrl's to Documents, Pages, Lists, Views and/or to any specified URLs. This Feature must be Activated in order for any of the other ShortUrl Features to work!

Deactivate

Active

### ShortUrl (Feature 2) Show My ShortUrl's



Activate this Feature to Show the 'My ShortUrl's' Option on the Site Actions Menu. This is a link that will take a User to a page displaying all of the ShortUrl's that they have created. This Feature will be hidden if Deactivated.

Deactivate

Active

### ShortUrl (Feature 3) Show Create ShortUrl



Activate this Feature to Show the 'Create ShortUrl' Option on the Site Actions Menu. This will allow the creation of a ShortUrl to any Url from Site Actions. This Feature will be hidden if Deactivated.

Deactivate

Active

### ShortUrl (Feature 4) Show Create UNC Path ShortUrl



Activate this feature to Show the 'Create UNC Path ShortUrl' Option on the Site Actions Menu. This will allow the creation of a ShortUrl to any UNC (Universal Naming Convention) Path from Site Actions. This Feature will be hidden if Deactivated.

Deactivate

Active

### ShortUrl (Feature 5) Show Copy OWA ShortUrl



Activate this Feature to enable OWA ShortUrl's and show the 'Copy OWA ShortUrl' Option on an items context Menu (only applicable when Office Web Apps installed). This Feature will be hidden if Deactivated.

Deactivate

Active

### ShortUrl (Feature 6) Event Receiver - AUTOUPDATE



Activate this Feature to automatically update existing ShortUrl's if an Item's Properties are modified.

Deactivate

Active

### ShortUrl (Feature 7) Event Receiver - AUTOCREATE



Activate this Feature to automatically create ShortUrl's for any newly created List and/or Library Items.

Deactivate

Active

### ShortUrl (Feature 8) Event Receiver - AUTODELETE



Activate this Feature to automatically delete existing ShortUrl's if the associated Item is deleted.

Deactivate

Active

### ShortUrl (Feature 9) Shorten Everything!



Activate this Feature to automatically create ShortUrl's for all content within this site. This Feature will automatically go through all site pages (application pages not included) and list / library items to create unique ShortUrl's for each. This Feature will run on clicking Activate. Re-run / Activate this Feature when you would like to update new Site changes with ShortUrl's.

Activate

The **ShortUrl** Presence Web Part is activated on the Site Collection level. When Activated this Web Part is made available to each Site within the Site Collection.

To do this, select Site Actions > Site Settings and choose Site Collection Features (Under Site Collection Administration) Click Activate on the **ShortUrl** Presence Web Part.

## ShortUrl (SC Feature 4) ShortUrl Presence Web Part



Activate this Feature to add the ShortUrl Presence Web Part for selection to include within your SharePoint pages. When inserted this will display the ShortUrl, with options, for any site pages that a ShortUrl has been created.

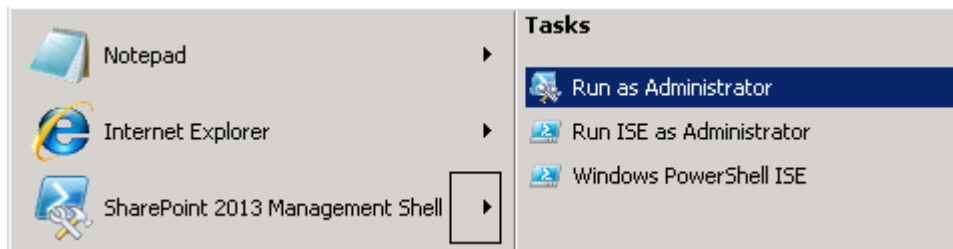
Activate

You can now select and insert the **ShortUrl** Presence Web Part into your site pages.

## ShortUrl Uninstallation

To uninstall the **ShortUrl**:

**Step-1:-** Open SharePoint 2013 Management Shell with Administrative privilege.



**Step-2:-** Deactivate the '**ShortUrl (WA Feature 1) SharePoint ShortUrl**' Feature from the Web Application. Find the script below:-

```
Disable-SPFeature -Identity ShortUrl2013_ShortUrlSetUp -Url "YOUR WEP APPLICATION" -Force
```

After submitting this script, the system will ask for confirmation. To continue with deactivating the Feature, type "y" else type "n"

**Step-3** Uninstall the solution after deactivating the feature. Find the script below:-

```
Uninstall-SPSolution -Identity "ShortUrl2013Trial.wsp" -WebApplication "YOUR WEP APPLICATION" -Force
```

**Step-4:-** Remove the solution. Find the script below:-

```
Remove-SPSolution -Identity "ShortUrl2013Trial.wsp" -Force
```

## Upgrade from Previous SharePoint ShortUrl Version to Version 8 / Keep Existing ShortUrl List

If you are upgrading from a previous version of **SharePoint ShortUrl** you can keep all existing **ShortUrl**'s and permissions in place by using the existing **ShortUrl** List.

>Before uninstallation of a previous version, locate the **ShortUrl** List in the Web Application's root Site Collection and rename the **ShortUrl** List.

### Settings ▸ General Settings

#### Name and Description

Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.

Name:

Description:

> Deactivate **SharePoint ShortUrl** from each Web Application to which is Activated and then re-run the PowerShell commands as described earlier.

>Do an IIS Reset after Uninstallation.

>Locate the renamed **ShortUrl** List and rename back to '**ShortUrl**'.











>Install Version 8 of **SharePoint ShortUrl**- the **ShortUrl** List will be preserved when the **SharePoint ShortUrl** Web Application Feature is Activated!



### 3 SharePoint ShortUrl Usage Instructions

#### SharePoint ShortUrl Features Overview

**SharePoint ShortUrl** is Feature Packed! On installation 8 features are enabled and available to be activated, as required, within your Site.

ShortUrl (Feature 1) Activation		
	This Feature allows the creation of ShortUrl's directly from the Site Actions and Item Menu within this Site. Create ShortUrl's to Documents, Pages, Lists, Views and/or to any specified URLs. This Feature must be Activated in order for any of the other ShortUrl Features to work!	Deactivate Active
ShortUrl (Feature 2) Show My ShortUrl's		
	Activate this Feature to Show the 'My ShortUrl's' Option on the Site Actions Menu. This is a link that will take a User to a page displaying all of the ShortUrl's that they have created. This Feature will be hidden if Deactivated.	Deactivate Active
ShortUrl (Feature 3) Show Create ShortUrl		
	Activate this Feature to Show the 'Create ShortUrl' Option on the Site Actions Menu. This will allow the creation of a ShortUrl to any Url from Site Actions. This Feature will be hidden if Deactivated.	Deactivate Active
ShortUrl (Feature 4) Show Create UNC Path ShortUrl		
	Activate this feature to Show the 'Create UNC Path ShortUrl' Option on the Site Actions Menu. This will allow the creation of a ShortUrl to any UNC (Universal Naming Convention) Path from Site Actions. This Feature will be hidden if Deactivated.	Deactivate Active
ShortUrl (Feature 5) Show Copy OWA ShortUrl		
	Activate this Feature to enable OWA ShortUrl's and show the 'Copy OWA ShortUrl' Option on an items context Menu (only applicable when Office Web Apps installed). This Feature will be hidden if Deactivated.	Deactivate Active
ShortUrl (Feature 6) Event Receiver - AUTOUPDATE		
	Activate this Feature to automatically update existing ShortUrl's if an Item's Properties are modified.	Deactivate Active
ShortUrl (Feature 7) Event Receiver - AUTOCREATE		
	Activate this Feature to automatically create ShortUrl's for any newly created List and/or Library Items.	Deactivate Active
ShortUrl (Feature 8) Event Receiver - AUTODELETE		
	Activate this Feature to automatically delete existing ShortUrl's if the associated Item is deleted.	Deactivate Active
ShortUrl (Feature 9) Shorten Everything!		
	Activate this Feature to automatically create ShortUrl's for all content within this site. This Feature will automatically go through all site pages (application pages not included) and list / library items to create unique ShortUrl's for each. This Feature will run on clicking Activate. Re-run / Activate this Feature when you would like to update new Site changes with ShortUrl's.	Activate
ShortUrl (SC Feature 4) ShortUrl Presence Web Part		
	Activate this Feature to add the ShortUrl Presence Web Part for selection to include within your SharePoint pages. When inserted this will display the ShortUrl, with options, for any site pages that a ShortUrl has been created.	Activate

\* ShortUrl Presence Web Part is Activated on the Site Collection level.

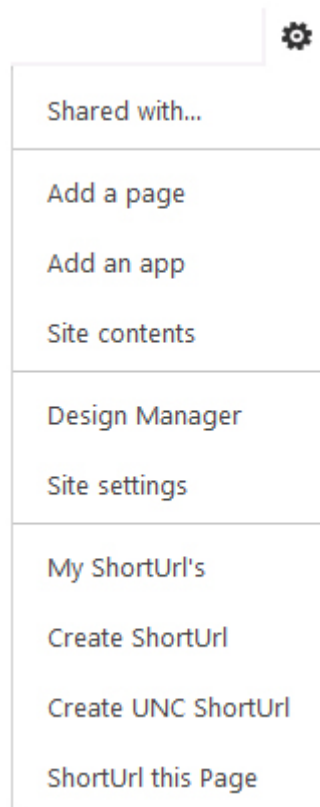
## Feature Description Table

Feature Name	Description
ShortUrl (Feature 1) Activation	This Feature allows the creation of <b>ShortUrl's</b> directly from the Site Actions and Item Menu within this Site. Create ShortUrl's to Documents, Pages, Lists, Views and/or to any specified URLs. This Feature must be Activated in order for any of the other <b>ShortUrl</b> Features to work!
ShortUrl (Feature 2) Show My ShortUrl's	Activate this Feature to Show the 'My <b>ShortUrl's</b> ' Option on the Site Actions Menu. This is a link that will take a User to a page displaying all of the <b>ShortUrl's</b> that they have created. This Feature will be hidden if Deactivated.
ShortUrl (Feature 3) Show Create ShortUrl	Activate this Feature to Show the 'Create <b>ShortUrl</b> ' Option on the Site Actions Menu. This will allow the creation of a <b>ShortUrl</b> to any URL from Site Actions. This Feature will be hidden if Deactivated.
ShortUrl (Feature 4) Show Create UNC Path ShortUrl	Activate this feature to Show the 'Create UNC Path <b>ShortUrl</b> ' Option on the Site Actions Menu. This will allow the creation of a <b>ShortUrl</b> to any UNC (Universal Naming Convention) Path from Site Actions. This Feature will be hidden if Deactivated.
ShortUrl (Feature 5) Show Copy OWA ShortUrl	Activate this Feature to show the 'Copy OWA <b>ShortUrl</b> ' Option on an items context Menu (applicable when Office Web Apps installed). This Feature will be hidden if Deactivated.
ShortUrl (Feature 6) Event Receiver - AUTOUPDATE	Activate this Feature to automatically update existing <b>ShortUrl's</b> if an Item's Properties are modified.
ShortUrl (Feature 7) Event Receiver - AUTOCREATE	Activate this Feature to automatically create <b>ShortUrl's</b> for any newly created List and/or Library Items.
ShortUrl (Feature 8) Event Receiver - AUTODELETE	Activate this Feature to automatically delete existing <b>ShortUrl's</b> if the associated Item is deleted.
ShortUrl (Feature 8) Shorten Everything!	Activate this Feature to automatically create <b>ShortUrl's</b> for all content within this site. This Feature will automatically go through all site pages (application pages not included) and list / library items to create unique <b>ShortUrl's</b> for each. This Feature will run on clicking Activate. Re-run / Activate this Feature when you would like to update new Site changes with <b>ShortUrl's</b> .



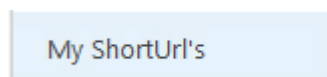
## Accessing and Managing ShortUrl's

**SharePoint ShortUrl** allows users to create and manage **ShortUrl's** in a number of different ways. The Site Actions menu will present **ShortUrl** menu options depending on the **ShortUrl** Site Features that are Activated. Site Administrators can control which **ShortUrl** menu options are made available (Please refer to the Feature Description Table).



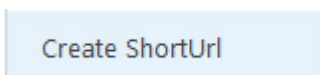
- **My ShortUrl's** - Displays a List of all **ShortUrl's** that the User has created with management options for each **ShortUrl**.

From the Site Actions menu select "**My ShortUrl's**"



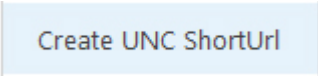
***\*'ShortUrl (Feature 1) Activation' and 'ShortUrl (Feature 2) Show My ShortUrl's' Feature must be Activated.***

- **Create ShortUrl** - Creates a **ShortUrl** to any external Web Site, http://, ftp://, Mailto: link
- From the Site Actions menu select "**Create ShortUrl**"



***\*'ShortUrl (Feature 1) Activation' and 'ShortUrl (Feature 3) Show Create ShortUrl' Feature must be Activated.***

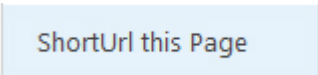
- **Create UNC Path ShortUrl** - Creates a **ShortUrl** to a UNC Path.  
From the Site Actions menu select “**Create UNC Path ShortUrl**”



Create UNC ShortUrl

*\*‘ShortUrl (Feature 1) Activation’ and ‘ShortUrl (Feature 4) Show Create UNC Path ShortUrl’ Feature must be Activated.*

- **ShortUrl this Page** - Create a **ShortUrl** to the current SharePoint page that you are browsing.  
From the Site Actions menu select “**ShortUrl this page**”



ShortUrl this Page

*\*‘ShortUrl (Feature 1) Activation’ Feature must be Activated.*

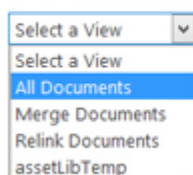
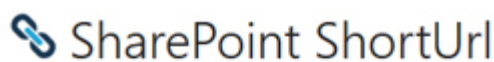
- **General Settings (List and Library) > ShortUrl** - Create a **ShortUrl** to a view of a Document Library or List.  
From the Settings page of a List or Library select the **ShortUrl** option.

#### General Settings

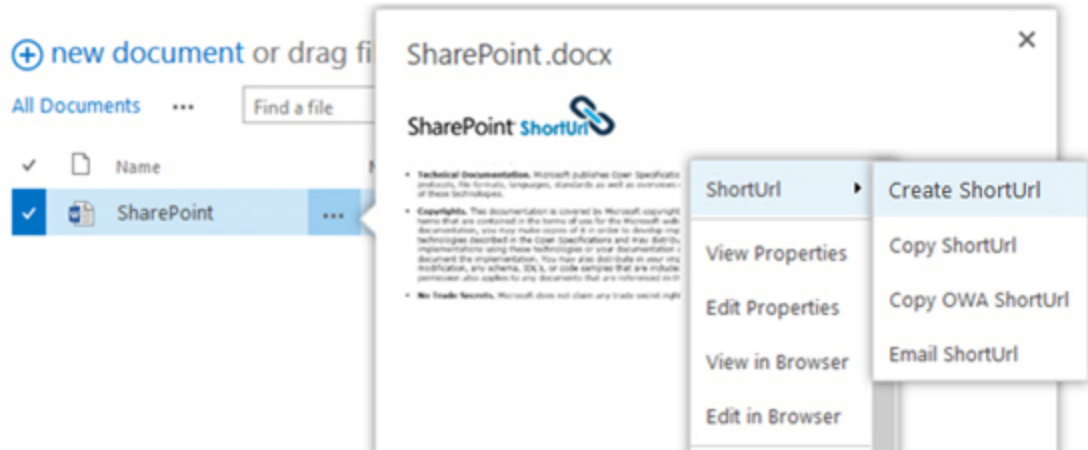
- ▣ [List name, description and navigation](#)
- ▣ [Versioning settings](#)
- ▣ [Advanced settings](#)
- ▣ [Validation settings](#)
- ▣ [Column default value settings](#)
- ▣ [Manage item scheduling](#)
- ▣ [Audience targeting settings](#)
- ▣ [Rating settings](#)
- ▣ [Metadata navigation settings](#)
- ▣ [Per-location view settings](#)
- ▣ [Form settings](#)
- ▣ [ShortUrl](#)

*\*‘ShortUrl (Feature 1) Activation’ Feature must be Activated.*

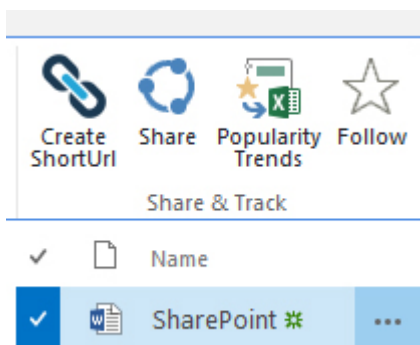
Select the required view.



- **Item Context Menu ShortUrl** - Create a **ShortUrl** to Items within lists or Libraries.  
Directly from an Item's Context Menu, within a List or Library, select "**Create ShortUrl**".



- **Ribbon Menu > Share & Track** - Create a **ShortUrl** to an Item within lists or Libraries.  
Directly from the Ribbon Menu, within a List or Library, select an Item and in the Share & Track group of the Ribbon click "**Create ShortUrl**".



***\*'ShortUrl (Feature 1) Activation' must be Activated on each Site that you would like the Item Context Menu ShortUrl Options to appear.***

***\*Activate the 'ShortUrl (Feature 6) Event Receiver - AUTOUPDATE' Feature for automatic updates to your ShortUrl's if an Items Properties are modified.***

## How to Create a ShortUrl and the ShortUrl Options Screen

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

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

When the "**Create UNC Path ShortUrl**" has been selected from Site Actions the user is able to enter any UNC Path in the 'UNC Path' input (The valid format is `\\Server\Share`).

By default a **ShortUrl** name is auto generated however this can be changed as required.

\*Please note that the ShortUrl is not available until it is saved.

\* The following rules apply for using special characters with **SharePoint ShortUrl**;

- **ShortUrl** names must have no spaces only "-" and "\_" are allowed and can be used instead of a space, 'Project Document' is not suitable.
- "-" and "\_" are allowed.
- "&" and "#" are not allowed.
- "/" is not allowed at the starting position of a **ShortUrl**. (\*If AAM is setup for multiple Internal Urls mapped to single **ShortUrl** and/or when https requests are transferred to http with a Load balancer or Reverse Proxy "/" cannot be used).
- "?" is not allowed at the end position of a **ShortUrl**.

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

From the **ShortUrl** Options Screen you can manage each **ShortUrl** for that Link with the following Options; Add More, Copy to Clipboard, Email (the **ShortUrl** opens in the email Client ready for sending) Edit and Delete.

If Office Web Apps (OWA) is installed (and **ShortUrl (Feature 5) Show Copy OWA ShortUrl** is Activated) an accompanying OWA **ShortUrl** will automatically be created (applies to Documents) with the same name as the **ShortUrl** and appended with “\_OWA”.



### ShortUrl

**ShortUrl:** <http://sp15.biz/MyShortUrlLink>

**URL:** /DocuLibrary/SharePoint.docx

**Name:** SharePoint.docx

**Owner:** SPS\administrator

Copy	Email	Delete	Edit	Cancel	Add More
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### Office Web Apps (OWA) ShortUrl

**ShortUrl:** [http://sp15.biz/MyShortUrlLink\\_OWA](http://sp15.biz/MyShortUrlLink_OWA)

**URL:** /\_layouts/WordViewer.aspx?id=%2FDocuLibrary%2FSharePoint.docx

**Name:** SharePoint.docx

**Owner:** SPS\administrator

Copy	Email
------	-------

### More ShortUrl's for this Link

ShortUrl List				
<a href="http://sp15.biz/MyShortUrlLink">http://sp15.biz/MyShortUrlLink</a>	Copy	Email	Delete	Edit
<a href="http://sp15.biz/MyShortUrl">http://sp15.biz/MyShortUrl</a>	Copy	Email	Delete	Edit

OWA (Office Web Apps) ShortUrl List				
<a href="http://sp15.biz/MyShortUrlLink_OWA">http://sp15.biz/MyShortUrlLink_OWA</a>	Copy	Email	Delete	Edit
<a href="http://sp15.biz/MyShortUrl_OWA">http://sp15.biz/MyShortUrl_OWA</a>	Copy	Email	Delete	Edit

## ShortUrl Administration and the ShortUrl List

**SharePoint ShortUrl** works by storing data in a SharePoint List situated at the root site of the Web Application. This List is created when the **ShortUrl** Feature is activated on the Web Application in Central Administration.

This is regular SharePoint List that allows for all of the standard List functionality of views, audit trails, workflow, security permissions, item approval and so on.

The **ShortUrl** List is administered automatically by a timer job (This runs every day at 1am). The timer job will test each **ShortUrl** in turn and ensure that they resolve correctly. The timer job will also deactivate any **ShortUrl's** that have expired. Expired **ShortUrl's** will be redirected to a default SharePoint page notifying the user that the **ShortUrl** has expired.

A new **ShortUrl** can be created directly from the list, by adding a new item.

The **ShortUrl** 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;

### **ShortUrl List Column Description Table**

Column Name	Description
<b>ShortUrl</b>	The name of the <b>ShortUrl</b> created.
<b>Full URL</b>	The 'Real' Url that the <b>ShortUrl</b> redirects too. <b>ShortUrl's</b> created within your SharePoint environment are generated without being locked to the Web Application name. This is a fundamental design decision so that you can change the Web Application name and all <b>ShortUrl's</b> will remain intact!
<b>SURLStatus</b>	The Status of the <b>ShortUrl</b> , controlled by the Admin Timer Job. ( <b>Active</b> - Link working   <b>Expired</b> - Link has expiry date and this has passed, Link goes to expiry page   <b>No Response</b> - Link does not resolve   <b>External Link</b> - The link is external from your SharePoint Sites)
<b>Owner</b>	The User that created the <b>ShortUrl</b> - this is useful for audit purposes.
<b>HitCount</b>	The number of times the <b>ShortUrl</b> has been accessed.
<b>Link:</b>	When directly accessing the <b>ShortUrl</b> List you will not be able to click on the <b>ShortUrl's</b> (SharePoint relative) and navigate to the destination link. The Link column with 'OpenLink' allows you to open these links; this is created with the <b>ShortUrl</b> . If you add a <b>ShortUrl</b> directly to the list the Link column will not automatically be populated with 'OpenLink', however you can add the correct destination link if desired.

## ShortUrl Full Tracking List and ShortUrl Tracking List

The '**ShortUrl (WA Feature 3) ShortUrl Full Tracking List**' and '**ShortUrl (WA Feature 4) ShortUrl Tracking List**' are optional Web Application Features that can be Activated to track **ShortUrl** usage. On activation these will create the Lists in the root Site Collection of the Web Application.

For Host-Name Site Collection Configuration the Tracking Lists will be Activated on that Site Collection '**ShortUrl (SC Feature 2) ShortUrl FULL Tracking List (Host-Name Binding Site Collection)**' and '**ShortUrl (SC Feature 3) ShortUrl Tracking List (Host-Name Binding Site Collection)**'. On Activation these will create the Lists in the Host-Name Site Collection.

'**ShortUrlFULLTracking List**' - Tracks ALL clicks for each **ShortUrl**.

'**ShortUrlTracking List**' - Tracks only the latest click for each **ShortUrl**.

The '**ShortUrlFULLTracking**' List and '**ShortUrlTracking**' List contain the following default Columns that MUST NOT be deleted; however, you may add additional Columns as required. Below is a description of each;

### **ShortUrlFullTracking List Column Description Table**

Column Name	Description
<b>ShortUrl</b>	The name of the <b>ShortUrl</b> created.
<b>Full URL</b>	The URL that the <b>ShortUrl</b> redirects too.
<b>Owner</b>	The User that created the <b>ShortUrl</b> .
<b>LastAccessedTime</b>	The Date and Time the <b>ShortUrl</b> was last accessed.
<b>LastAccessedUser</b>	The User that last accessed the <b>ShortUrl</b> . An IP address will be recorded if no User is found (i.e. Anonymous Access).

### **ShortUrlTracking List Column Description Table**

Column Name	Description
<b>ShortUrl</b>	The name of the <b>ShortUrl</b> created.
<b>Full URL</b>	The URL that the <b>ShortUrl</b> redirects too.
<b>Owner</b>	The User that created the <b>ShortUrl</b> .
<b>HitCount</b>	The number of times the <b>ShortUrl</b> has been accessed.
<b>LastAccessedTime</b>	The Date and Time the <b>ShortUrl</b> was last accessed.
<b>LastAccessedUser</b>	The User that last accessed the <b>ShortUrl</b> . An IP address will be recorded if no User is found (i.e. Anonymous Access).

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

## Email ShortUrl Custom Body/Footer Text

SharePoint ShortUrl allows the option for you to conveniently send **ShortUrl's** by email on click of the **Email ShortUrl** option (this will open the **ShortUrl** in your default email application).

The body of the **ShortUrl** email contains the **ShortUrl** and Name/Title of the Item. If would like to append some default Text in the Email Body/Footer after the **ShortUrl** then follow the steps below;

1) Go to the Server to which **SharePoint ShortUrl** is installed and open the **ShortUrl/** folder located in the LAYOUTS/ folder.

Full Location of file: "C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\15\TEMPLATE\LAYOUTS\ShortUrl\ShortUrl\_Email.txt"

*(This path may be different based on your installation of SharePoint but this is the default path).*

2) Open ShortUrl\_Email.txt file and include the custom text as required (by default the text file is empty and no custom text is appended).

4) Save the file.

The custom text will now be appended in the **ShortUrl** Email Body/Footer.

***\*Please note that you must have the appropriate access to the SharePoint Server that SharePoint ShortUrl is installed.***

## 4 SharePoint ShortUrl Support

Thank you for choosing **SharePoint ShortUrl**.

If you require any further assistance please consult our online Support Centre or Contact Us.

[www.sharepointshorturl.com](http://www.sharepointshorturl.com)