

Installation and Configuration Manual

SharePoint® **ShortUrl** 

 Microsoft®
Office SharePoint®
Server 2007



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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
*All ShortUrl features are included in each compatible release for SharePoint 2007-2010-2013. Office Web Apps features is not compatible with SharePoint 2007.			

Current Version for SharePoint 2007

Name	Version Approved	Compatibility	Date
SharePoint ShortUrl V5	SharePoint ShortUrl	WSS 3.0 & MOSS 2007 (32 & 64 bit systems)	2013, March

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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 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.
- Easy, instant access via Site Actions and Items Context Menu.
- Add multiple ShortUrls to the same Url.
- Open email client with **ShortUrl** for sending.
- Date expiry for short lived Hyperlinks.
- Hyperlink ownership for audit trails.
- **ShortUrl** links click counter on list.
- Very easy to install (Installer provided). Very easy to use, no training required.
- Tightly integrated with SharePoint.
- Improves productivity.
- Automatic Creation of **ShortUrl's** Feature.

2 SharePoint ShortUrl for SharePoint 2007 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) and accompanying codeplex Installer to make the installation process as simple as possible.

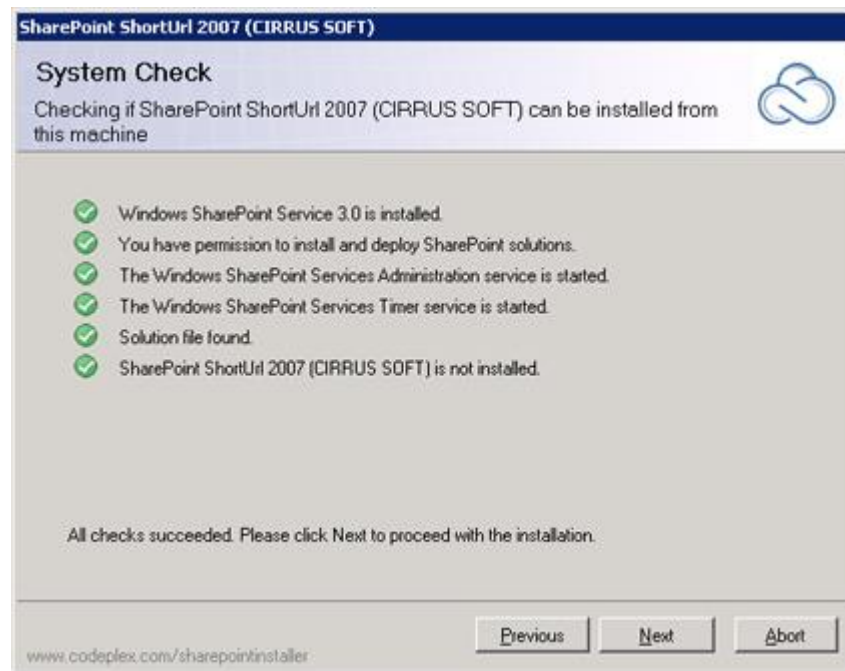
You will have received a zip file which when extracted, will contain a folder named Installer – open the 'Installer' folder and run the 'setup.exe' (You may be required to right click and 'Run as administrator').

This will initiate installation wizard.

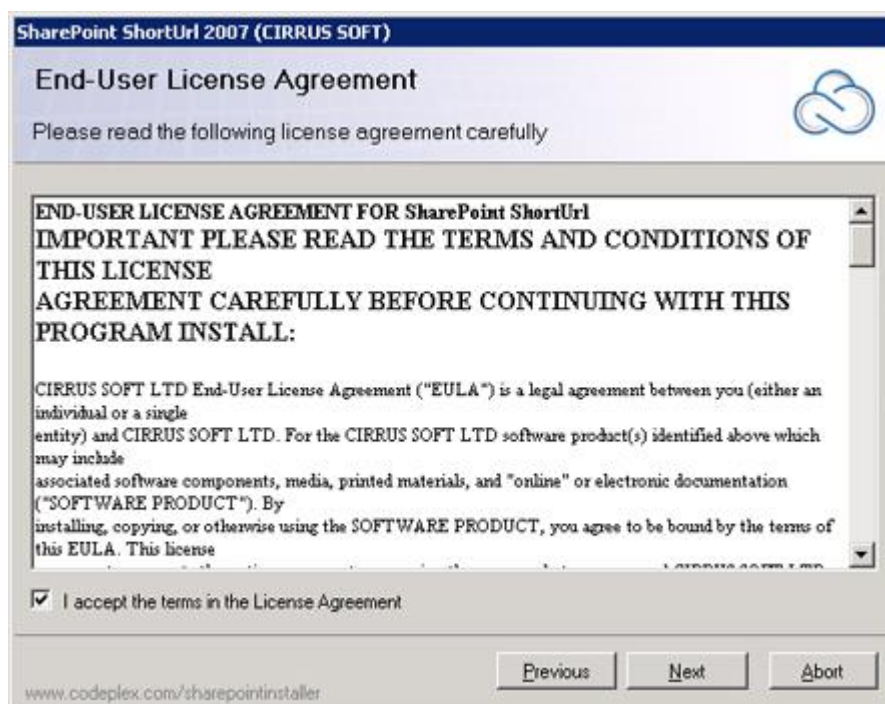


Click on the "Next" button.

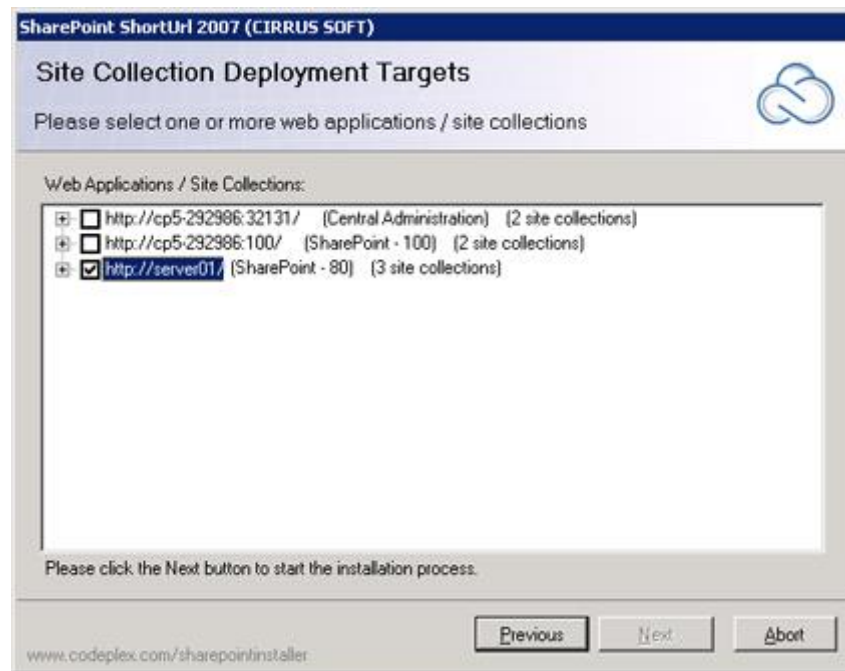
This will perform a system check and indicate whether all the pre-requisites for installing the solution are present on the server or not. On successful completion of the System check, the wizard displays a message "All checks succeeded. Please click Next to proceed with installation."



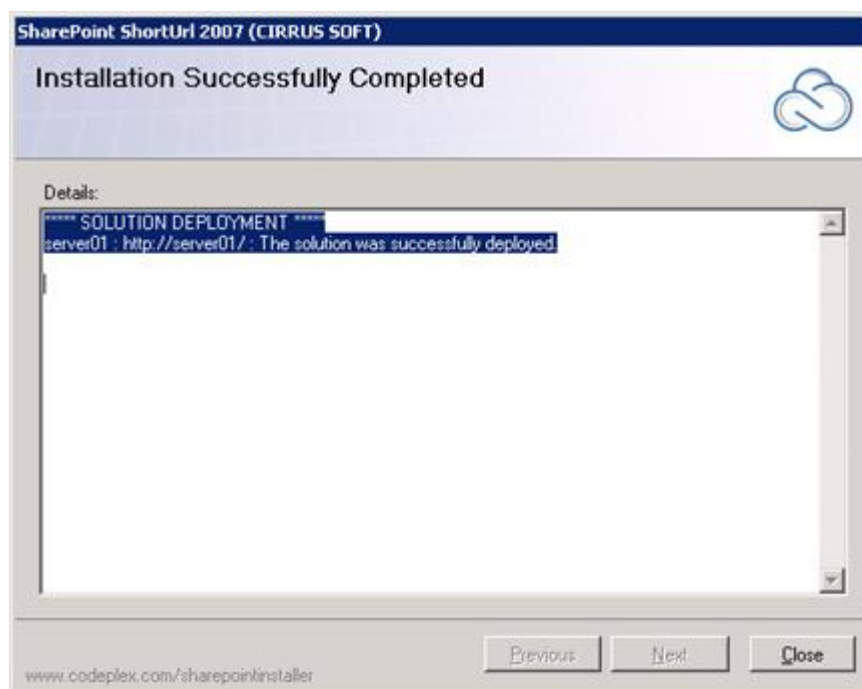
Click on the “Next” button to proceed. This will bring up the EULA screen. PLEASE READ. Only if you agree- Check the “I accept the terms in the License Agreement” option and then click the “Next” button.



The next step is the “Site Collection Deployment Targets” screen. On this screen you can find all the root sites along with their child site collection listed in a tree view structure. Please select the site/site’s on which you want to deploy ShortUrl. Then click “Next”.



The installation process will now begin (this may take some time to complete). After successful completion, Click “Next”.



The Installation process is now complete and you will receive a message with information about the Solution deployment. You may now click on the “Close” button and exit the wizard.

Activating ShortUrl in Central Administration

Once the deployment is done successfully, you must now Activate **ShortUrl** from the Central Administration site. Browse to Application Management, Select 'Manage Web application features' .

Application Management

This page contains links to pages that help you configure settings for applications and

SharePoint Web Application Management






- [Create or extend Web application](#)
- [Remove SharePoint from IIS Web site](#)
- [Delete Web application](#)
- [Define managed paths](#)
- [Web application outgoing e-mail settings](#)
- [Web application general settings](#)
- [Content databases](#)
- [Manage Web application features](#)
- [Web application list](#)

Select the desired Web Application you which for ShortUrl to be available.

Central Administration > Application Management > Manage Web Application Features

Manage Web Application Features

This page allows you to manage web application features.

		Web Application: http://server01/	
Name		Status	
 Office Server Enterprise Search Uses the Office Server Search Service for search over broad enterprise content. In addition to list and site scopes, provides search over people profiles, business data, remote and custom content sources. Uses multiple tabs to display results in the Search Center.	Deactivate	Active	
 Office Server Site Search Uses the Office Server Search Service for site and list scoped searches.	Deactivate	Active	
 Office SharePoint Server Enterprise Web application features Features such as the business data catalog, forms services, and Excel Services, included in the Office SharePoint Server Enterprise License	Deactivate	Active	
 Office SharePoint Server Standard Web application features Features such as user profiles and search, included in the Office SharePoint Server Standard License	Deactivate	Active	
 SharePoint ShortUrl Install SharePoint ShortUrl	Deactivate	Active	






Find SharePoint **ShortUrl** on the list and click Activate.

Once the solution is deployed and activated, you can exit the Central Administration console as all the following steps will occur through the SharePoint user interface. **Installation now is complete!**

Activating ShortUrl Features for a SharePoint Site

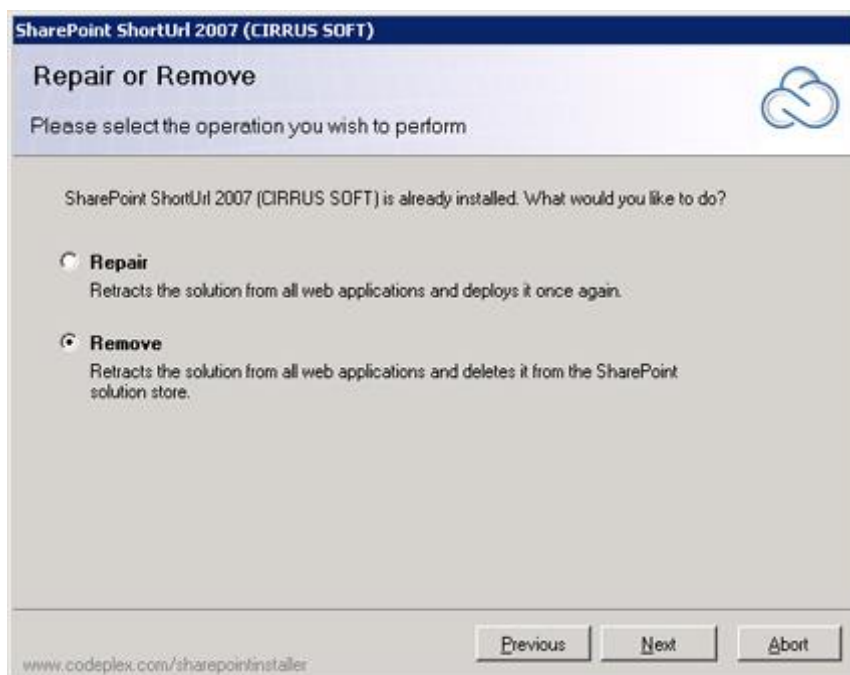
In common with other Solutions and Features in SharePoint, they can be turned on or off on a site by site basis.

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 Activation This Feature allows the creation of ShortUrl's directly from the Site Actions and Item's Context 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 Event Receiver Activate this Feature to automatically create ShortUrl's for any newly created List and/or Library Items. This will also update the ShortUrl if an Item's Properties are modified.	Deactivate	Active
	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.	Deactivate	Active
	ShortUrl 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 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 Uninstallation






To uninstall the **ShortUrl** Solution re-run the setup.exe and follow the uninstallation wizard on screen instructions.



3 SharePoint ShortUrl Usage Instructions

SharePoint ShortUrl Features Overview

SharePoint ShortUrl is Feature Packed! On installation 4 features are enabled and available to be activated, as required, within your Site.

 ShortUrl Activation This Feature allows the creation of ShortUrl's directly from the Site Actions and Item's Context 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!	<input type="button" value="Deactivate"/> <input type="button" value="Active"/>
 ShortUrl Event Receiver Activate this Feature to automatically create ShortUrl's for any newly created List and/or Library Items. This will also update the ShortUrl if an Item's Properties are modified.	<input type="button" value="Deactivate"/> <input type="button" value="Active"/>
 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.	<input type="button" value="Deactivate"/> <input type="button" value="Active"/>
 ShortUrl 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.	<input type="button" value="Activate"/>
 ShortUrl 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.	<input type="button" value="Deactivate"/> <input type="button" value="Active"/>

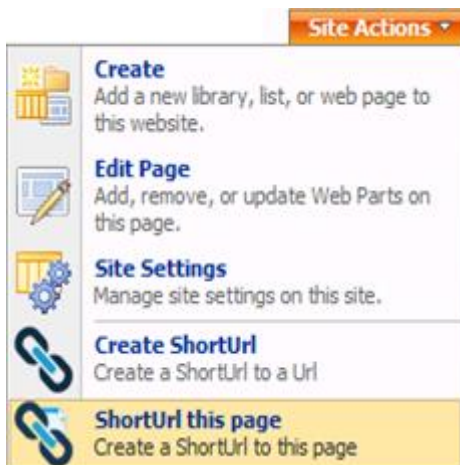
Feature Description Table

Feature Name	Description
ShortUrl Activation	This Feature allows the creation of ShortUrl's directly from the Site Actions and Item's Context Menu within this Site. Create ShortUrl's to Documents, Pages, Lists. This Feature must be Activated in order for any of the other ShortUrl Features to work!
ShortUrl Event Receiver	Activate this Feature to automatically create ShortUrl's for any newly created List and/or Library Items. This will also update the ShortUrl if an Item's Properties are modified.
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. Add Web Parts > Custom > ShortUrl Presence WebPart
ShortUrl 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 .
ShortUrl Show Create ShortUrl	This Feature allows the creation of ShortUrl's to any specified URLs directly from the Site Actions within this Site.

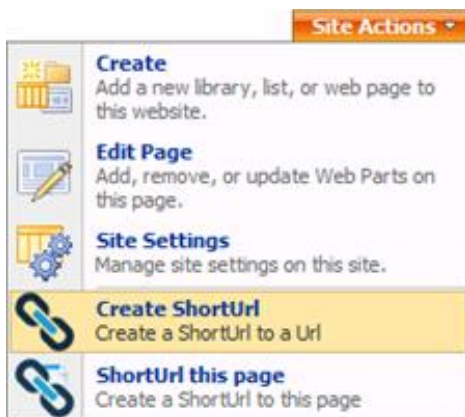
How to Create a ShortUrl – Accessibility

Once you have Activated the **ShortUrl** Feature to the required SharePoint Site; **SharePoint ShortUrl** allows users to create a ShortUrl in a number of different ways.

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



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



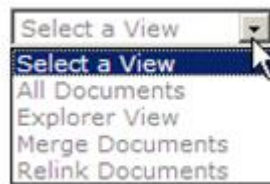
***'ShortUrl Show Create ShortUrl' Feature must be Activated.**

- **ShortUrl** to a view of a Document Library or List.
From the Settings page of a list or library select the **ShortUrl** option

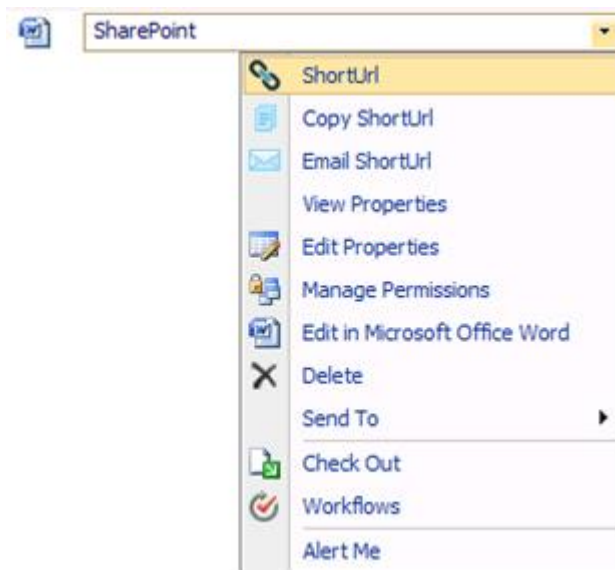
General Settings

- [Title, description and navigation](#)
- [Versioning settings](#)
- [Advanced settings](#)
- [Manage item scheduling](#)
- [Audience targeting settings](#)
- [ShortUrl](#)

- Select the required view.



- **ShortUrl** to items within Libraries or lists.
Directly from an item's Context Menu within a list or library select the "**ShortUrl**" option



***Ensure you have also Activated the 'ShortUrl Event Receiver' Feature for automatic updates to your ShortUrl's if an Items Properties are modified.**

How to Create a ShortUrl – ShortUrl Creation 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 'Full 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 'Full URL.' input.

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

The following unique ShortUrl has been generated for you. You may replace this with any unique text

Full URL. (This is the full URL to the destination link)

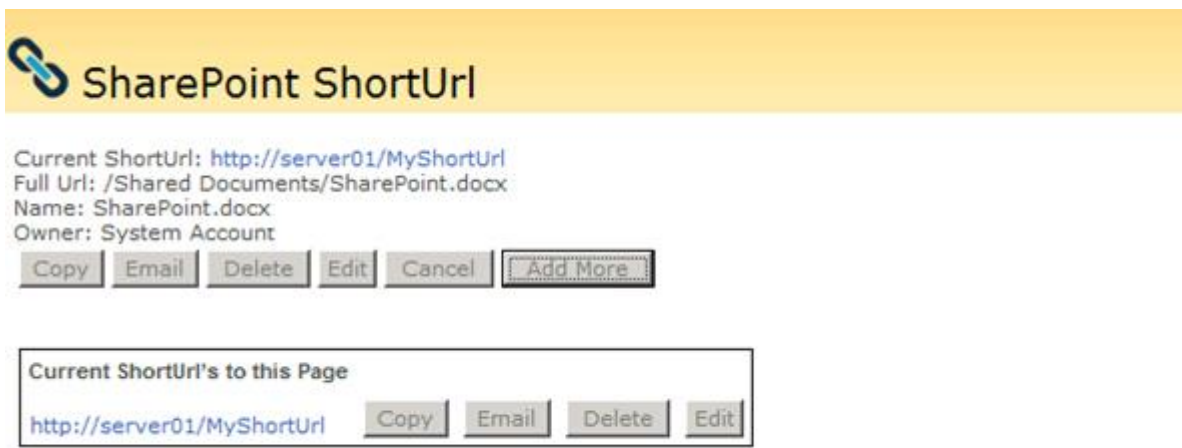
ShortUrl Owner


ShortUrl Expiry Date

*Please note: **ShortUrl** names must have no punctuation or spaces only '-' and '_' are allowed;

- **'Project Document'** is not suitable
- **'ProjectDocument'** is ok
- **Allowed characters : '-' and '_'**

Once a **ShortUrl** has been saved/created the Options screen is presented. From the **ShortUrl** Options users can view the Url, Add More, Copy to Clipboard, Email (the **ShortUrl** opens in the email Client ready for sending) edit and delete. This Option's menu can be accessed via an Items context menu by clicking **ShortUrl** , if a **ShortUrl** already exists for this Item. Options to Copy and Email are available directly from the Items context menu.



 **SharePoint ShortUrl**

Current ShortUrl: <http://server01/MyShortUrl>
 Full Url: /Shared Documents/SharePoint.docx
 Name: SharePoint.docx
 Owner: System Account

Current ShortUrl's to this Page

<http://server01/MyShortUrl>

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
ShortUrl	The name of the ShortUrl created.
Full Url	The 'Real' Url that the ShortUrl redirects to. ShortUrl's 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 ShortUrl's will remain intact!
SURLStatus	The Status of the ShortUrl , controlled by the Admin Timer Job. (Active – Link working Expired – Link has expiry date and this has passed, Link goes to expiry page No Response – Link does not resolve External Link – The link is external from your SharePoint Sites)
Owner	The User that created the ShortUrl – this is useful for audit purposes.
HitCount	The amount of times your ShortUrl has been accessed.
Link:	When directly accessing the ShortUrl List you will not be able to click on the ShortUrl's (SharePoint relative) and navigate to the destination link. The Link column with 'OpenLink' allows you to open these links; this is created with the ShortUrl . If you add a ShortUrl directly to the list the Link column will not automatically be populated with 'OpenLink', however you can add the correct destination link if desired.

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