

Installation and Configuration Manual

SharePoint® **ShortUrl** 

Microsoft®
SharePoint 2010



APPS
365 

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Current Version for SharePoint 2010

| Name | Version Approved | Compatibility |
|--|------------------------|---|
| SharePoint ShortUrl for SharePoint 2010 | SharePoint ShortUrl V9 | SharePoint 2010 Foundation SharePoint 2010 Server. |

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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%2fabc%20company%2fShared%20Documents%2fClient%20Requirements&FolderCTID=%2f7b80C76B49%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 **ShortUrl's** to the same Url.
- Tightly integrated with SharePoint. Improves productivity.
- Very easy to install (Installer provided). 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).
- **ShortUrl** Priority Feature (**ShortUrl** precedence for same name SharePoint links).
- Date expiry for short lived Hyperlinks, Hyperlink ownership for audit trails.
- **ShortUrl** Redirect Type (301 and 307).
- 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. **ShortUrl** links click counter on list.
- My **ShortUrl's** (quick access to your own created **ShortUrl's**).

2 SharePoint ShortUrl for SharePoint 2010 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.

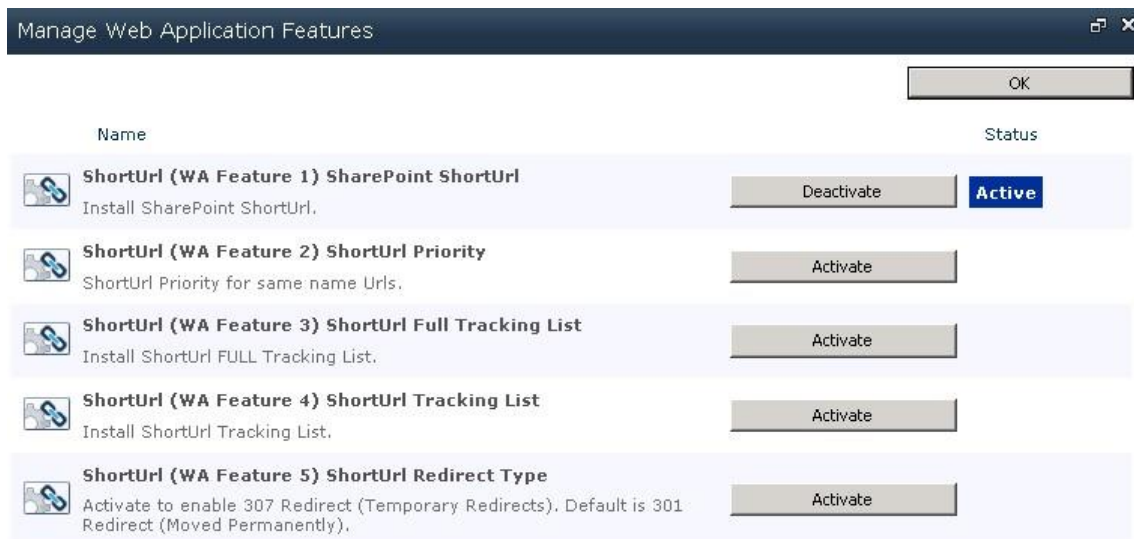
The next step is the "Site Collection Deployment Targets" screen. On this screen you can find all the root sites along with their child site collection listed in a tree view structure. You must select the '(Central Administration)' Web Application and then you may choose the other Web Applications and site/site's on which you want to deploy **ShortUrl**. 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 and ShortUrl Tracking List in Central Administration

Once the deployment is done successfully, you must now Activate **ShortUrl** and may choose to Activate the ShortUrl Tracking List from the Central Administration site. Browse to Application Management, Select the Web Application and then select Manage Features.



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

Mandatory Activation

The '**ShortUrl (WA Feature 1) SharePoint ShortUrl**' Web Application Feature Must be Activated for ShortUrl to work on a given Web Application. Find **ShortUrl (WA Feature 1) SharePoint ShortUrl** on the list and click Activate.




Optional Activation

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.

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

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

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

| | |
|--|-------------------------------|
|  ShortUrl | List For ShortUrl |
|  ShortUrlFullTracking | List for ShortUrlFullTracking |
|  ShortUrlTracking | List for ShortUrlTracking |

ShortUrl (WA Feature 5) ShortUrl Redirect Type - Allows you to control the ShortUrl Redirect Type. Activate to enable 307 Redirect (Temporary Redirects). Default is 301 Redirect (Moved Permanently).

Once the solution is deployed and Web Application Features Activated, you can exit the Central Administration console. 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 Host-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

[Search settings](#)

[Search scopes](#)

[Search keywords](#)

[FAST Search keywords](#)

[FAST Search site promotion and demotion](#)

[FAST Search user context](#)

[Recycle bin](#)

[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).

| | | |
|--|--|--|
| | <p>ShortUrl (SC Feature 1) ShortUrl Host-Name Binding Site Collection</p> <p>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.</p> | <p>Deactivate</p> <p>Active</p> |
| | <p>ShortUrl (SC Feature 2) ShortUrl FULL Tracking List (Host-Name Binding Site Collection)</p> <p>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.</p> | <p>Activate</p> |
| | <p>ShortUrl (SC Feature 3) ShortUrl Tracking List (Host-Name Binding Site Collection)</p> <p>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.</p> | <p>Activate</p> |

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;

| | | |
|---|----------------------|-------------------------------|
|  | ShortUrl | List For ShortUrl |
|  | ShortUrlFullTracking | List for ShortUrlFullTracking |
|  | ShortUrlTracking | List for ShortUrlTracking |


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

Hide ShortUrl Menus based on SharePoint Group Permissions ('ShortUrl Group')

By default when **SharePoint ShortUrl** is activated the **ShortUrl** Menus will appear for all users, even if they do not have the permissions to create a **ShortUrl**. The permissions to create a **ShortUrl** are controlled by setting permissions on the **ShortUrl** List.

To hide the ShortUrl Menus from users you must create a new SharePoint group called '**ShortUrl Group**' on each Site Collection that you want hide **ShortUrl** Menus. Activate the '**ShortUrl (SC Feature 6) ShortUrl Hide Menus if not Permissioned**' under the Site Collection Features and Add the users and/or AD groups to the '**ShortUrl Group**' with read permission.

ShortUrl (SC Feature 6) ShortUrl Hide Menus if not Permissioned

 Activate this Feature to Hide the ShortUrl Menus from Users unless they have permissions added to the 'ShortUrl Group'. When Activated Users that are not added to the 'ShortUrl Group' will not see the ShortUrl Menus.

Thereafter, only users placed in the '**ShortUrl Group**' will see the **ShortUrl** Menus.

Create accompanying Document ID ShortUrls (Appended _ID)

To create an accompanying **ShortUrl** based on a Document ID Url you must ensure the Document ID service is running and that you Activate the Site Collection Feature '**ShortUrl (SC Feature 5) ShortUrl Document ID Urls**'. Once Activated each **ShortUrl** that is created will have an accompanying **ShortUrl** append with '_ID' example- *ShortUrlName_ID* (this is based on the Document ID Url).

ShortUrl (SC Feature 5) ShortUrl Document ID Urls











 Activate this Feature to enable ShortUrl's to be created with the Document ID Url. The Document ID Service must also be Activated.

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!

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.

| | | | |
|---|--|------------|--------|
|  | SharePoint Server Standard Site features Features such as user profiles and search, included in the SharePoint Server Standard License. | Deactivate | Active |
|  | 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 show the 'Copy OWA ShortUrl' Option on an items context Menu (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 | |

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. | Deactivate | Active |
|---|--|------------|--------|

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

SharePoint ShortUrl Uninstallation

To uninstall the **SharePoint ShortUrl** Solution Deactivate from each Web Application to which it is Activated and then re-run the setup.exe and follow the uninstallation wizard on screen instructions.

Upgrade from Previous SharePoint ShortUrl Version to Version 9 / 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.

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:

> Deactivate **SharePoint ShortUrl** from each Web Application to which is Activated and then re-run the setup.exe and follow the uninstallation wizard on screen instructions.

>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.

 **SharePoint Server Standard Site features**
Features such as user profiles and search, included in the SharePoint Server Standard License.

 **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!

 **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.

 **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.


 **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.

 **ShortUrl (Feature 5) Show Copy OWA ShortUrl**
Activate this Feature to show the 'Copy OWA ShortUrl' 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 ShortUrl's if an Item's Properties are modified.

 **ShortUrl (Feature 7) Event Receiver - AUTOCREATE**
Activate this Feature to automatically create ShortUrl's for any newly created List and/or Library Items.

 **ShortUrl (Feature 8) Event Receiver - AUTODELETE**
Activate this Feature to automatically delete existing ShortUrl's if the associated Item is deleted.

 **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.

 **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.

* 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 ShortUrl's directly from the Site Actions, Ribbon (Share & Track) 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! |
| 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. |
| 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. |
| 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. |
| ShortUrl (Feature 5) Show Copy OWA ShortUrl | Activate this Feature to show the 'Copy OWA ShortUrl ' 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 ShortUrl's if an Item's Properties are modified. |
| ShortUrl (Feature 7) Event Receiver - AUTOCREATE | Activate this Feature to automatically create ShortUrl's for any newly created List and/or Library Items. |
| ShortUrl (Feature 8) Event Receiver - AUTODELETE | Activate this Feature to automatically delete existing ShortUrl's if the associated Item is deleted. |
| 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 . |

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”**



**'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 (Feature 1) Activation' Feature must be Activated.*

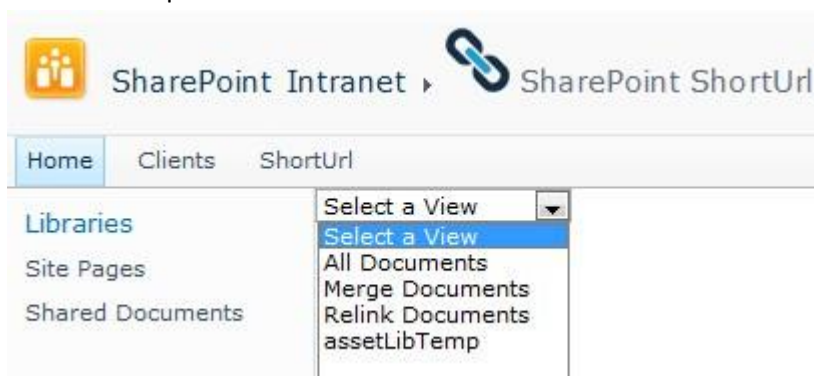
- **General Settings (List and Library) > ShortUrl** - Create a **ShortUrl** to a view of a Document Library or List.

From the Settings page of a List or Library select the **ShortUrl** option.

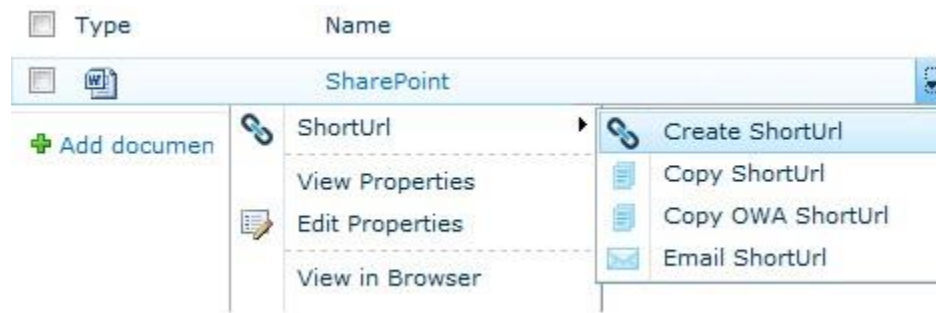


**ShortUrl (Feature 1) Activation' Feature must be Activated.*

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.***

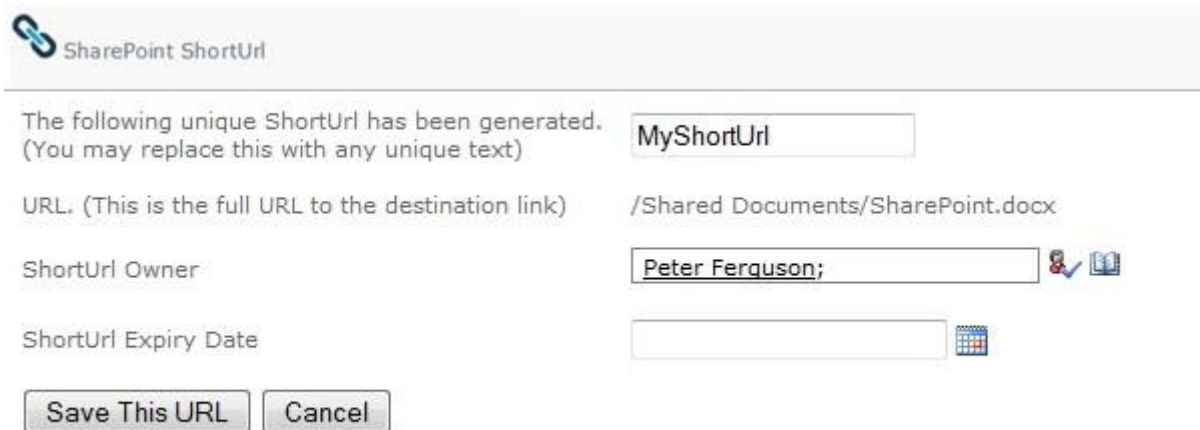
How to Create a ShortUrl and the ShortUrl Options Screen

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.



The following unique ShortUrl has been generated.
(You may replace this with any unique text)

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

ShortUrl Owner   

ShortUrl Expiry Date 

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

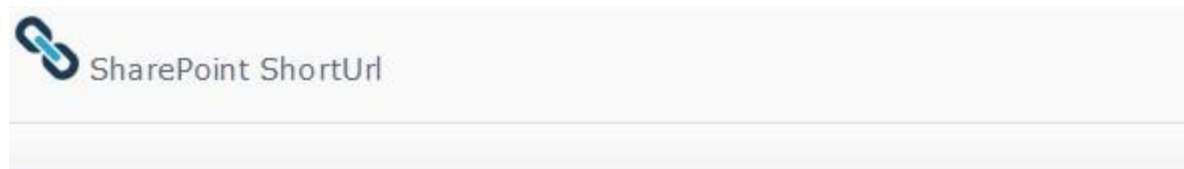
* The following rules apply for using special characters with **SharePoint ShortUrl**;

- **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 users can view and manage all of the **ShortUrl**'s that exist for a given Link.

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, an accompanying OWA **ShortUrl** will automatically be created (applies to Documents) with the same name as the **ShortUrl** and appended with “_OWA”. If the **‘ShortUrl (SC Feature 5) ShortUrl Document ID Urls’** is Activated an accompanying Document ID **ShortUrl** will automatically be created (applies to Documents) with the same name as the **ShortUrl** and appended with “_ID”.



ShortUrl

ShortUrl: <http://sharepoint/MyShortUrlLink>

URL: /Shared Documents/SharePoint.docx

Name: SharePoint.docx

Owner: Peter Ferguson



Office Web Apps (OWA) ShortUrl

ShortUrl: <http://sharepoint/MyShortUrlLink>

URL: /_layouts/WordViewer.aspx?id=%2FShared Documents%2FSharePoint.docx

Name: SharePoint.docx

Owner: Peter Ferguson



More ShortUrl's for this Link

| ShortUrl List | | | | |
|---|------|-------|--------|------|
| http://sharepoint/MyShortUrlLink | Copy | Email | Delete | Edit |
| http://sharepoint/MyShortUrlLink | Copy | Email | Delete | Edit |
| OWA (Office Web Apps) ShortUrl List | | | | |
| http://sharepoint/MyShortUrlLink_OWA | Copy | Email | Delete | Edit |
| http://sharepoint/MyShortUrlLink_OWA | 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 |
|-------------------|---|
| ShortUrl | The name of the ShortUrl created. |
| Full URL | The 'Real' Url that the ShortUrl redirects too. 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 number of times the 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. |

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

ShortUrlTracking List Column Description Table

| Column Name | Description |
|------------------|---|
| ShortUrl | The name of the ShortUrl created. |
| Full URL | The URL that the ShortUrl redirects too. |
| Owner | The User that created the ShortUrl . |
| HitCount | The number of times the ShortUrl has been accessed. |
| LastAccessedTime | The Date and Time the ShortUrl was last accessed. |
| LastAccessedUser | The User that last accessed the ShortUrl . 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\14\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