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Version History

Change Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Author</th>
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<tr>
<td>2011, January</td>
<td>SharePoint ShortUrl</td>
<td>2</td>
<td>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).</td>
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<td>2011, July</td>
<td>SharePoint ShortUrl</td>
<td>3</td>
<td>Fix for issues with Anonymous Access. Fix for issues with AAM.</td>
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<td>2012, January</td>
<td>SharePoint ShortUrl</td>
<td>4.0</td>
<td>Shorten Everything Feature. Misc. bug fixes and improvements.</td>
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<td>2012, June</td>
<td>SharePoint ShortUrl</td>
<td>4.1</td>
<td>Allow for ‘-’ and ‘_’ to be contained within ShortUrls. Browser compatibility fixes.</td>
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<td>2012, November</td>
<td>SharePoint ShortUrl</td>
<td>4.2</td>
<td>Fix ShortUrl Timer Job deployment to Web Application. Fix Office Web Apps ShortUrls within folders. Shorten Everything Feature improvements.</td>
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<td>2013, March</td>
<td>SharePoint ShortUrl</td>
<td>5</td>
<td>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.</td>
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<td>2014, December</td>
<td>SharePoint ShortUrl</td>
<td>7</td>
<td>Added Create ShortUrl in Ribbon Menu (Share &amp; Track). Added custom body/footer message for Email ShortUrl. Misc. bug fixes and improvements (Chrome compatible).</td>
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<tr>
<td>Year, Month</td>
<td>Name</td>
<td>Version</td>
<td>Support Features</td>
</tr>
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<td>2015, July</td>
<td>SharePoint ShortUrl</td>
<td>8</td>
<td>Support for Host-Name Site Collections. ShortUrl Priority Feature Implementation. ShortUrl List stored on Site Collection Solution available. Merge in code for OWA &amp; without OWA. Misc. bug fixes and improvements (AMM Zone Fix).</td>
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<td>2016, May</td>
<td>SharePoint ShortUrl</td>
<td>9</td>
<td>ShortUrl Redirect Type. 301 Redirect (Moved Permanently) and 307 Redirect (Temporary Redirects). Hide Menus if not Permissioned. ShortUrl’s for Document IDs. Misc. bug fixes and improvements.</td>
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</tbody>
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*All ShortUrl features are included in each compatible release for SharePoint 2007-2010-2013-2016. Office Web Apps / Office Online Server features are not compatible with SharePoint 2007.*

### Current Version for SharePoint 2016

<table>
<thead>
<tr>
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<th>Version Approved</th>
<th>Compatibility</th>
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<td>SharePoint ShortUrl V10</td>
<td>SharePoint 2016 Standard</td>
<td>2017, January</td>
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<td>SharePoint ShortUrl</td>
<td>SharePoint ShortUrl V10</td>
<td>SharePoint 2016 Enterprise.</td>
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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=&View=%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 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 2016 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 2016 Solution file that must be deployed and activated. Copy the ShortUrl2016 folder and content to an accessible drive.

**Step-1:** Open SharePoint 2016 Management Shell with Administrative privilege.

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

```
Add-SPSolution -LiteralPath "C: \WSP\ShortUrl2016.wsp"
```

*In this example C: 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 "ShortUrl2016.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 ShortUrl2016_ShortUrlSetUp -Url "YOUR WEB APPLICATION" -Force**

**EXAMPLE:** Enable-SPFeature -Identity ShortUrl2016_ShortUrlSetUp -Url "http://sps" -Force

**NOTE:** ‘ShortUrl2016_ShortUrlSetUp’ is the SPFeature name for SharePoint **ShortUrl** 2016. 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 ShortUrl2016_ShortUrlSetUp -Url "YOUR WEB APPLICATION" -Force**

**EXAMPLE:** Enable-SPFeature -Identity ShortUrl2016_ShortUrlSetUp -Url "http://sps" -Force

**Optional Activation**

The **ShortUrl (WA Feature 2) ShortUrl Priority**, **ShortUrl (WA Feature 3) ShortUrl Full Tracking List**, **ShortUrl (WA Feature 4) ShortUrl Tracking List** and **ShortUrl (WA Feature 5) ShortUrl Redirect Type** 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 ShortUrl2016_ShortUrlPriority -Url “YOUR WEP APPLICATION” -Force

EXAMPLE- Enable-SPFeature ShortUrl2016_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 ShortUrl2016_ShortUrlFullTracking -Url “YOUR WEP APPLICATION” -Force

EXAMPLE- Enable-SPFeature -Identity ShortUrl2016_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 ShortUrl2016_ShortUrlTracking -Url “YOUR WEP APPLICATION” -Force

EXAMPLE- Enable-SPFeature -Identity ShortUrl2016_ShortUrlTracking -Url “http://sps” -Force

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

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 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
Activate the ‘ShortUrl (SC Feature 1) ShortUrl Host-Name Binding Site Collection’ Feature. This Feature will create the ShortUrl List 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).

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!

**Hide ShortUrlMenus 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.

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).

**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.

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.

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 2016 Management Shell with Administrative privilege.

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

```
Disable-SPFeature -Identity ShortUrl2016_ShortUrlSetUp -Url "YOUR WEBSITE" -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 bellow:

```
Uninstall-SPSolution -Identity "ShortUrl2016.wsp" -WebApplication "YOUR WEBSITE" -Force
```

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

```
Remove-SPSolution -Identity "ShortUrl2016.wsp" -Force
```

Upgrade from Previous SharePoint ShortUrl Version to Version 10 / 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:
ShortUrl_BackUp

Description:
List For ShortUrl

> 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 10 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 9 features are enabled and available to be activated, as required, within your Site.

* ShortUrl Presence Web Part is Activated on the Site Collection level.
### Feature Description Table

<table>
<thead>
<tr>
<th>Feature Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ShortUrl (Feature 1) Activation</td>
<td>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!</td>
</tr>
<tr>
<td>ShortUrl (Feature 2) Show My ShortUrl's</td>
<td>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.</td>
</tr>
<tr>
<td>ShortUrl (Feature 3) Show Create ShortUrl</td>
<td>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.</td>
</tr>
<tr>
<td>ShortUrl (Feature 4) Show Create UNC Path ShortUrl</td>
<td>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.</td>
</tr>
<tr>
<td>ShortUrl (Feature 5) Show Copy OOS ShortUrl</td>
<td>Activate this Feature to show the ‘Copy OOS ShortUrl’ Option on an items context Menu (applicable when Office Web Apps installed). This Feature will be hidden if Deactivated.</td>
</tr>
<tr>
<td>ShortUrl (Feature 6) Event Receiver - AUTOUPDATE</td>
<td>Activate this Feature to automatically update existing ShortUrl's if an Item's Properties are modified.</td>
</tr>
<tr>
<td>ShortUrl (Feature 7) Event Receiver - AUTOCREATE</td>
<td>Activate this Feature to automatically create ShortUrl's for any newly created List and/or Library Items.</td>
</tr>
<tr>
<td>ShortUrl (Feature 8) Event Receiver - AUTODELETE</td>
<td>Activate this Feature to automatically delete existing ShortUrl's if the associated Item is deleted.</td>
</tr>
<tr>
<td>ShortUrl (Feature 9) Shorten Everything!</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

   ![SharePoint ShortUrl]

   ![Select a View]
   ![Select a View]
   ![AllDocuments]
   ![Merge Documents]
   ![ReLink Documents]
   ![assetLibTemp]
- **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”.

---

SharePoint ShortUrl 2016 (V10) Manual

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**'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 Item's 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 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 Online Server (OOS) is installed and ShortUrl (Feature 5) Show Copy OOS ShortUrl is Activated) an accompanying OOS ShortUrl will automatically be created (applies to Documents) with the same name as the ShortUrl and appended with ".OOS". 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".

---

**SharePoint ShortUrl**

**ShortUrl**

ShortUrl: http://sp1dev2016:8001/MyShortUrl
URL: /DocuLibrary/SharePoint.docx
Name: SharePoint.docx
Owner: SPS\administrator

COPY | EMAIL | DELETE | EDIT | CANCEL | ADD MORE

**Office Online Server (OOS) ShortUrl**

ShortUrl: http://sp1dev2016:8001/MyShortUrl_OOS
URL: /%2FDocuLibrary%2FSharePoint.docx
Name: SharePoint.docx
Owner: SPS\administrator

COPY | EMAIL

More ShortUrl's for this Link

**ShortUrl List**

http://sp1dev2016:8001/MyShortUrl
http://sp1dev2016:8001/MyShortUrlLink

**OOS (Office Online Server) ShortUrl List**

http://sp1dev2016:8001/MyShortUrl_OOS
http://sp1dev2016:8001/MyShortUrlLink_OOS
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**

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ShortUrl</td>
<td>The name of the ShortUrl created.</td>
</tr>
<tr>
<td>Full URL</td>
<td>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!</td>
</tr>
<tr>
<td>SURLStatus</td>
<td>The Status of the ShortUrl, controlled by the Admin Timer Job. (Active - Link working</td>
</tr>
<tr>
<td>Owner</td>
<td>The User that created the ShortUrl - this is useful for audit purposes.</td>
</tr>
<tr>
<td>HitCount</td>
<td>The number of times the ShortUrl has been accessed.</td>
</tr>
<tr>
<td>Link:</td>
<td>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.</td>
</tr>
</tbody>
</table>
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**

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

**ShortUrlTracking List Column Description Table**

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

**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