



INSTALLATION AND CONFIGURATION MANUAL



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Version History Change Record

Date	Author	Version	Change reference
2014, August	CIRRUS SOFT LTD	1.0	Initial Release of SharePoint ShortUrlApp.
2014, August	CIRRUS SOFT LTD	1.1	Minor bug fixes.
2014, September	CIRRUS SOFT LTD	1.2	Allow encoded Urls.
2014, September	CIRRUS SOFT LTD	1.3	Minor bug fixes.
2016, January	CIRRUS SOFT LTD	2.0	Edit ShortUrl destination Url (requires licensed version). Copy and Email context menu options will prompt to create ShortUrl if no ShortUrl exists.
2018, August	CIRRUS SOFT LTD	2.1	New Document Library Experience Compatibility.
2018, December	CIRRUS SOFT LTD	2.2	Performance fixes. No Ads. Description field for ShortUrl's.
2019, September	CIRRUS SOFT LTD	3.0	Rebrand and Performance fixes.

Current Version of ShortUrl App for SharePoint Online

Name	Version Approved	Compatibility	Date
SharePoint ShortUrlApp	CIRRUS SOFT LTD (V3.0)	SharePoint Online	2019, September

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Introduction

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

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

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

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

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

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

ShortUrl App Domains:

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

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

Free SharePoint Online App License (Ad Sponsored):

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

<https://surl.link/autoshorturl>

<https://surl.ms/autoshorturl>

<https://officeurl.com/autoshorturl>

<https://sharepointurl.com/autoshorturl>

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

To enable your **ShortUrl App** to generate custom **ShortUrl's** unique to your organization an App Key is required. The process to registering your Username/Subdomain is simple and fast (see *Register ShortUrl App Key (Create Custom ShortUrl's)*). Once you have registered your **ShortUrl**

App Key you will be able to activate and update the 'ShortUrlAppKey' List that comes as part of the **ShortUrl App** and generate **ShortUrl's** as below;

<https://comany.surl.link/customshorturl>

<https://comany.surl.ms/customshorturl>

<https://comany.officeurl.com/customshorturl>

<https://comany.sharepointurl.com/customshorturl>

Ultimate License:

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

<https://comany.link/customshorturl>

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

With SharePoint **ShortUrl App** you can create **ShortUrl's** directly from the Ribbon 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), Share via QR Code and other Social Sharing options. **ShortUrl's** are stored in a regular SharePoint List (named '**ShortUrl**') that is located in each Site that the **ShortUrl App** is installed. All **ShortUrl's** are processed on our Secure Servers, meaning we handle the resource load externally from SharePoint.

ShortUrl App Benefits and Features

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

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

SharePoint ShortUrl App Installation

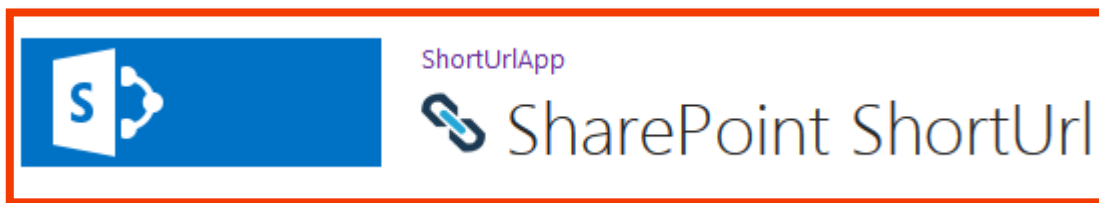
Installing SharePoint ShortUrl App

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

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



Configuration of the ShortUrl App



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

Additional Configuration, from the **ShortUrlApp** page – Configuration tab, is required;

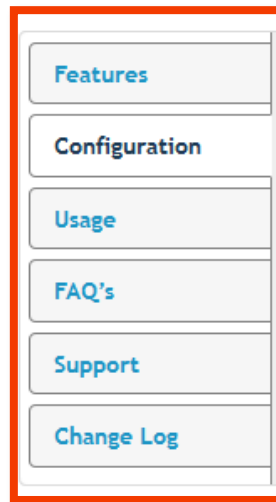
- To change the default secure Domain from which the **ShortUrl** is created and presented within your SharePoint environment and/or to add an App key to create Custom **ShortUrl**'s.
- Click on the 'Activate ShortUrlAppKey List' button to create the 'ShortUrlAppKey' List from which you can update to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

Change the ShortUrl default Domain Name

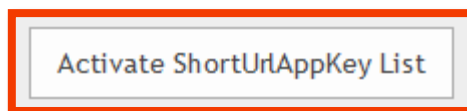
In order to change the default secure Domain name from which the **ShortUrl** is created and presented within your SharePoint environment and/or to create Custom **ShortUrl**'s with your own Username/Subdomain appended before the secure Domain name, you must first activate the ShortUrlAppKey List from the **ShortUrlApp** page - Configuration tab.

Step-1:- Open the **ShortUrlApp** page.

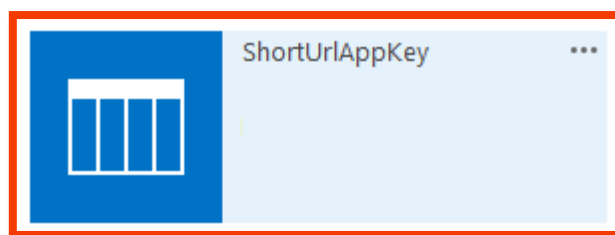
Step-2:- Click the Configuration Tab.



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



The **ShortUrlAppKey** List is now created.



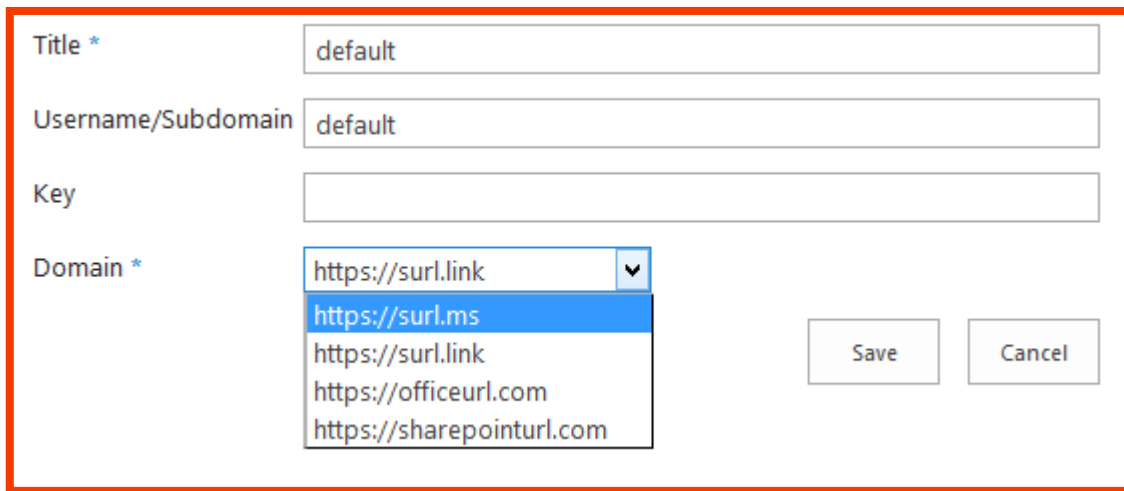
The default secure domain name that the **ShortUrl App** creates **ShortUrl's** within your SharePoint environment is <https://surl.link/>.

You may change this to one of the following;

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

Step-4:- Open the **ShortUrlAppKey** List and select the Domain you would like to use. By default, Title and Username/Subdomain will be set to 'default'- **do not chang!** On Save the Domain of choice will now be used to create **ShortUrl's** within your SharePoint environment.

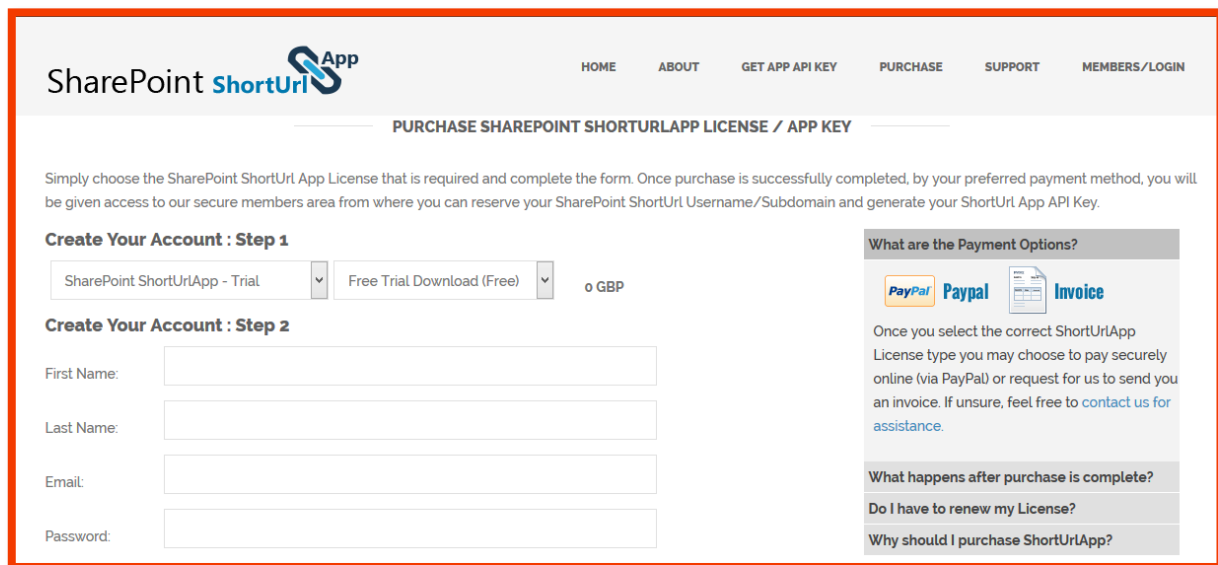
*Important the **ShortUrlAppKey** List must only have one Item in the List.



Register ShortUrl App Key (Create Custom ShortUrl's)

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

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



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

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

Available Downloads / App Key:
[SharePoint ShortUrlApp - Trial](#)

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

Register for your key

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

Registration Successful!

Use the following information to update your App settings:

Username: sharepointsenseltd

Key: 5b3b1764dc72ca3b445b3b1764dc72ca3b4

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

Title *	<input type="text" value="CIRRUSOFT"/>
Username/Subdomain	<input type="text" value="CIRRUSOFT"/>
Key	<input type="text" value="5b3b1764dc72ca3b445b3b1764dc72ca3b44"/>
Domain *	<input type="text" value="https://surl.link"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>

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

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

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

SharePoint ShortUrl App Uninstallation

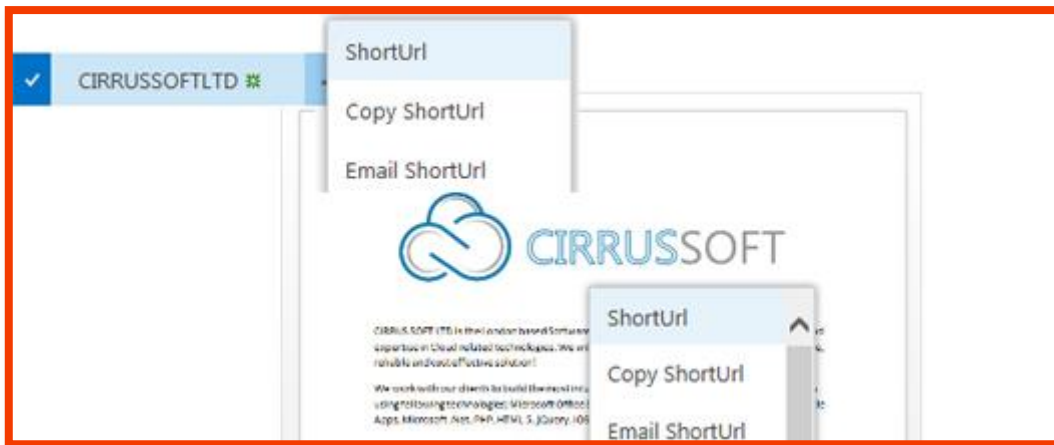
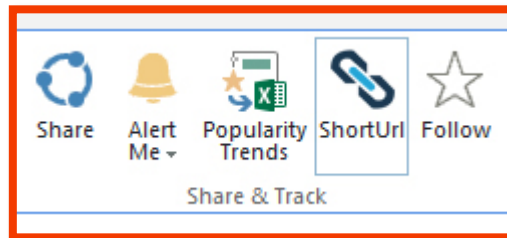
To uninstall the **SharePoint ShortUrl App**:

Locate **ShortUrl App** and remove.

SharePoint ShortUrl App Usage Instructions

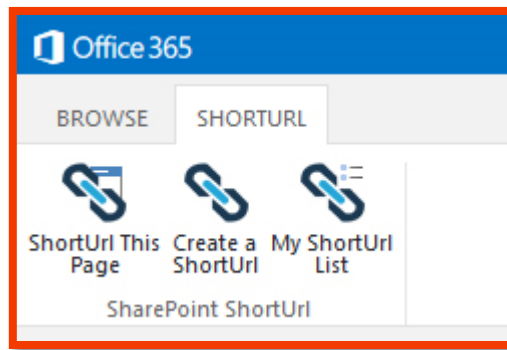
Accessing and Managing ShortUrl's

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



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

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



The 'SHORTURL' Ribbon Menu contains the following **ShortUrl** Menu Options:

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

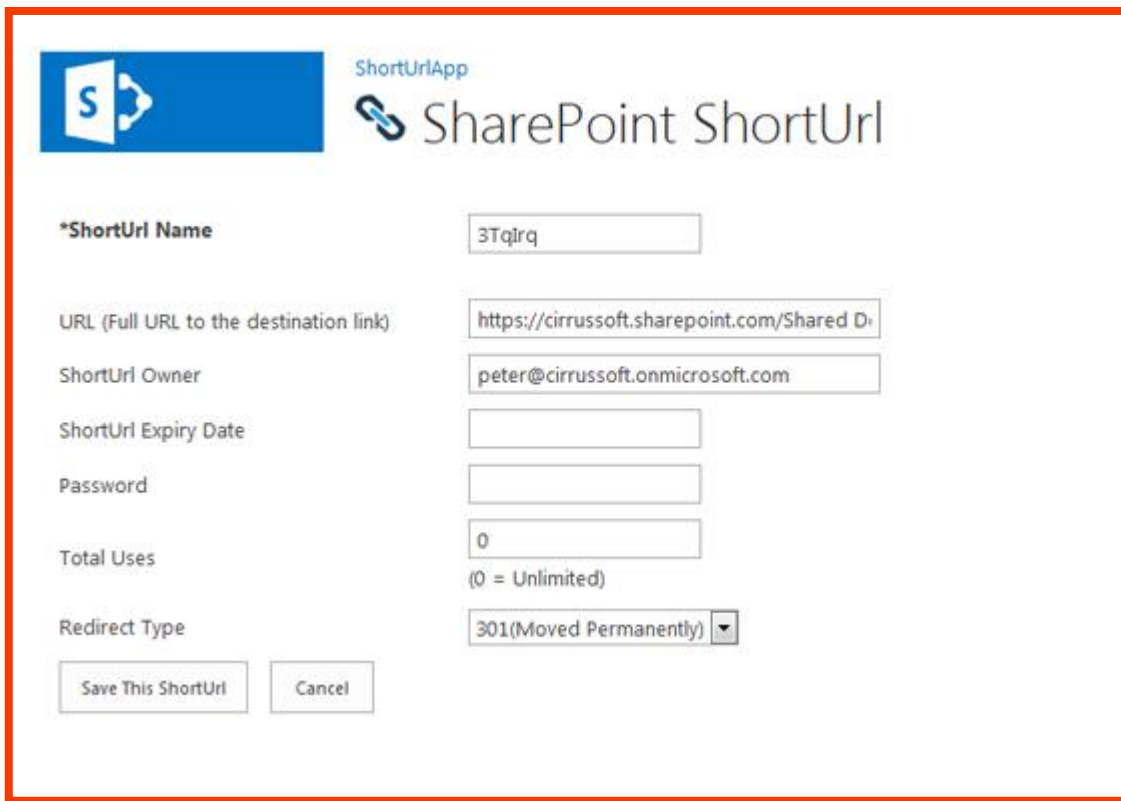
From the SHORTURL Ribbon Tab - **My ShortUrl List**

How to Create a ShortUrl

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.

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



ShortUrlApp
SharePoint ShortUrl

*ShortUrl Name: 3TqIrrq

URL (Full URL to the destination link): https://cirrussoft.sharepoint.com/Shared D...

ShortUrl Owner: peter@cirrussoft.onmicrosoft.com

ShortUrl Expiry Date: [Empty]

Password: [Empty]

Total Uses: 0
(0 = Unlimited)

Redirect Type: 301(Moved Permanently)

Save This ShortUrl | Cancel

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

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

Each **ShortUrl** provides **ShortUrl** specific settings.

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

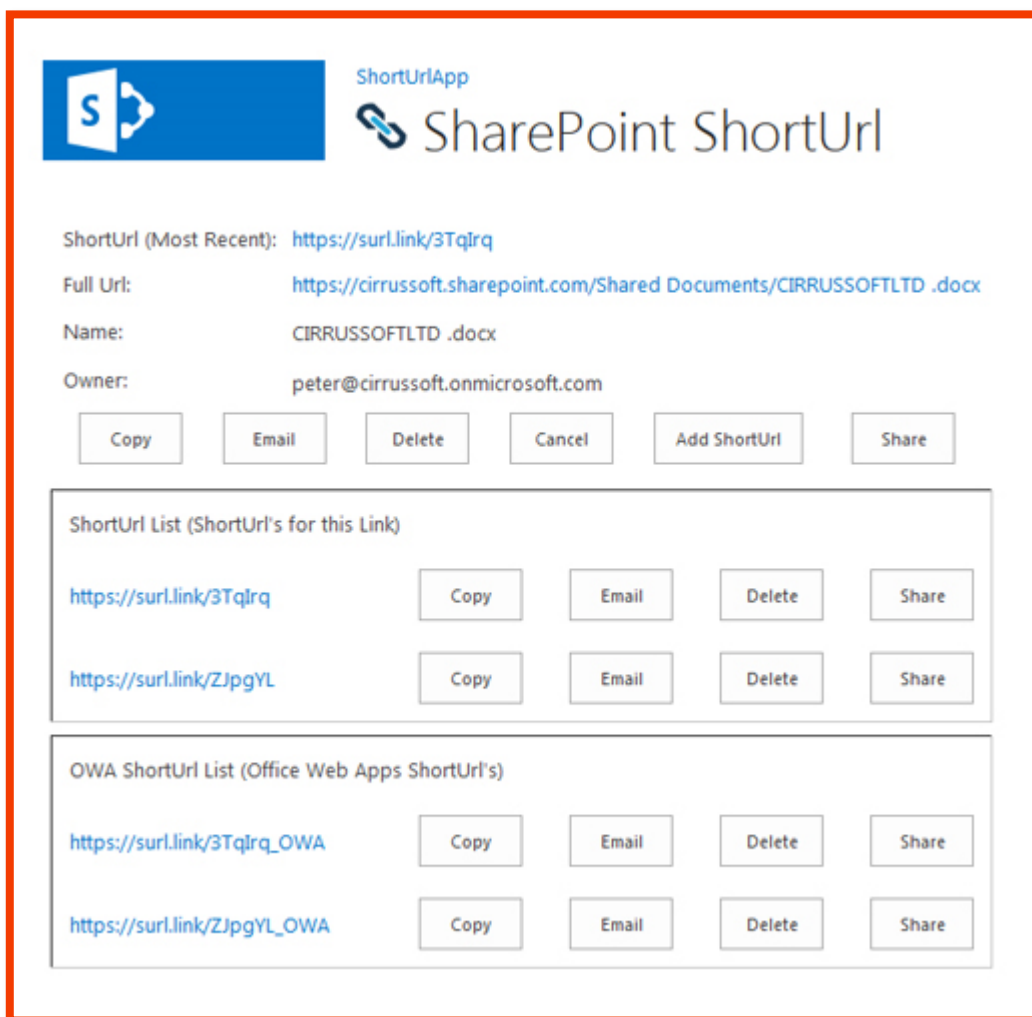
Click 'Save This ShortUrl' to create a **ShortUrl** with the required settings.

ShortUrl Options Screen

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:

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



*Share opens options in dialogue window.



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

ShortUrl Administration and the ShortUrl List

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

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

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

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

ShortUrl Statistics and QR Code

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

*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.*

SharePoint ShortUrl App Support

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

www.ShorturlApp.com | <http://www.cirrussoftltd.com>

INSTALLATION AND CONFIGURATION MANUAL

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