

info@vitextra.com vitextra.com



Short URL Online

Administrator Guide

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Company information:

Email: info@vitextra.com

Website: <u>vitextra.com</u>



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2. Introduction

2.1 Product Description

Vitextra Short URL Online makes it possible to create shortened links for any content within SharePoint Online as well as external resources.

The web part is based on the Microsoft SharePoint Framework and is compatible with SharePoint Online. SharePoint on-premise is not supported.

2.2 Product Features

- One-click creation with Command Bar
- Customizable Shortened Links
- Simple to use; no training required
- Tightly integrated with SharePoint
- Multilingual Compatible

3. Installation

3.1 Required Permissions

To perform the installation, you must have the Tenant Admin role assigned to you.

3.2 Software Requirements

Short URL Online is designed to deploy on Microsoft 365 environment. There is no special software or system requirements.

3.3 API Permissions

Short URL Online does not require API permissions.

3.4 Product Package

The installation package of the Short URL Online that is available on the download page (<u>https://vitextra.com/en/downloads</u>) contains two packages:



Figure 1. Short URL Online. Installation Package

vitextra.short-url-online.sppkg package contains extensions to place new action buttons to SharePoint Online command bar.

vitextra.short-url-online.webparts.sppkg package contains web part to create custom shortened links.

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3.5 Deploy Short URL Online

- 1. Extract downloaded installation package
- From <u>Microsoft 365 admin center</u>, go to SharePoint Admin Center. Select More Features and click the Open button under Apps heading:

	SharePoint admin center		¢ @	?	RG
≡		More features			
ŵ	Home	Access familiar features from the classic SharePoint adm	in center.		
	Sites \checkmark				
<u>_</u>	Policies ~	Term store Create and manage term sets to help users enter	User profiles Add and remove admins for a user's OneDrive.		
٢	Settings	data consistently. Learn more	disable OneDrive creation for some users, and more. Learn more		
	Content services \checkmark	0	0		
\$	Migration	Open	Open		
°0	Advanced \checkmark				
:	More features	Search Help users find what they're looking for. Learn	Apps Configure SharePoint Store settings, monitor app		
8	OneDrive admin center	more	usage, manage app licenses, and more. Learn more		
Ø	Customize navigation	Open	Open		
	Show all				

Figure 2. SharePoint Admin Center

3. Select App Catalog

Apps	
App Catalog Make apps available to your organization and manage requests for apps. An app catalog is required to disable Store purchases for e	nd users.
Purchase Apps Purchase apps from the SharePoint Store.	
Manage Licenses Manage licenses for apps purchased from the SharePoint Store.	
Configure Store Settings Manage app acquisition settings including turning off purchases for end users in the SharePoint Store.	
Monitor Apps Track usage of applications and review errors.	
App Permissions Manage app access to this tenant.	

Figure 3. SharePoint Apps Settings

4. Select Apps for SharePoint:

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5	ноте Vitextra Apps
Recent Apps for SharePoint Apps for Office App Requests Site contents	Getting started with your app catalog site Image: provide apps for SharePoint Image: provide apps for Point <

Figure 4. SharePoint App Catalog

5. Upload extracted *vitextra.short-url-online.sppkg* file to the Apps library:

III SharePoint 🕲 ? SS)								
BROWSE FILES LIBRARY							🗘 SHARE	슈 FOLLOW 🖂
Upload New Document Folder New Open & Check II	Dut n I Check Out Out	View Details Manage Installed Deploy Page Apps	Sync to Teams Upgrade Store App	View Edit Properties Properties Manage	Share & Track	Download a Copy Copies	Workflows Publish Workflows Tags a	ags & Notes
Recent	• New	1 Upload 😅 Sync	C Share Mor	e V				
Apps for SharePoint								
Apps for Office								
App Requests								
Site contents								
				^{Ves} Drop he	ere			
						+ Copy		
		☐ I ☑ File	च ∣Vitextra.Shortl Home Share	JrlOnline.2020Q4 View			-	□ × ~ ?
l		$\leftarrow \rightarrow$	*	ads > Vitextra.Short	UrlOnline.2020Q4	ڻ ~	🔎 Search Vitextra.ShortUr	10nline.2020Q4
		Name	^	Туре		Size		
		🕎 Vitex	tra.ShortUrlOnline.2020	Q4.zip Winl	RAR ZIP archive	31 KB		
		🗋 vitex	ra.short-url-online.spp	kg SPPI	KG File	19 KB		
		vitex	ra.short-url-online.we	oparts.sppkg SPPI	KG File	16 KB		
		3 items	1 item selected 18.5	KB				

Figure 5. SharePoint App Catalog

6. After uploading the package select **Deploy** to confirm the operation.





Figure 6. Short URL package deploy confirmation

- 7. Upload extracted *vitextra.short-url-online.sppkg* file to the Apps library:
- After uploading the package, mark the "Make this solution available to all sites in the organization" checkbox and select Deploy to confirm the operation

Do you trust Vitextra Short Url Web Parts?	×
The client-side solution you are about to deploy contains full trust client side code. The components in the solution can, and usually do, run in full trust, and no resource usage restrictions are placed on them.	5
This client side solution will get content from the following domains:	Vitextra Short Url Web Parts
https://vitextra-storage.azureedge.net/spfx/	
Make this solution available to all sites in the organization	
	Deploy Cancel

Figure 7. Short URL web part package deploy confirmation

📝 Note

You can only deploy .one package depending on what functionality you need.

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4. Product Activation

To activate the Short URL Online:

1. Open the <u>My Subscriptions</u> page on the vitextra.com website and sign in to view the list of your subscriptions.

My Subscriptions View, change, or cancel your subscriptions								
Subscription	Created	Status	Qty	Current Period				
Smart Tiles Web Part	4/26/2020	Active	1	10/10/2020 - 11/10/2020				
Employee Directory	3/30/2020	Active	3	10/13/2020 - 11/13/2020				
News Aggregator	9/6/2020	Active	1	10/20/2020 - 11/20/2020				
Questions & Answers	9/6/2020	Active	1	10/20/2020 - 11/20/2020				
Short URL Online	11/6/2020	Trial	1	11/6/2020 - 11/20/2020				

Figure 8. List of Subscriptions

- 2. Select Short URL Online in the list of subscriptions
- 3. Select Assign License button:



Subscription	Recurring Details						
Subscription Short URL Online	Manage						
License Assic	License Assignment						
ASSIGN LICENSE	CANCEL Subscription						
There are no assigned lice	nses						

Figure 9. Subscription Details

4. In the dialog, type-in name of your environment and identifier of your tenant¹ and select **Submit**.

Assign License		×
Name *		
My Company		
Tenantld *		
27699663-8b61-4edd-aa94-b2623e8	2fb0b	
How to get Tenant ID		
	CLOSE	SUBMIT

Figure 8. Assign License Dialog

¹ See <u>How to find your Office 365 Tenant ID</u> article in Vitextra knowledgebase [1]



If activation has been successful, the product status will be automatically changed to **Activated**.

Vitextra Short URL	×
About	
Vitextra Short URL Version 1.0.3	
There is a new version of this app. Get it now.	
Download Status	
Active	

Figure 91. Status of Short URL Online Web Part

5. Updating

To update the Short URL Online:

- 1. Download the latest installation package from the downloads page
- 2. Extract the package
- 3. Upload the sppkg files to SharePoint App Catalog and replace the existing file



Figure 102. Replace app package confirmation

4. Go to Site Contents where Short URL Online feature activated and select Details in context menu of the feature

	Sh	arePoint		🔎 Search	n			
•	V.	Communication	n site	Documents	Pages	Site contents		
$+$ New \sim								
-		Site Pages	Details	hranz	3			
		Tasks	Monitor		86			
	5	Vitextra Questions and Answe	Remove					
	5	Vitextra Short Url	Арр					

Figure 113. Short URL app on SharePoint Site Contents page

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5. On the app details page select Get It to update the solution



Figure 124. Short URL installed app details

6. Uninstalling

To uninstall the Short URL Online, go to SharePoint App Catalog and delete Short URL app packages:

FILES	5 LIBRARY						
New Folder	Edit Document	k Out	View Details Manage Installed Deploy	Sync to Upgr Teams	rade Store App	View Edit Properties Propert	Version History Shared With ies Delete Document
	Open & Check Out		Apps				Manage
uests	\checkmark	\Box	Title	App Version	Enable	d Deployed	
tents		C _D	Vitextra News Aggregator	1.3.0.0	Yes	Yes	
		\square	Vitextra Smart Tiles Web Part	1.0.4.0	Yes	Yes	
		₽	Vitextra Employee Directory	3.1.2.0	Yes	Yes	
		\Box	Vitextra Employee Details	1.0.0.0	Yes	Yes	
		C _D	Vitextra Questions and Answers	1.3.1.0	Yes	Yes	
		\Box	Vitextra My Tasks	1.4.1.0	Yes	Yes	
	× .	B	Vitextra Short Url	1.1.5.0	Yes	Yes	
	×	Ľ	Vitextra Short Url Web Parts	1.1.4.0	Yes	No	
			Drag files here	to upload			

Figure 135. Remove app package from the catalog

7. Short URL Online Setup

7.1 Adding the web part to a page

To add Short URL web part to SharePoint page:

- Go to the page where you want to add the Short URL Online web part to. Only the modern page supported.
- 2. Select **Edit** to enter the edit page mode:



Figure 146. Edit SharePoint page

 Click **Plus** sign in the section where you want to add the web part and select Vitextra Short URL: **Vitextra**



Figure 157. Select Web Part

8. Short URL Configuration

Short URL Online web part does not support configuration.