



# Short URL Online

## Administrator Guide

## Copyright

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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 (<https://vitextra.com/en/downloads>) contains two packages:

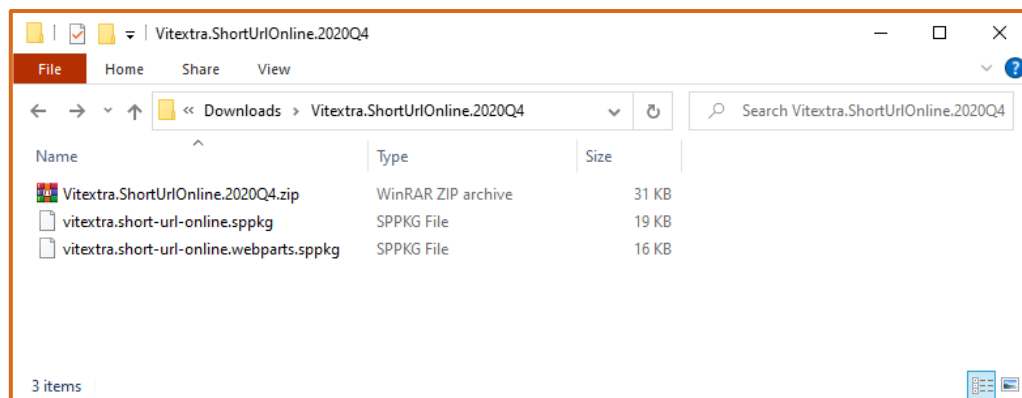


Figure 1. Short URL Online. Installation Package

*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.

### 3.5 Deploy Short URL Online

1. Extract downloaded installation package
2. From [Microsoft 365 admin center](#), go to **SharePoint Admin Center**. Select **More Features** and click the **Open** button under **Apps** heading:

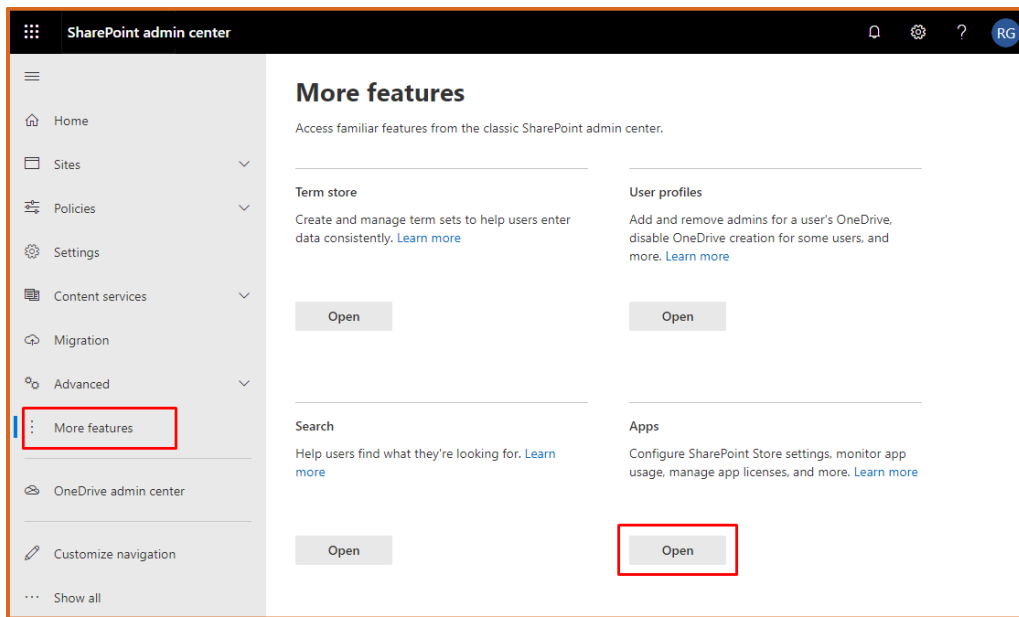


Figure 2. SharePoint Admin Center

### 3. Select **App Catalog**

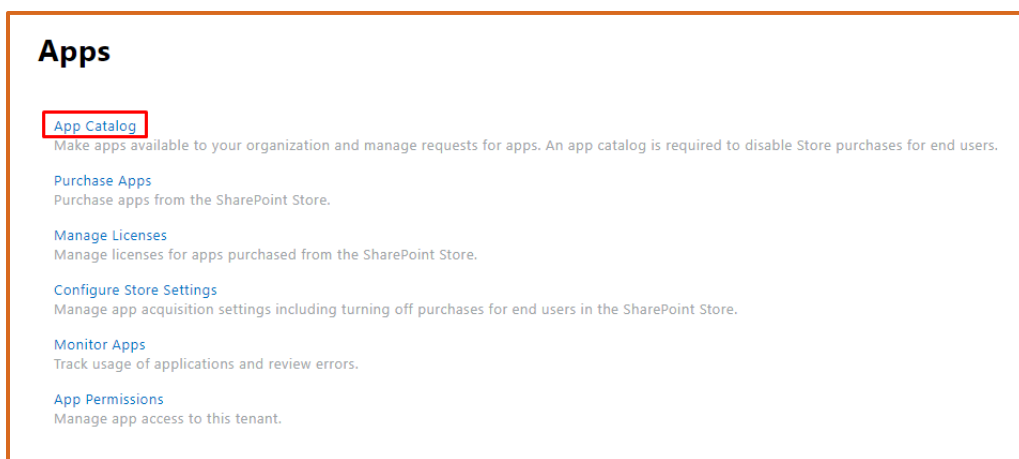


Figure 3. SharePoint Apps Settings

### 4. Select **Apps for SharePoint**:

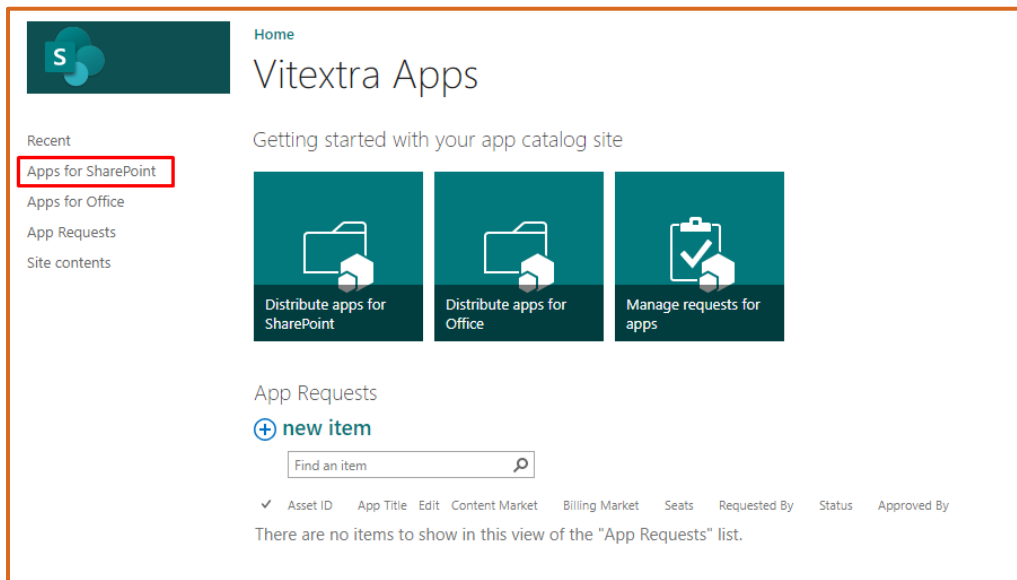


Figure 4. SharePoint App Catalog

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

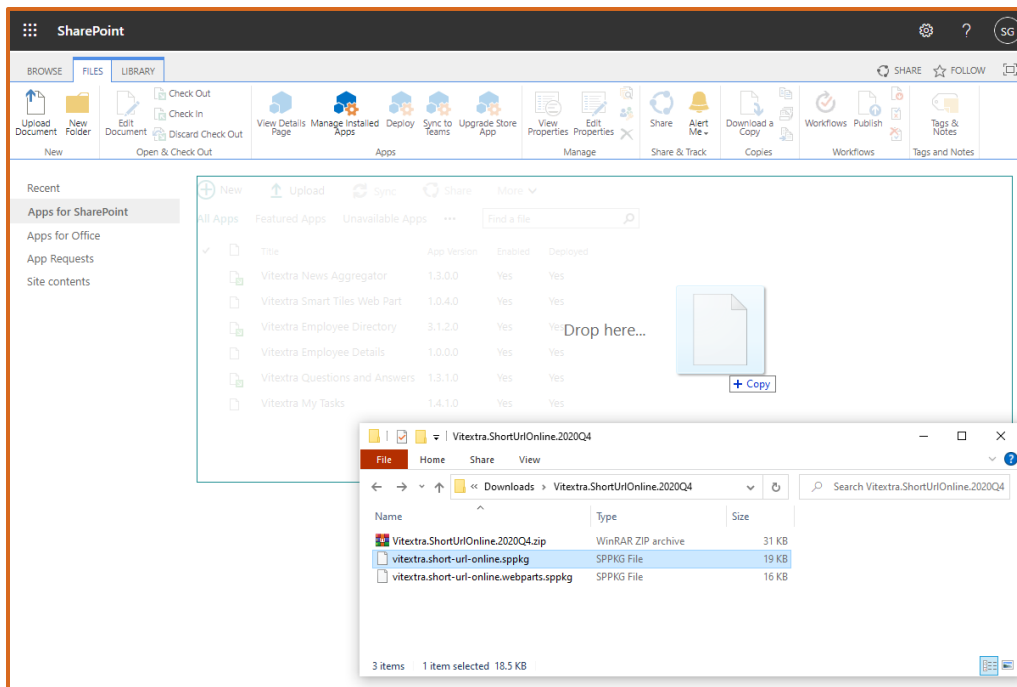


Figure 5. SharePoint App Catalog

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

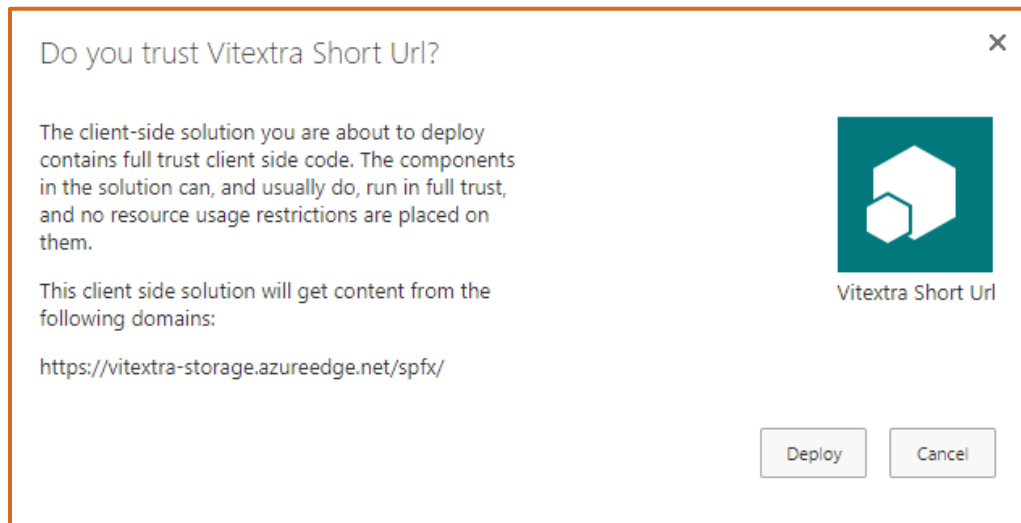


Figure 6. Short URL package deploy confirmation

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

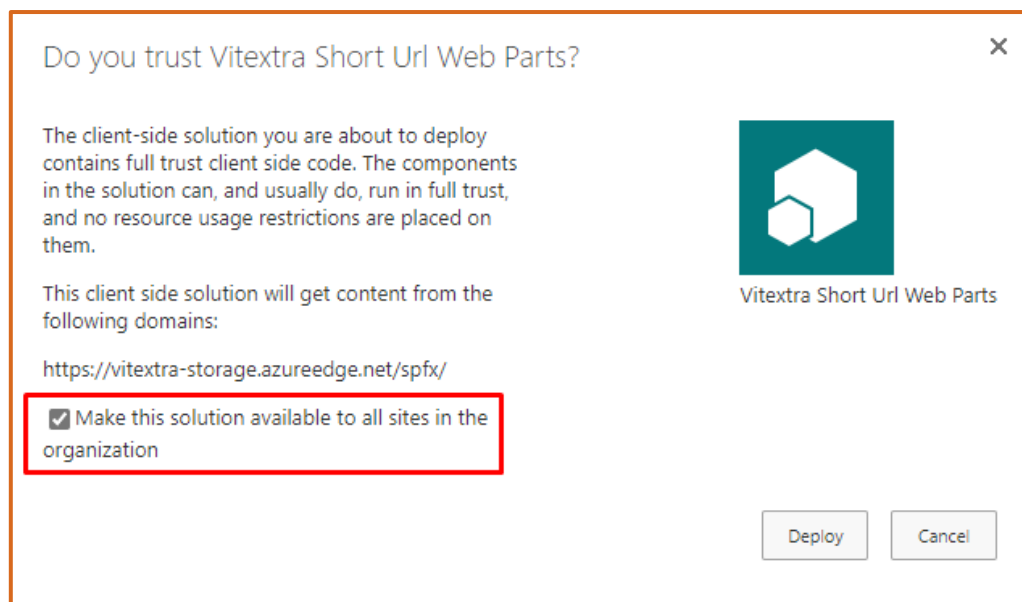


Figure 7. Short URL web part package deploy confirmation

#### Note

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

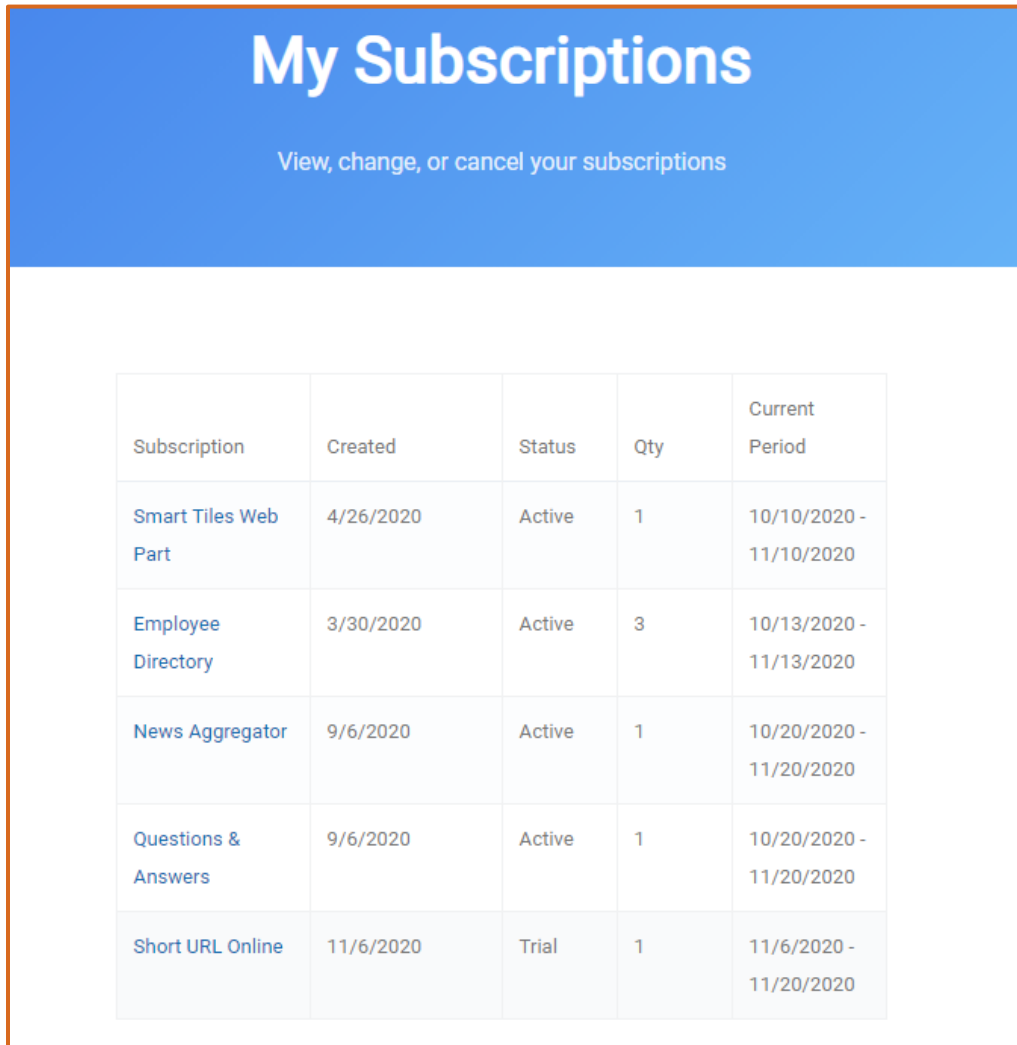




## 4. Product Activation

To activate the Short URL Online:

1. Open the [My Subscriptions](#) page on the vitextra.com website and sign in to view the list of your subscriptions.



The screenshot shows a web page titled "My Subscriptions" with a blue header. Below the header is a sub-header: "View, change, or cancel your subscriptions". The main content is a table with the following data:

Subscription	Created	Status	Qty	Current Period
<a href="#">Smart Tiles Web Part</a>	4/26/2020	Active	1	10/10/2020 - 11/10/2020
<a href="#">Employee Directory</a>	3/30/2020	Active	3	10/13/2020 - 11/13/2020
<a href="#">News Aggregator</a>	9/6/2020	Active	1	10/20/2020 - 11/20/2020
<a href="#">Questions &amp; Answers</a>	9/6/2020	Active	1	10/20/2020 - 11/20/2020
<a href="#">Short URL Online</a>	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:

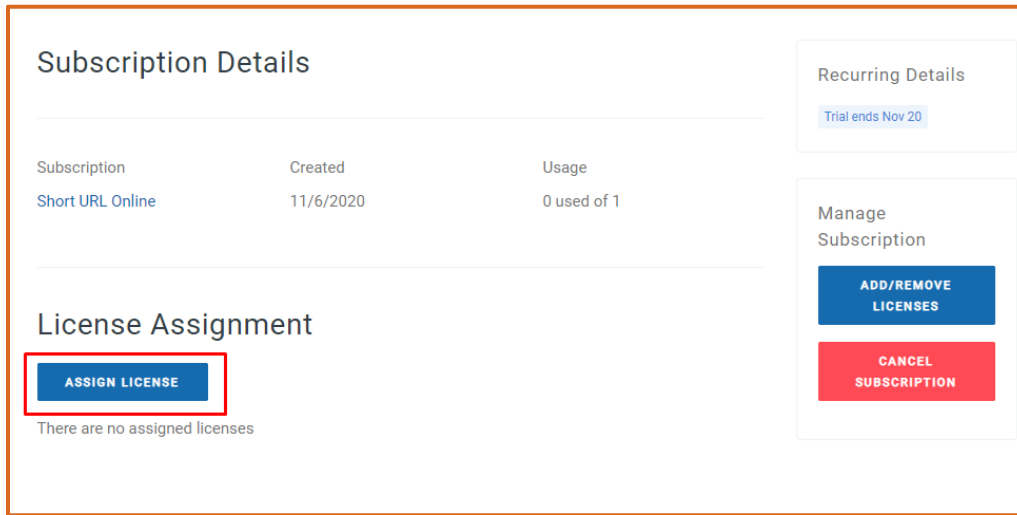


Figure 9. Subscription Details

4. In the dialog, type-in name of your environment and identifier of your tenant<sup>1</sup> and select **Submit**.

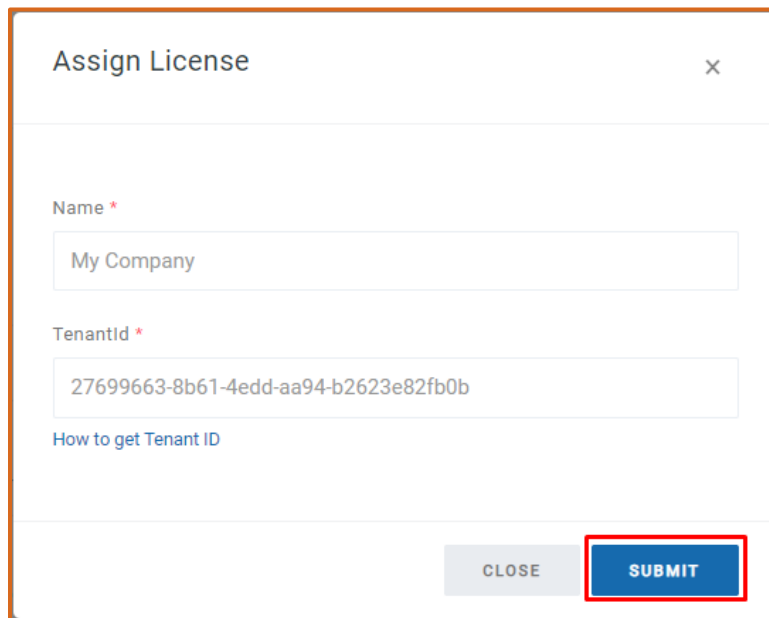


Figure 8. Assign License Dialog

<sup>1</sup> See [How to find your Office 365 Tenant ID](#) article in Vitextra knowledgebase [1]

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

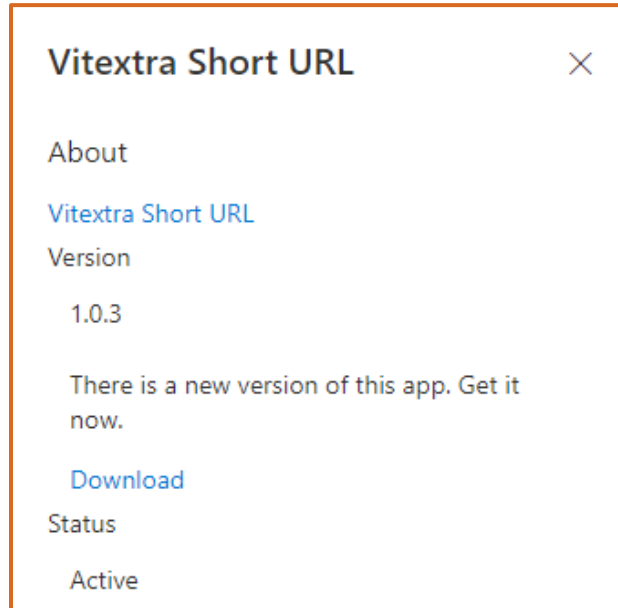


Figure 91. Status of Short URL Online Web Part

## 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

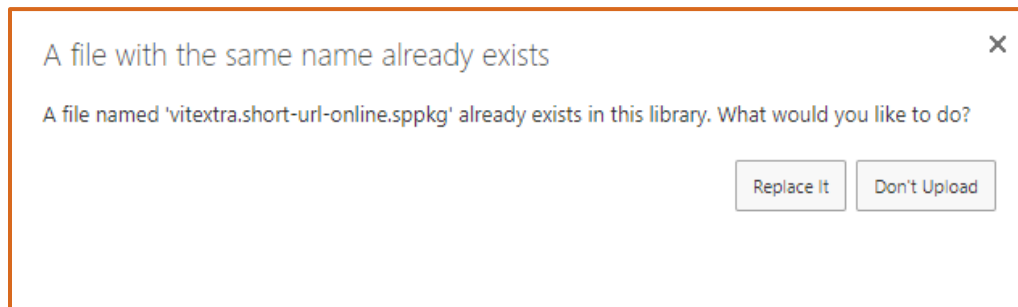


Figure 102. Replace app package confirmation

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

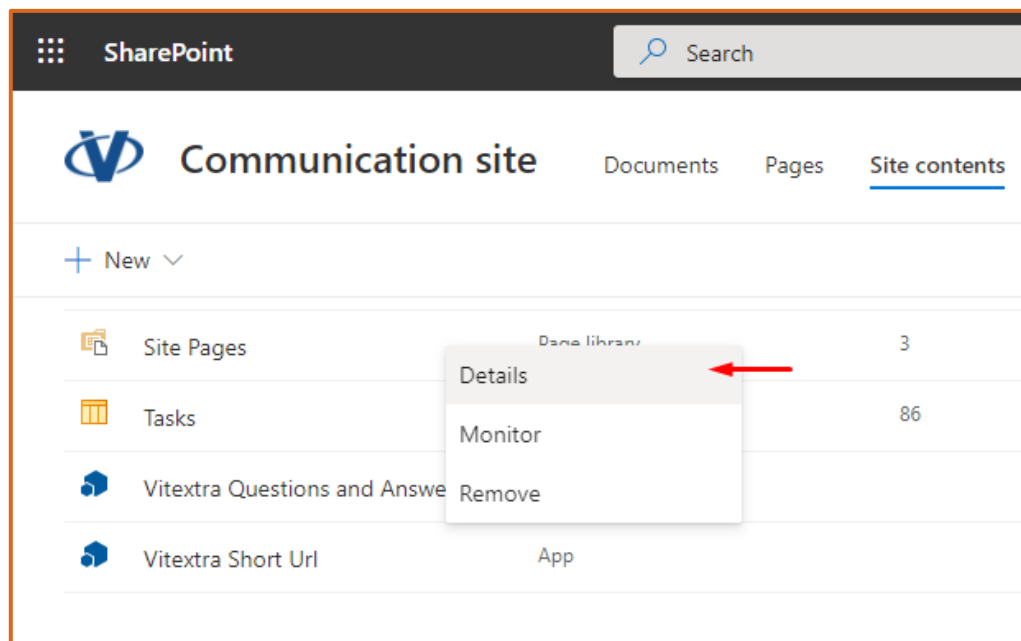


Figure 113. Short URL app on SharePoint Site Contents page

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

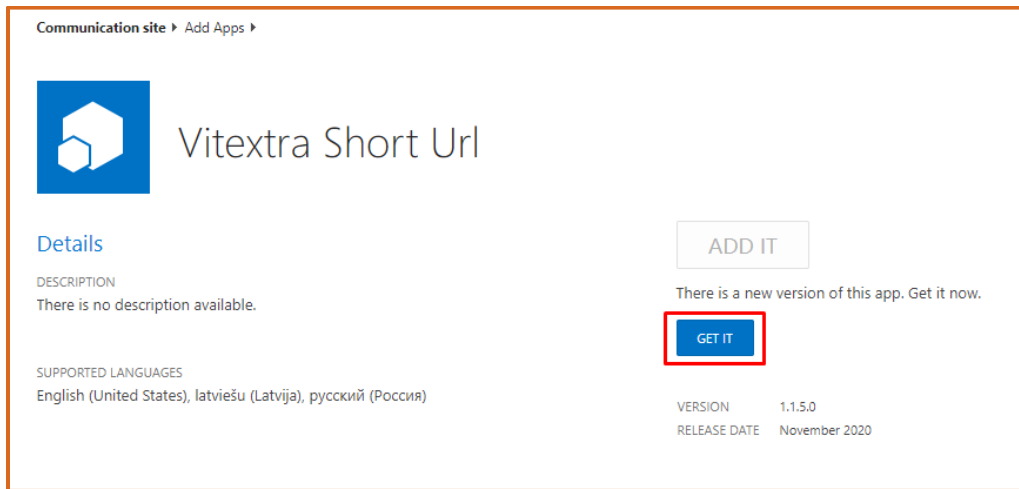


Figure 124. Short URL installed app details

## 6. Uninstalling

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

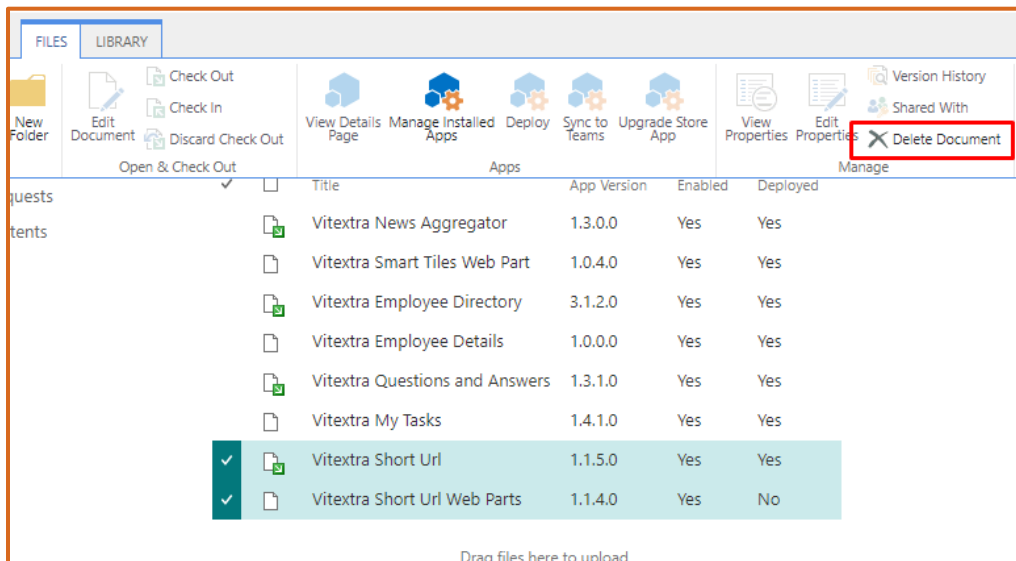


Figure 135. Remove app package from the catalog

## 7. Short URL Online Setup

### 7.1 Adding the web part to a page

To add Short URL web part to SharePoint page:

1. 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:

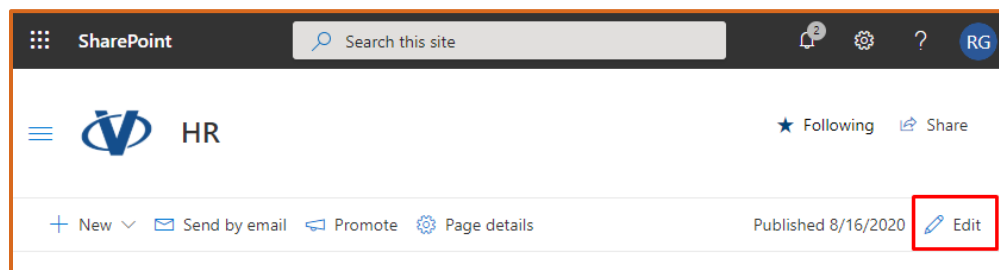


Figure 146. Edit SharePoint page

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



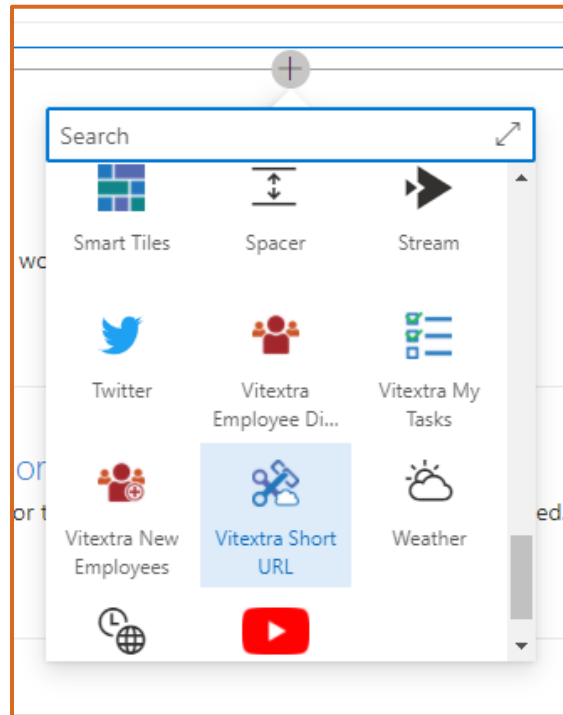


Figure 157. Select Web Part

## 8. Short URL Configuration

Short URL Online web part does not support configuration.