

**KNOWLEDGE BASE ARTICLE****Initial Setup of Short URL Online**

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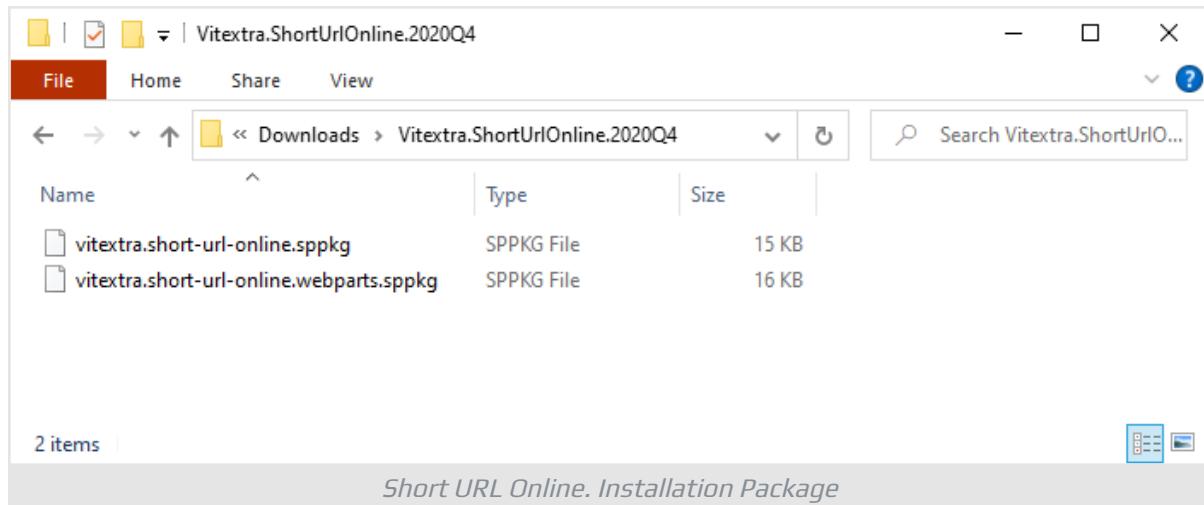
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This article describes how to deploy and set up of [Vitextra Short URL Online](#) in Microsoft 365 tenant.

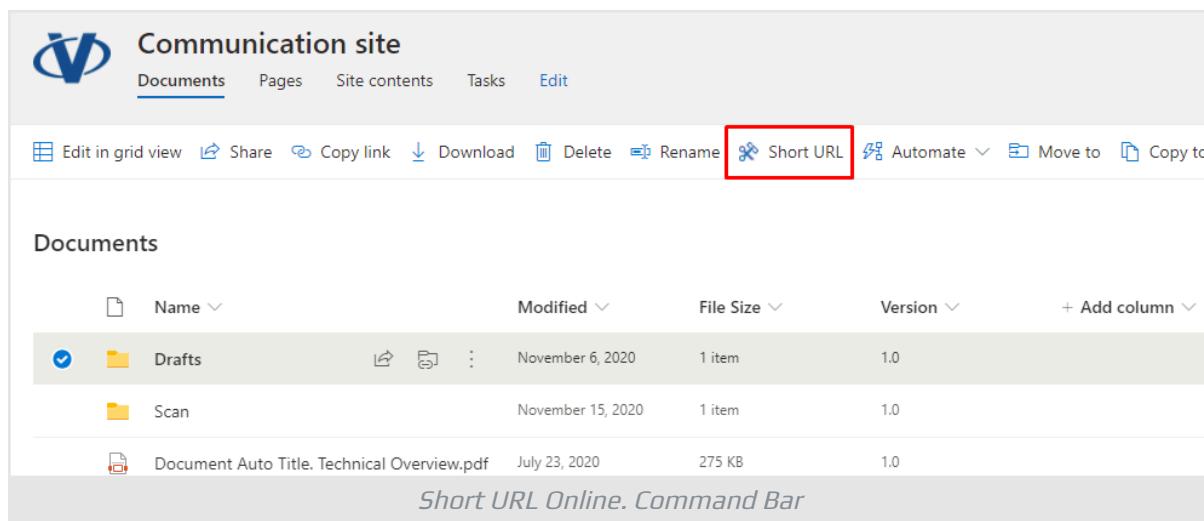
## Installation Package

Short URL Online installation package contains two .sppkg files:

- vitextra.short-url-online.sppkg
- vitextra.short-url-online.webparts.sppkg



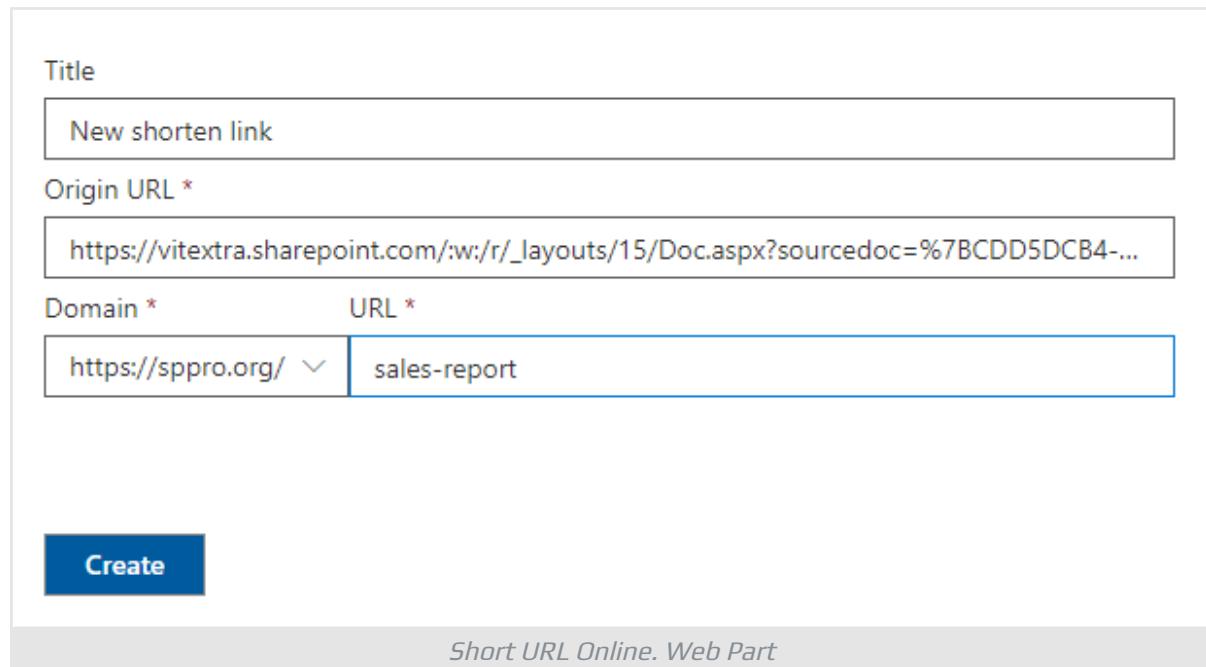
**vitextra.short-url-online.sppkg** package contains command bar extension to short URL for document or folder.



### Note

Command bar extension can not be deployed globally. You need to add the app on each SharePoint site where you need to enable the command bar extension.

**vitextra.short-url-online.webparts.sppkg** package contains web part to create shorten link for any content.



The screenshot shows a configuration dialog for the 'Short URL Online. Web Part'. The 'Title' field is set to 'New shorten link'. The 'Origin URL \*' field contains a long SharePoint URL. The 'Domain \*' dropdown is set to 'https://sppro.org/' and the 'URL \*' field is set to 'sales-report'. A 'Create' button is at the bottom. The footer of the dialog reads 'Short URL Online. Web Part'.

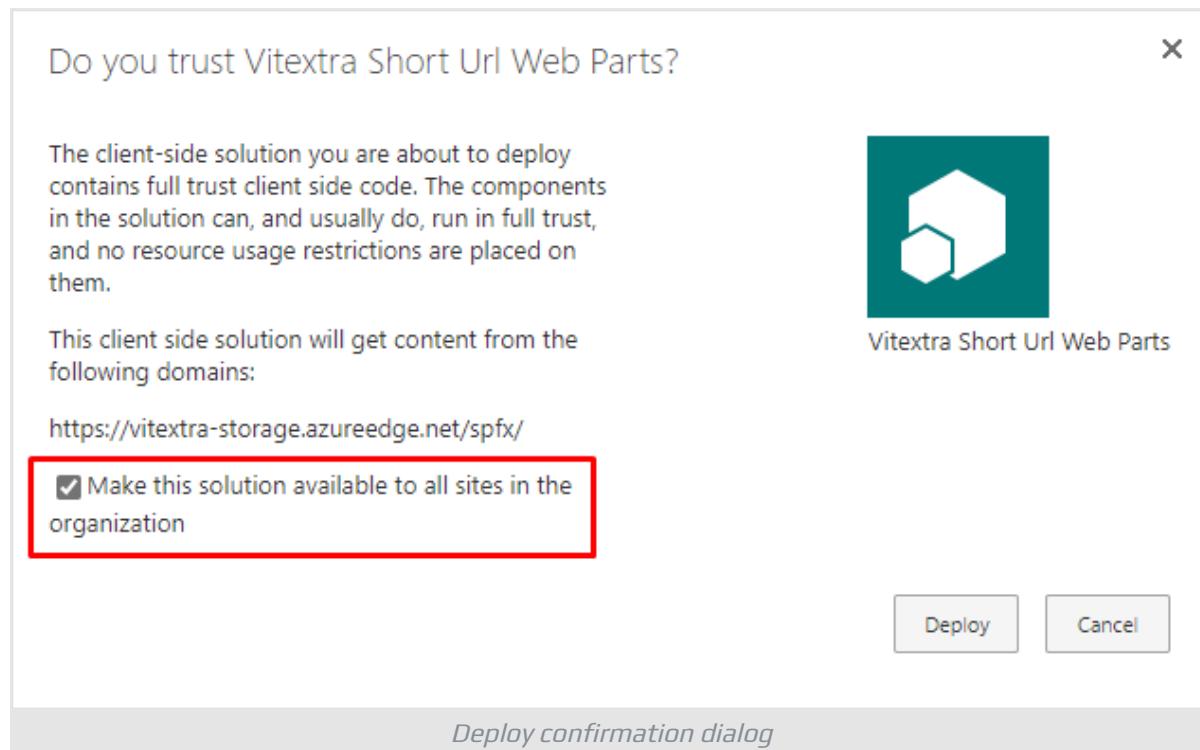
### Note

Short URL web part available immediately once the package is deployed in SharePoint App Catalog.

## Deploy

Open SharePoint App Catalog and upload .sppkg files from the installation package.

When the file is uploaded, SharePoint shows up a confirmation dialog. Click the **Deploy** button to confirm the operation. On deploying the Short URL Online web part, select the "**Make this solution available to all sites in the organization**" checkbox to allow global deployment.



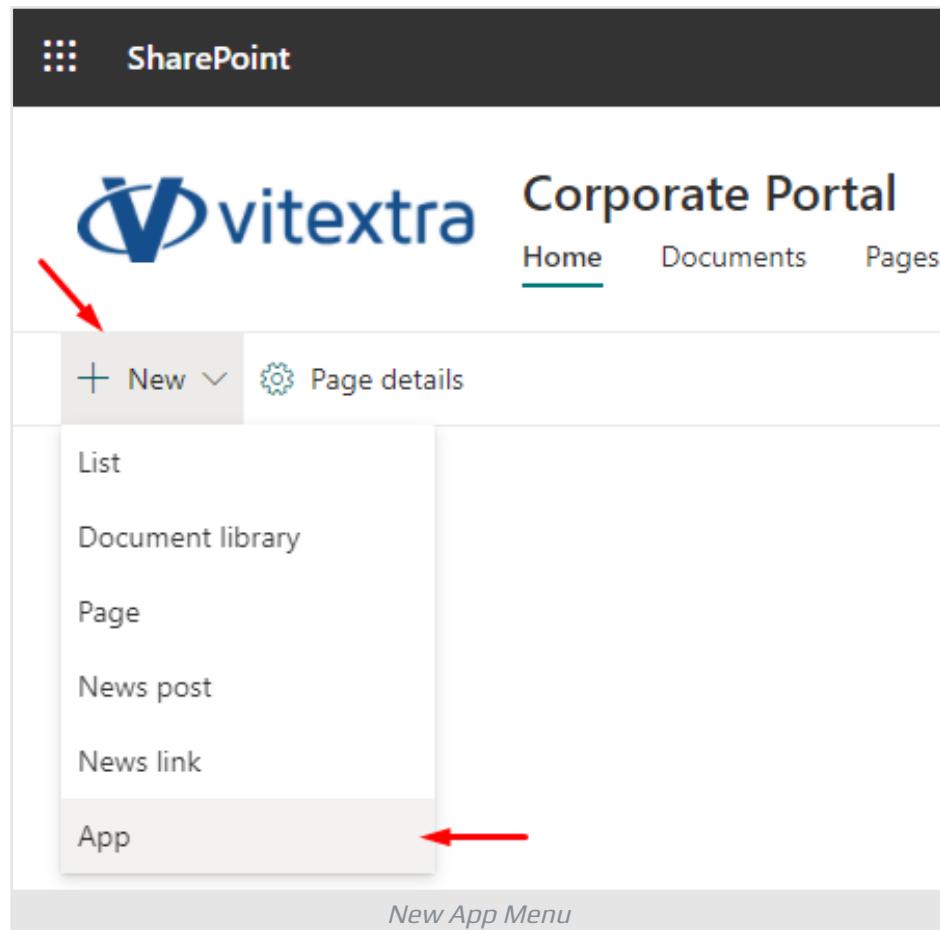
### Tip

If you need only the web part or command bar extension, you can deploy the appropriate package and ignore the second one.

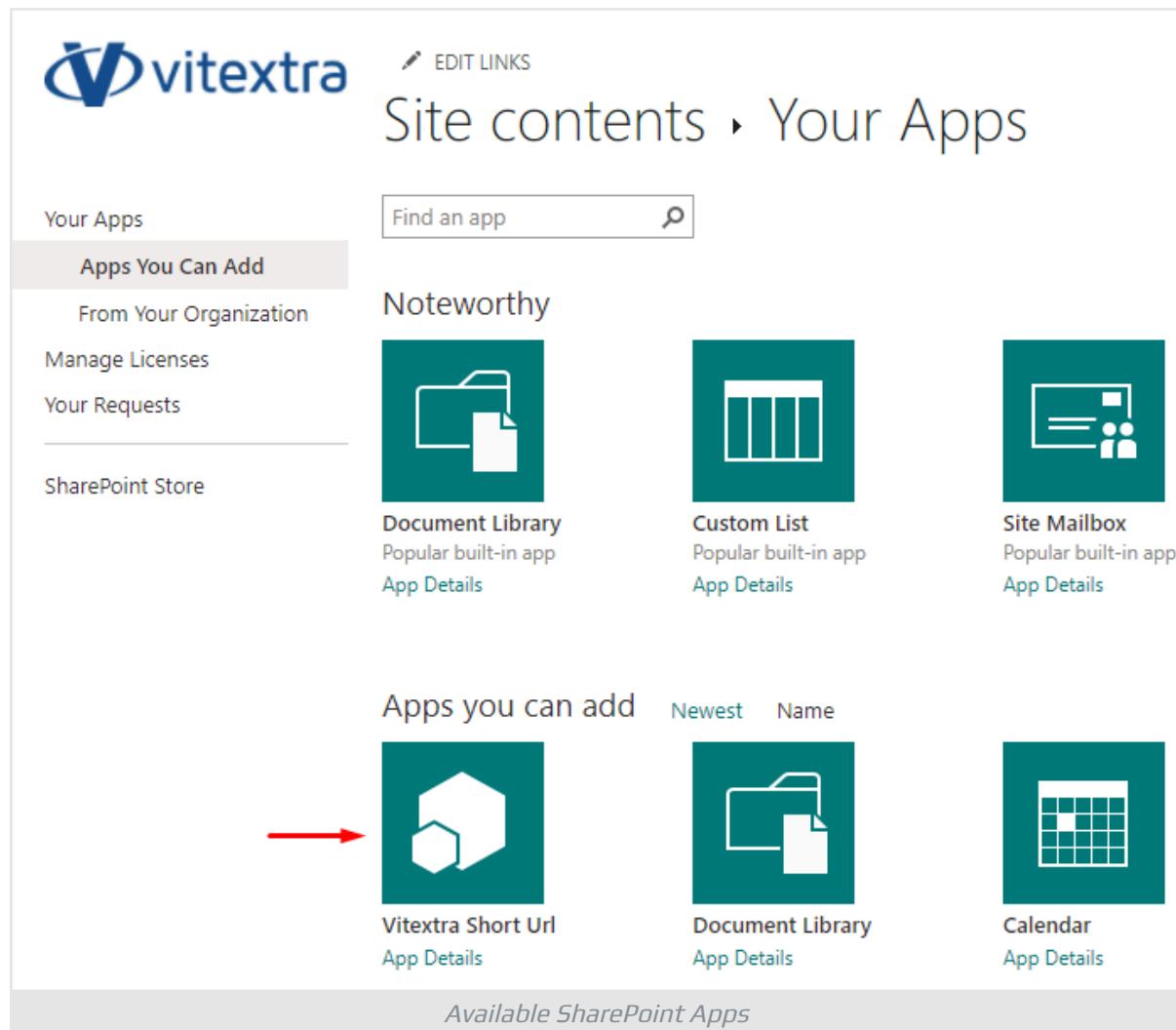
## Command Bar Extension

Short URL command bar extension allows users to create shorten links for any document or folder with a single click. You need to activate this feature on each site where you want to use the Short URL command bar extension.

Select **New - App** on site command bar.



**Under Apps you can add heading select Vitextra Short Url.**



The screenshot shows the SharePoint 'Your Apps' page. The left navigation bar includes 'Your Apps', 'Apps You Can Add' (selected), 'From Your Organization', 'Manage Licenses', and 'Your Requests'. Below that is a link to the 'SharePoint Store'. The main content area has a search bar 'Find an app' with a magnifying glass icon. A 'Noteworthy' section displays three apps: 'Document Library', 'Custom List', and 'Site Mailbox', each with a green icon and a 'Popular built-in app' label and 'App Details' link. Below this is a section titled 'Apps you can add' with a 'Newest' and 'Name' filter. It lists three apps: 'Vitextra Short Url' (selected, indicated by a red arrow), 'Document Library', and 'Calendar', each with a green icon and an 'App Details' link. A grey bar at the bottom says 'Available SharePoint Apps'.

EDIT LINKS

## Site contents ▶ Your Apps

Your Apps

Find an app

Apps You Can Add

From Your Organization

Manage Licenses

Your Requests

SharePoint Store

Noteworthy

Document Library

Popular built-in app

App Details

Custom List

Popular built-in app

App Details

Site Mailbox

Popular built-in app

App Details

Apps you can add

Newest Name

Vitextra Short Url

App Details

Document Library

App Details

Calendar

App Details

Available SharePoint Apps

It takes a couple of minutes to active feature on the site.

Once the app is installed, users can use the extension in all document libraries on the site.

HR

Home Documents Pages Employees tasks Site contents Edit

★ Following Share

+ New Upload Edit in grid view Sync Add shortcut to OneDrive Export to Excel Power Apps Automate ... All Documents\*

Documents

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Create shorten link to a document