KNOWLEDGE BASE ARTICLE

Short URL Online. Solution Overview

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Table of contents

What is Short URL Online 4

What is included 4

- **The Short URL command** 5
- **The Short URL web part** 5
- **The Short URL Management web part** 5

Domains 6

Link types for documents 6

Installation and licensing 7

Terms 8

What is Short URL Online

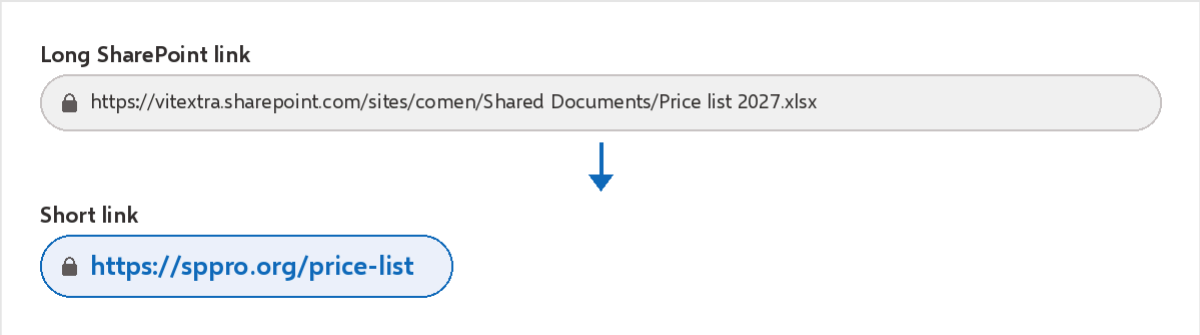
Vitextra Short URL Online lets you create short, memorable links to any content directly from **SharePoint** in one click. A link to a document that looks like this:

`https://contoso.sharepoint.com/sites/Sales/Shared%20Documents/Price%20lists/2026/Price-list-Q4.xlsx`

can be shared as:

`https://sppro.org/price-list`

Short links are easy to read aloud, to print in a brochure or to type on a phone. The target of a short link can be changed at any time without changing the short link itself, so a link that has already been shared keeps working.



A long SharePoint link and its short link

What is included

Short URL Online consists of three components. They are delivered in two installation packages, so you can deploy only the part you need.

Component	Where it appears	What it is for	Package
Short URL command	The command bar of a **document library**	Create or edit the short link of the selected document or folder	`vitextra.short-url-online.sppkg`
Short URL web part	A SharePoint page	Create a short link to any web address typed into the web part	`vitextra.short-url-online.webparts.sppkg`
Short URL Management web	A SharePoint page or a full-width **app**	Find, create, edit and delete all	`vitextra.short-url-online.we`

Component	Where it appears	What it is for	Package
part	**page**	short links of your organization	`bparts.sppkg`

The Short URL command

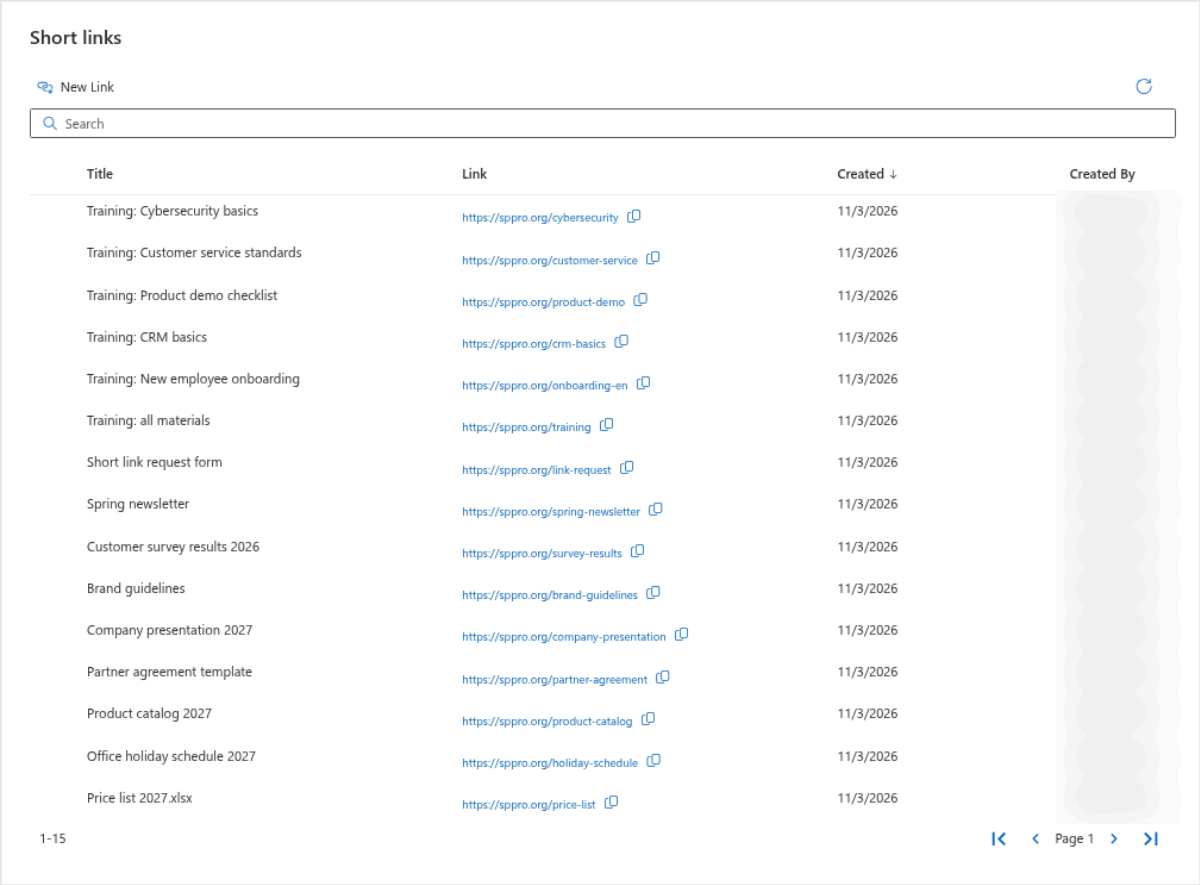
The command appears in the command bar of document libraries on every **site** where the app has been added. It is visible when exactly one item is selected. It opens a dialog with the short link of that document or folder; if the item has no short link yet, one is created automatically. For the procedure, see KB10471. How to Create a Short Link for a Document or Folder in SharePoint Online.

The Short URL web part

The **Short URL** web part is a small form that you place on a page. Users enter a title, the original web address, a domain and a short name, and get a short link that they can copy. The address can lead anywhere: a SharePoint page, a document, or an external site. For details, see KB10475. How to Add the Short URL Web Part to a Page.

The Short URL Management web part

The **Short URL Management** web part is the control center for all the short links of your **Microsoft 365 tenant**. It shows them in a searchable, sortable **list** and lets you create, edit and delete links. In the edit panel you can also add **UTM parameters** and set separate target addresses for Windows, Mac OS, iPhone and Android. For details, see KB10474. How to Add and Configure the Short URL Management Web Part.



The Short URL Management web part

Domains

Every short link consists of a domain and a short name. You choose a domain when you create a link. The **Short URL** dialog and web part offer the domains **sppro.org** and **befly.nl**; the **Short URL Management** web part loads the list of domains from the Short URL service. For more information, see KB10473. How to Choose a Domain and Customize the Short Name of a Link in Short URL Online.

Note

Short links are stored in the Vitextra Short URL service, separately for each Microsoft 365 tenant. Your organization sees only its own links in the Short URL Management web part.

Link types for documents

When you shorten a document, you can choose whether the short link opens the item itself or the online editor. For more information, see KB10472. Link to Item vs. Link to Online Editor: Choosing the Target Link Type in Short URL Online.

Installation and licensing

- To deploy the packages and add the app to a site, see KB10057. How to Deploy and Set Up Short URL Online.
- Short URL Online is a licensed product with a free trial period. When the trial or the subscription expires, the web parts show a message asking you to buy the product; see KB10365. Why Does a Vitextra Web Part Show "We Hope You Enjoyed Your Free Trial"? License Messages and Fixes.

Tip

If you only want a quick way to shorten documents, deploy the `vitextra.short-url-online.sppkg` package and add the app to the sites you need. If you also want a central place to manage links, deploy `vitextra.short-url-online.webparts.sppkg` as well.

Terms

App Page
An app page in SharePoint Online is a specialized type of page designed to host a single web part or app. It provides a focused, full-page experience dedicated to a specific functionality, allowing the app to use the entire page space without other distractions. This layout is ideal for scenarios requiring a large amount of data display or complex interactions, such as dashboards, data entry forms, or detailed reports.

Document Library
A special type of list that stores files, folders, and information about them. Like a list, a document library can contain personal or shared views, item-level permissions, and so on.

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Microsoft 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

Terms

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

UTM Parameters
UTM (Urchin Tracking Module) parameters, also called UTM tags or codes, are text parameters that you add to a URL to help track the effectiveness of marketing campaigns or web pages.
There are five UTM parameters: utm_source, utm_medium, utm_campaign, utm_term, utm_content.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.