KNOWLEDGE BASE ARTICLE

How to Add and Configure the Short URL Management Web Part

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Introduction

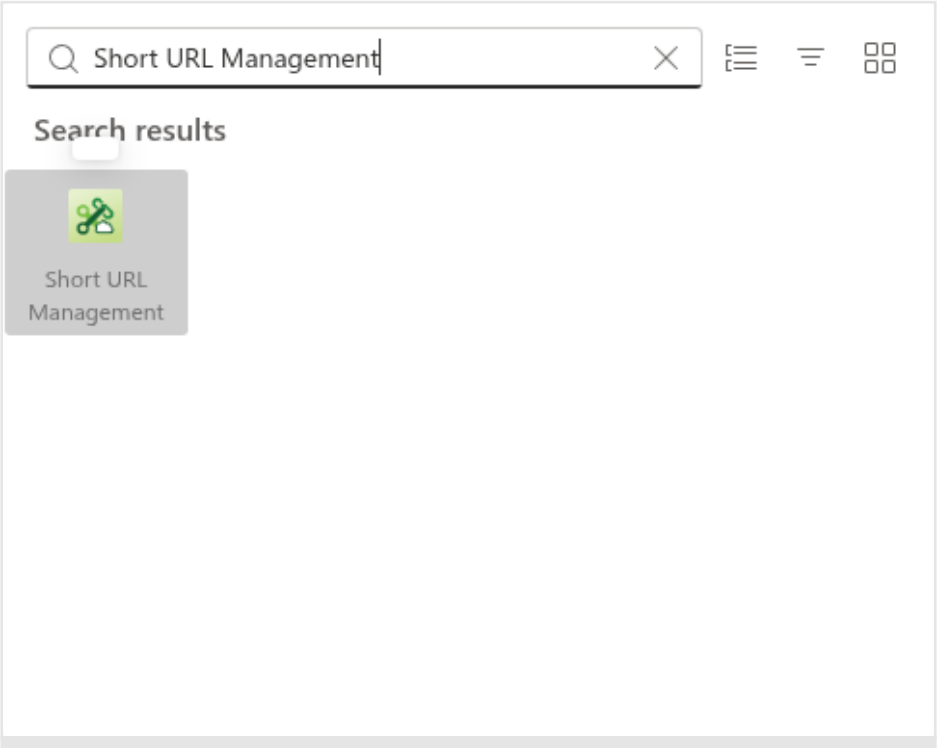
The **Short URL Management web part** lists all the short links created in your **Microsoft 365 tenant** and lets you search, create, edit and delete them. This article explains how to add it to a page and what to check after the first load.

Before you begin

- The **vitextra.short-url-online.webparts.sppkg** package is deployed to the **App Catalog**. See KB10057. How to Deploy and Set Up Short URL Online.
- You have permission to edit the page.
- A tenant administrator has approved the **Microsoft Graph** permissions requested by the package (see below).

Add the web part to a page

1 Open the **SharePoint** page and click **Edit**.
2 Hover over the place where you want the web part and click **+** (**Add a new web part**).
3 Type **Short URL Management** in the search box and select the web part.



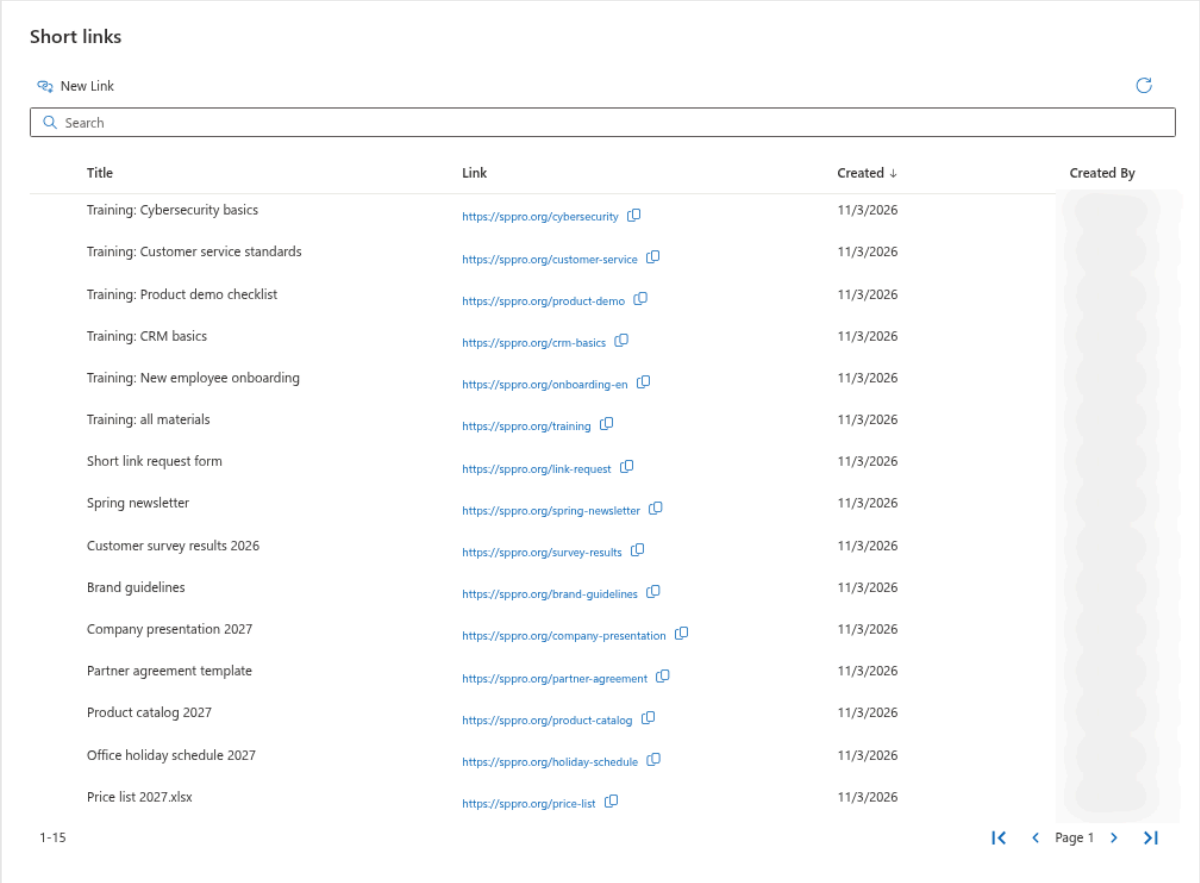
Adding the Short URL Management web part

1 Click into the **Web Part Title** area above the **list** and type a title, for example **Short links**.
2 Click **Publish** (or **Republish**) to make the page available to others.

Note

The web part can be placed in a regular section of a page and also on a full-width **app page** (a page in the **Single-Part App Page** layout). It does not support the classic SharePoint pages.

What the web part shows



The Short URL Management web part

- **Command bar** - **New Link** when no row is selected; **Edit** when one row is selected; **Delete** when one or more rows are selected (with the number of rows in brackets for several). At the right end, the **Refresh** icon reloads the list.
- **Search box** - searches by title or link.
- **List** - the columns **Title**, **Link**, **Created** and **Created By**. The **Link** column shows the full short link with an icon to copy it.
- **Pagination** - 15 links per page, with buttons to go to the first, previous, next and last page.

The web part shows the links of the whole tenant, not only those of the current **site**.

For searching and sorting, see KB10476. How to Find, Sort and Page Through Short

Links in Short URL Management.

Microsoft Graph permissions

The **Created By** column shows the name of the person who created each link. To resolve the names, the solution uses Microsoft Graph and requests two permissions: **Directory.Read.All** and **User.Read.All**. A tenant administrator must approve them once in the **SharePoint admin center**. For the procedure, see KB10360. How to Approve Microsoft Graph API Permissions for Vitextra Solutions in the SharePoint Admin Center.

Warning

Until the permissions are approved, the list of short links can still be used, but the **Created By** column may not show the names of the authors.

License

Short URL Online is licensed per tenant. When the trial or the subscription expires, the web part asks you to buy the product. See KB10364. What Happens When Your Vitextra Trial or Subscription Expires.

Tip

Place the web part on a page in a site that is accessible only to the people who manage short links, for example an intranet administration site.

Terms

App Catalog
The App Catalog is a special SharePoint site that stores apps for SharePoint, Teams, and other Microsoft 365 services. Global or SharePoint administrators can upload and manage applications from the AppSource marketplace, custom-developed apps, or third-party apps for the organization's internal use. There can be only one tenant-level App Catalog in a tenant; site collection app catalogs can be added for individual site collections.

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.

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.

Microsoft Graph
Microsoft Graph is a REST API secured with Microsoft Entra ID (formerly Azure Active Directory) and OAuth 2.0. It provides a single endpoint for accessing data and services in Microsoft 365, such as SharePoint, Outlook, OneDrive, Teams, and others.

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.

Terms

SharePoint Admin Center
The SharePoint admin center is the web portal where SharePoint administrators manage sites, sharing and access settings, the App Catalog, storage, and other SharePoint Online settings for the tenant.

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.

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.

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.