KNOWLEDGE BASE ARTICLE

How to Find, Sort and Page Through Short Links in Short URL Management

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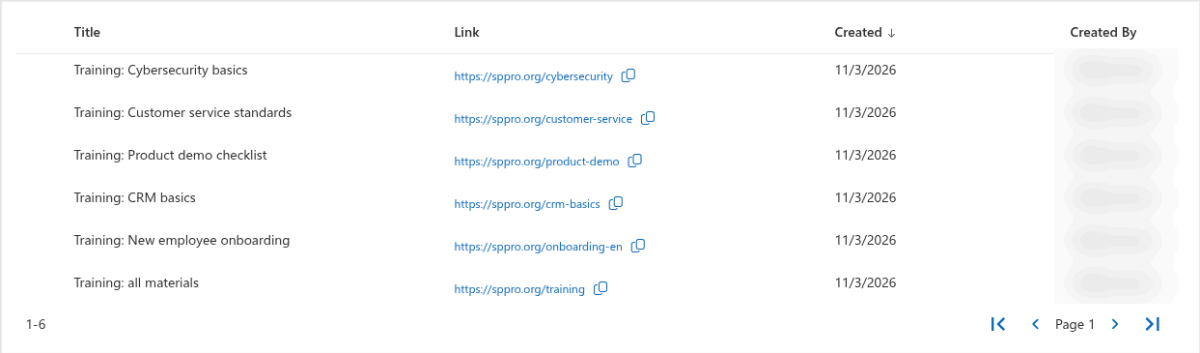
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Introduction

The **Short URL Management web part** shows the short links of your whole **Microsoft 365 tenant**, not only those of the current **site**. When there are many of them, you can search the **list**, sort it and move between pages. This article describes each of these tools. To add the web part to a page, see KB10474. How to Add and Configure the Short URL Management Web Part.

The list



The list of short links

Column	What it shows
Title	The title of the link. A link without a title is shown as *Untitled* in italics.
Link	The full short link (domain and short name). Click it to open the link in a new browser tab. The icon next to it copies the link to the clipboard.
Created	The date when the link was created, in the date format of your browser.
Created By	The name of the person who created the link.

While the list is loading, gray placeholder rows are displayed.

Search

Type text into the search box above the list. The box shows the hint **Search**.

- The list is updated automatically a moment after you stop typing.

- Press **Enter** to search immediately.
- Click the **×** button in the box to clear the search and show all links again.

If nothing matches, the list is empty.

Note

Every new search starts from the first page of the results.

Sort

You can sort the list by **Title** or by **Created**. Click the column header:

- The first click on a column sorts it in ascending order (A to Z, oldest to newest).
- The next click on the same column reverses the order.
- An arrow in the header shows the current column and direction.

When the web part opens, the list is sorted by **Created**, newest first.

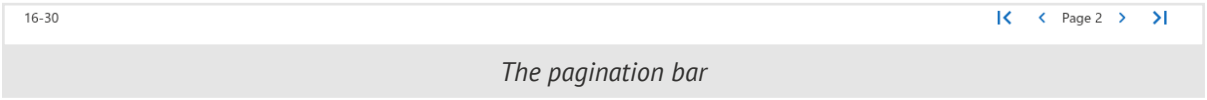
Note

The **Link** and **Created By** columns cannot be used for sorting.

Page through the list

The list shows 15 links per page. The bar below the list contains:

- the range of rows on the current page, for example **1-15**;
- the current page number (**Page 1**);
- four buttons: **First page**, **Previous page**, **Next page** and **Last page**. A button is dimmed when it cannot be used, for example the first two on the first page.



The pagination bar

When you change the sort order or the search text, the list returns to page 1. If the last link on a page is deleted, the web part moves to the last page that still exists.

Refresh the list

Click the **Refresh** icon at the right end of the command bar to reload the list, for example to see the links that your colleagues have just created.

Why Created By can be empty

The **Created By** column gets the name of each author from **Microsoft Graph**. If the permissions have not been approved, or the person has since been deleted from your directory, the cell stays empty; the rest of the row is not affected. To approve the permissions, see KB10360. How to Approve Microsoft Graph API Permissions for Vitextra Solutions in the SharePoint Admin Center.

Tip

Give links meaningful titles when you create them. Searching by title is the fastest way to find a link later. To change a title, see KB10477. How to Edit and Delete a Short Link in Short URL Management.

Terms

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.

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.