KNOWLEDGE BASE ARTICLE

How to Edit and Delete a Short Link in Short URL Management

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Introduction

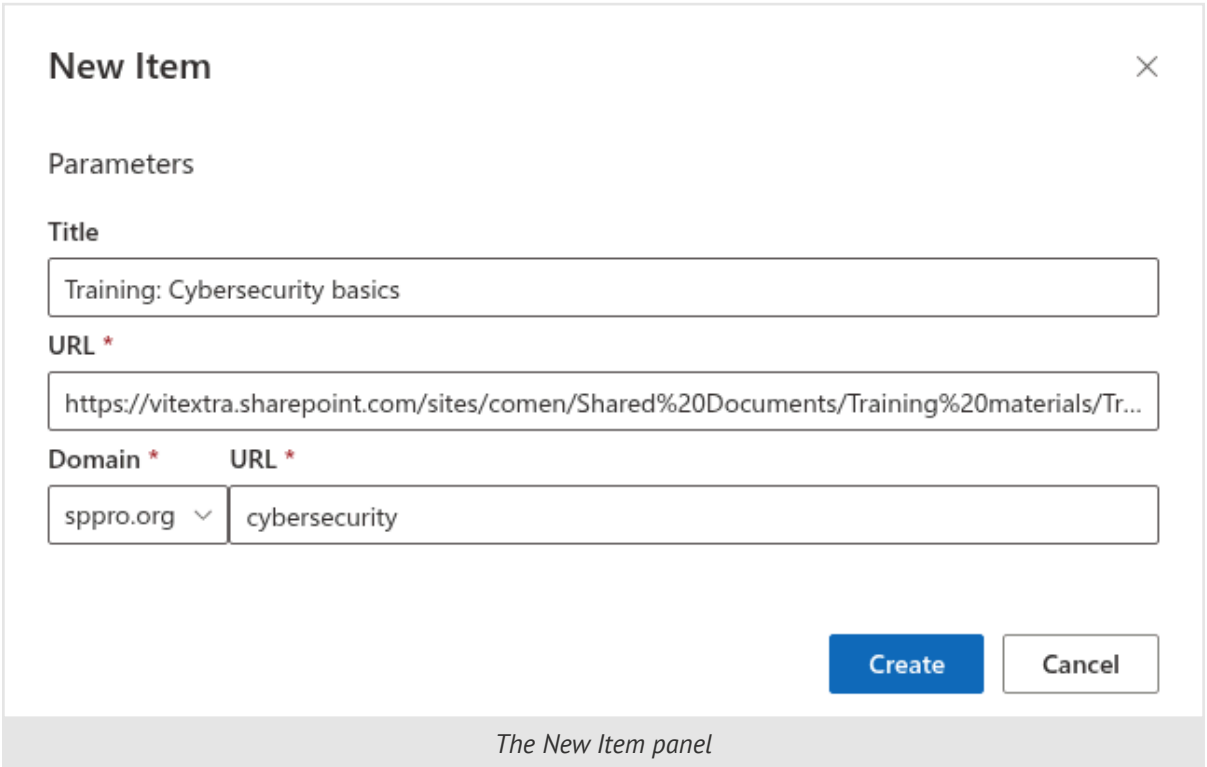
In the **Short URL Management web part** you can create a link, change the address that a link leads to, rename it, and delete links you no longer need. The commands you see depend on how many rows are selected in the **list**.

Selected rows	Commands on the command bar
None	**New Link**
One	**Edit**, **Delete**
Several	**Delete** with the number of selected rows, for example **Delete (3)**

At the right end of the command bar, the **Refresh** icon is always available.

Create a link

1 Make sure no row is selected, then click **New Link**. The **New Item** panel opens on the right.
2 Fill in the form (see the table below).
3 Click **Create**. The message **Save completed successfully.** appears.
4 Click **Cancel** to close the panel. The list is reloaded and shows the new link.



The New Item panel

The fields of the panel

The **Parameters** section contains:

Field	Description
Title	An optional name of the link, up to 300 characters.
URL (first field)	The address that the short link leads to. Required, up to 3000 characters.
Domain	The domain of the short link. Required.
URL (second field, next to **Domain**)	The short name. Required, up to 200 characters.

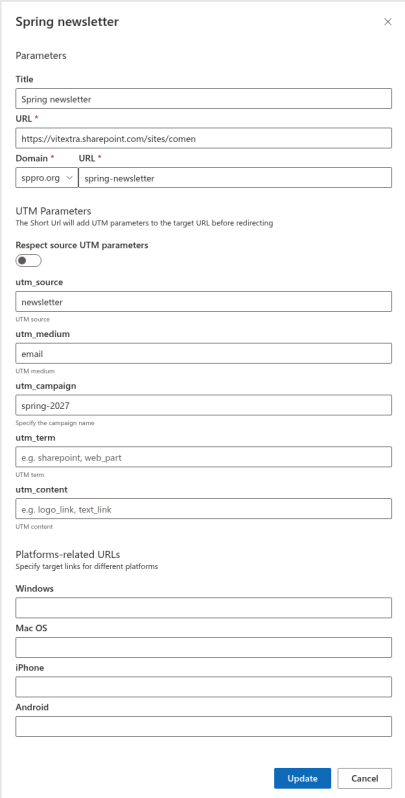
Note

Both fields are named **URL**. The first one is the full address of the target; the second one, next to the domain, is the short name that becomes part of the short link.

For an existing link, the panel also contains the **UTM Parameters** and **Platforms-related URLs** sections. They do not appear when you create a new link; add them after the link is saved.

Edit a link

1 Select the link in the list (click the check circle at the left of the row, or click anywhere in the row).
2 Click **Edit** on the command bar. You can also open a link by double-clicking its row or by pressing **Enter** on it.
3 The panel opens with the title of the link in its header (or **Untitled** when the link has no title).
4 Change the fields and click **Update**.
5 When **Save completed successfully.** appears, click **Cancel** to close the panel. The list reloads and shows the changes.



The edit panel of a short link

Warning

Saving the panel does not close it. Use **Cancel** to close the panel; the list is refreshed when it closes. Changes that you have not saved with **Update** are lost.

Messages

- **This field is required** under **URL** means that the target address or the short name is empty.
- **This name already exists. You must specify a unique name.** means that another link already uses the short name. Choose a different name; see KB10473. How to Choose a Domain and Customize the Short Name of a Link in Short URL Online.
- Any other message appears in a red message bar above and below the form.

Delete links

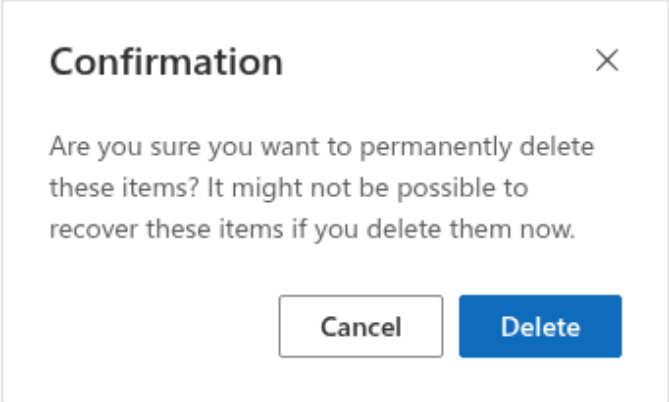
1 Select one or more rows. Use the check circles, or the check box in the header to select or deselect all the rows of the page.

2 Click **Delete**. For several rows the command reads **Delete** followed by the number of selected rows in brackets.

3 A **Confirmation** dialog appears. For one link it asks **Are you sure you want to delete this item?** For several links it warns that the items will be deleted permanently and

that it might not be possible to recover them.

4 Click **Delete** to confirm, or **Cancel** to keep the links.



The deletion confirmation dialog

The web part tries to delete every selected link even if some of them fail. If an error occurs, the list is reloaded and the first error message is shown above the list.

Warning

A deleted short link stops working. Do not delete links that have already been published in documents, emails or printed materials unless you are sure they are no longer needed.

Tip

To change only where a published link leads, edit the **URL** target instead of deleting the link and creating a new one with the same name. The short link then stays the same.

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.

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.