INSTALLATION AND CONFIGURATION MANUAL

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Current Version of Short URL for SharePoint

Name	Version Approved	Compatibility	Date
Short URL App	1.0.0.0	SharePoint Online	Aug 2025

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Introduction

SharePoint Short URL App allows the creation and use of vanity and shortcut hyperlinks within the SharePoint Environment.

The Short URL App provides you with a choice of sensible, secure domain names from which to create Short URL's. You are able to define which Domain is used as the default within your SharePoint environment and each of these separate domains will also work for any Short URL created against the default instance. Thus, you can share any of the domains with your Short URL and they will work!

Short URL App Domains:

- https://surl.link
- https://surl.ms
- https://officeurl.com
- https://sharepointurl.com

With SharePoint Short URL App you can create Short URL's directly from the command bar menu and/or any List/Library Items Context Menu. If a Short URL has already been created, you can instantly copy to the clipboard, email the link directly (the link will be opened in your email client), Share via QR Code and other Social Sharing options. Short URL's are stored in a regular SharePoint List (named 'ShortUrl') that is located in each Site that the Short URL App is installed. All Short URL's are processed on our Secure Servers, meaning we handle the resource load externally from SharePoint.

Short URL App Feature Overview:

Create Short URLs for any SharePoint page, list item, document, view, or external link.

- Unlimited shortened hyperlinks (up to 3 with the free version)
- Quick access via item's context menu and ribbon menu
- Launch your email client with the short URL pre-filled
- Set expiry dates for time-limited hyperlinks
- Choose redirect type: 301 or 307
- View detailed analytics: countries, top referrers, browsers, and operating systems
- Generate QR codes for your short URLs
- Share easily on social media platforms
- Add password protection to short URLs
- Set a maximum number of uses for each short URL
- Supports Office Web Apps short URLs
- Simple and user-friendly — no training required, boosts productivity
- Choose a secure domain (https://) for redirection

To find out more information and how to enable the App to create your own custom Short URL's please **click here for more details.**

SharePoint Short URL App Deployment

Visit the following URL to access your site's app catalog: -

https://yourtenant.sharepoint.com/sites/appcatalog/AppCatalog/Forms/AllItems.aspx

Once there, click the **Upload** option and select your **.sppkg** file to add it.
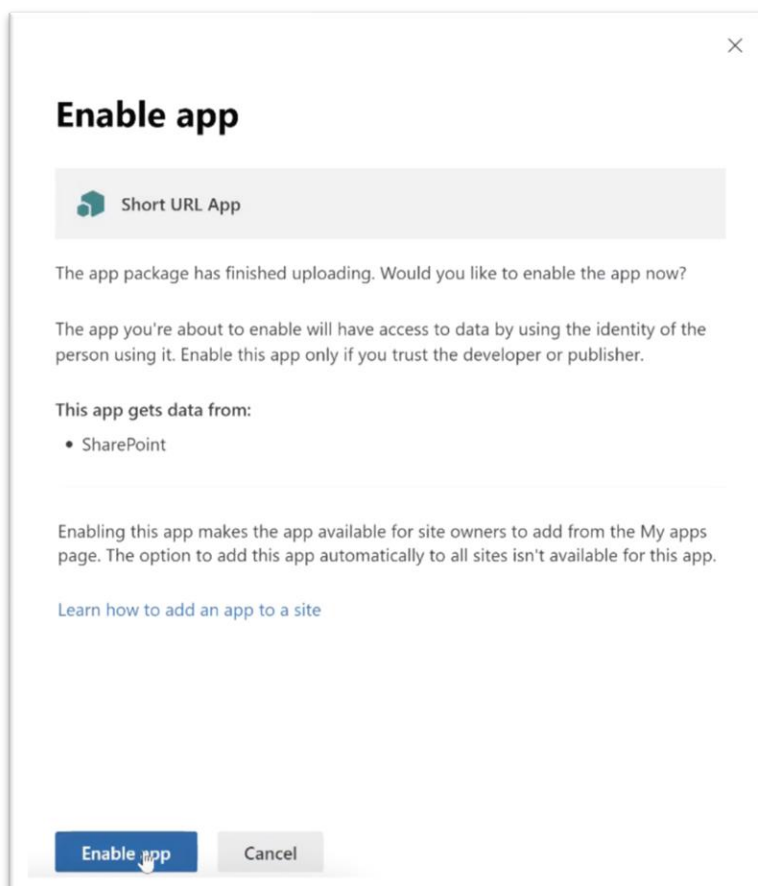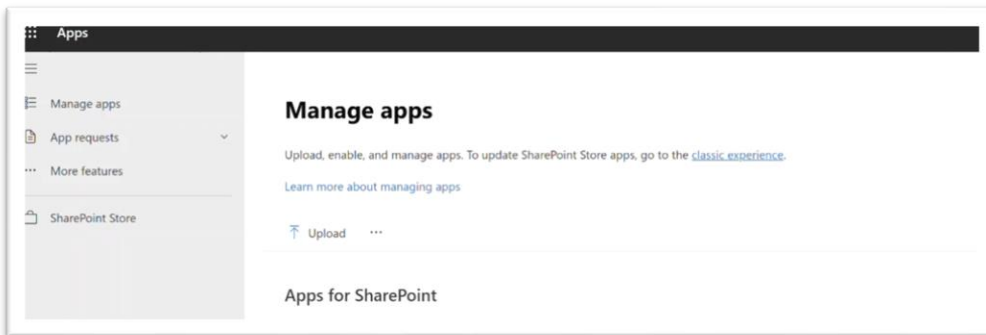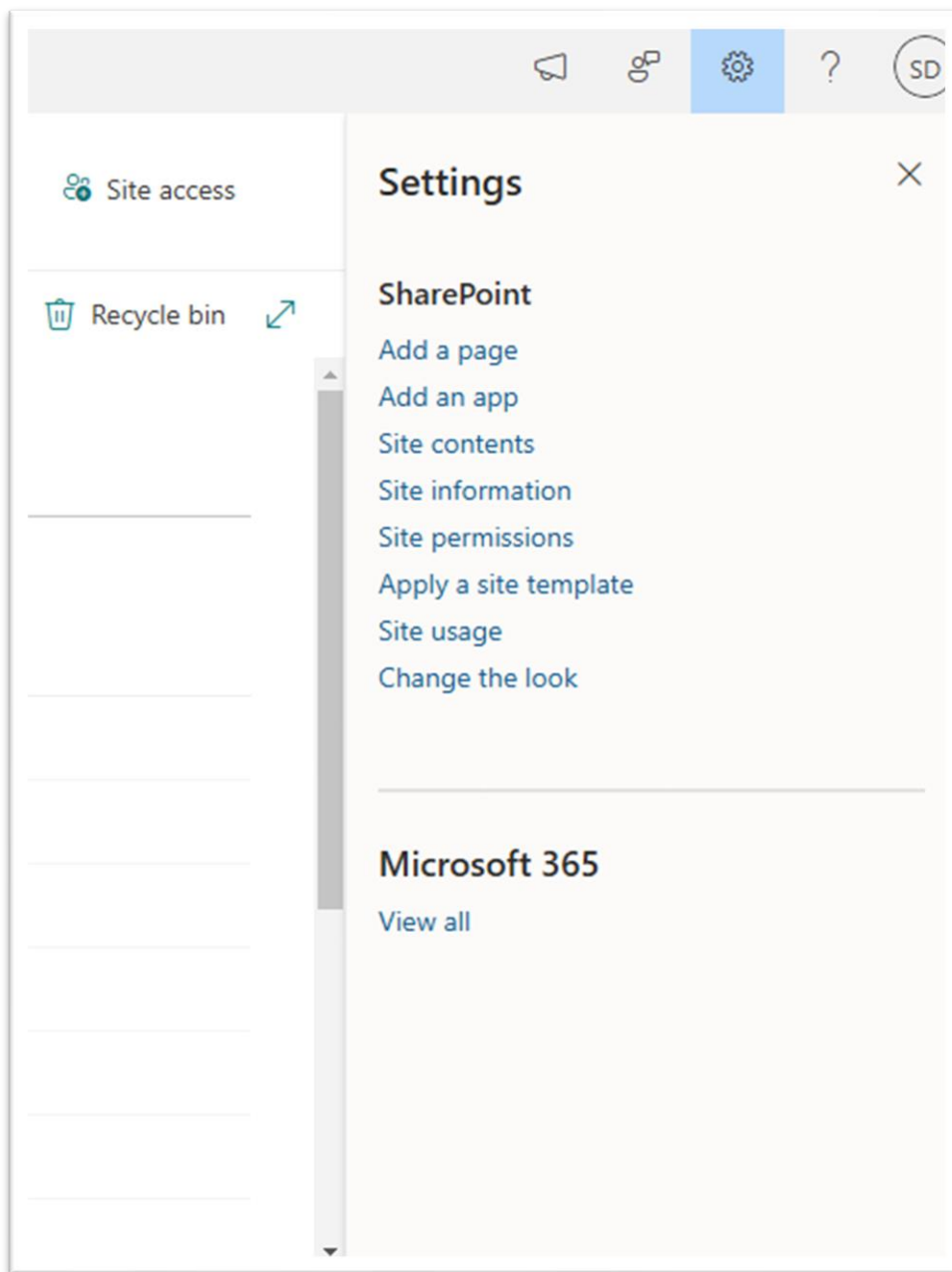

After clicking the **OPEN** button, another pop-up will appear with an option to **Enable App**. Choose the option.
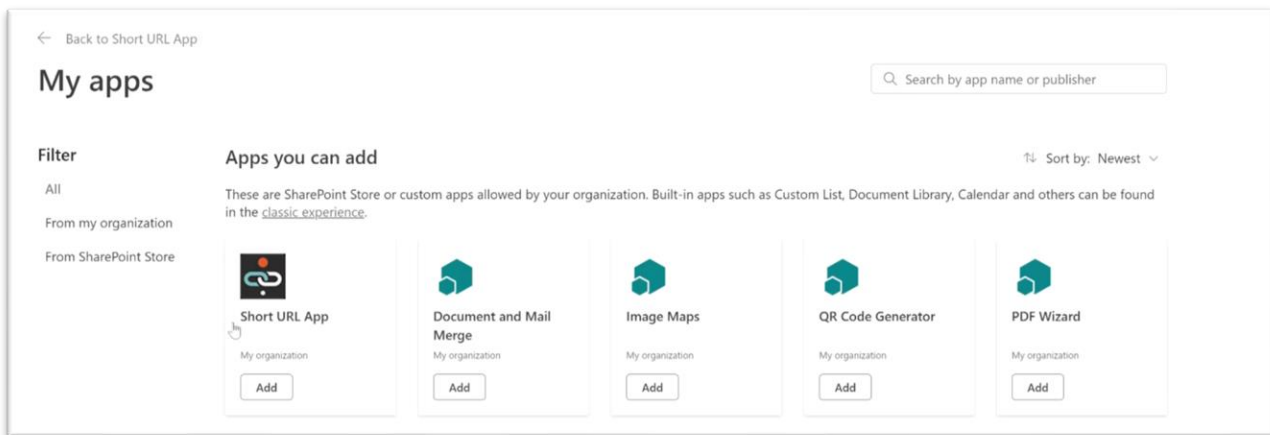
Once the app is enabled, navigate to **Site Contents** of the site where you want to add the app.

On the **Site Contents** page, click on the **gear icon** in the top-right corner, then select **Add an app**.

In the screenshot below, you can see the **Short URL** app with an **Add** option. Click on the **Add** button to install the app on your site.

Now, return to your **Site Contents** page. You will see that the app has been successfully added, appearing in the list of available apps.

License Key Not Detected

If no valid license key is found, the app will display an error message, as shown in the screenshot below.

To resolve this, you'll need to register your license key by clicking on **"Register Now"** in the error prompt.[https://www.shorturlapp.com/getappkey.php]

Short URL App Key List:
https://yourtenant.sharepoint.com/sites/yoursite/Lists/ShortUrlAppKey/AllItems.aspx
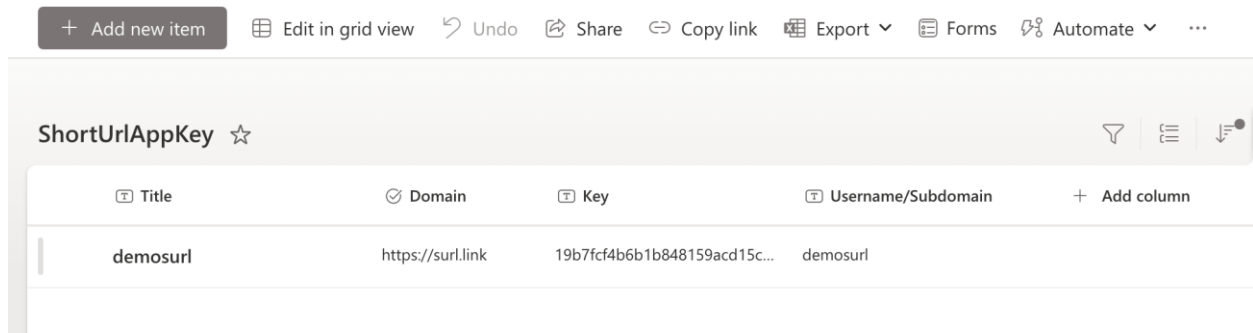
Now, navigate to the **Lists and Libraries** of the site where you added the Short URL app. Refresh the page once, and you'll see the **Short URL** option appear in both the command bar and the context menu, as shown in the screenshots below.

When no item is selected in the list, the option displayed is **"Short URL"**.
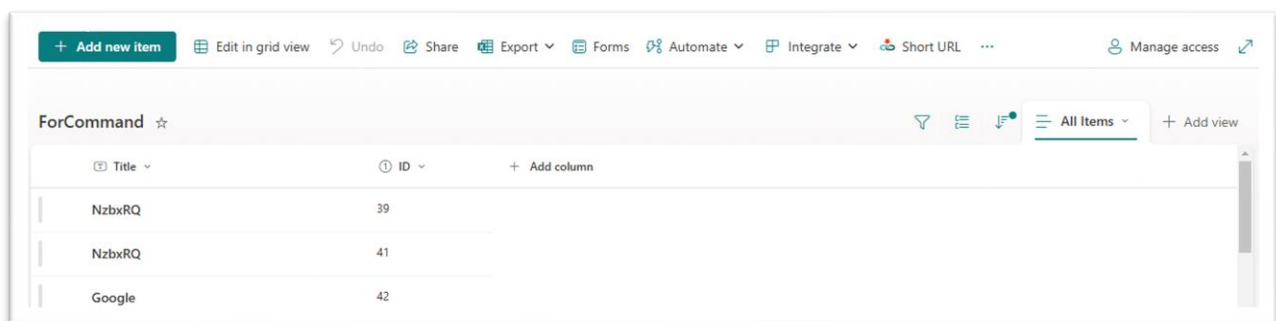
When an item is selected in the list, the following options will appear:

- **Shorten Item**
- **Copy Short URL**
- **Email Short URL**

These options will be available in both the **command bar** and **context menu**, as shown in the screenshots below.
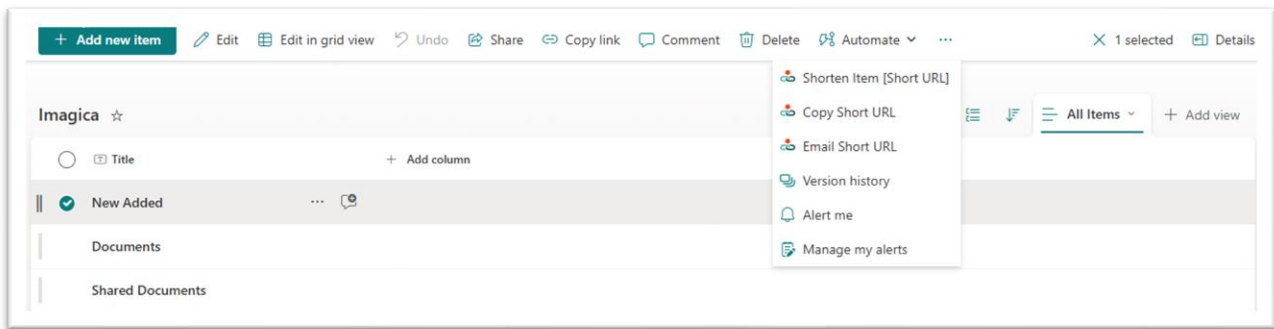
When no item is selected, the **full URL** displayed is the **current URL** of the list or library page.

When an item is selected, the **full URL** displayed is the **URL of the selected item**.

In the **My Short URL List** tab, all the created **short URLs** will be displayed along with their **expiry dates** and available **actions**.

Please refer to the screenshots below to see the functionality in action.

When you click on the **Copy** option, the **Short URL** is copied to the clipboard, and a **pop-up notification** will appear confirming the action.
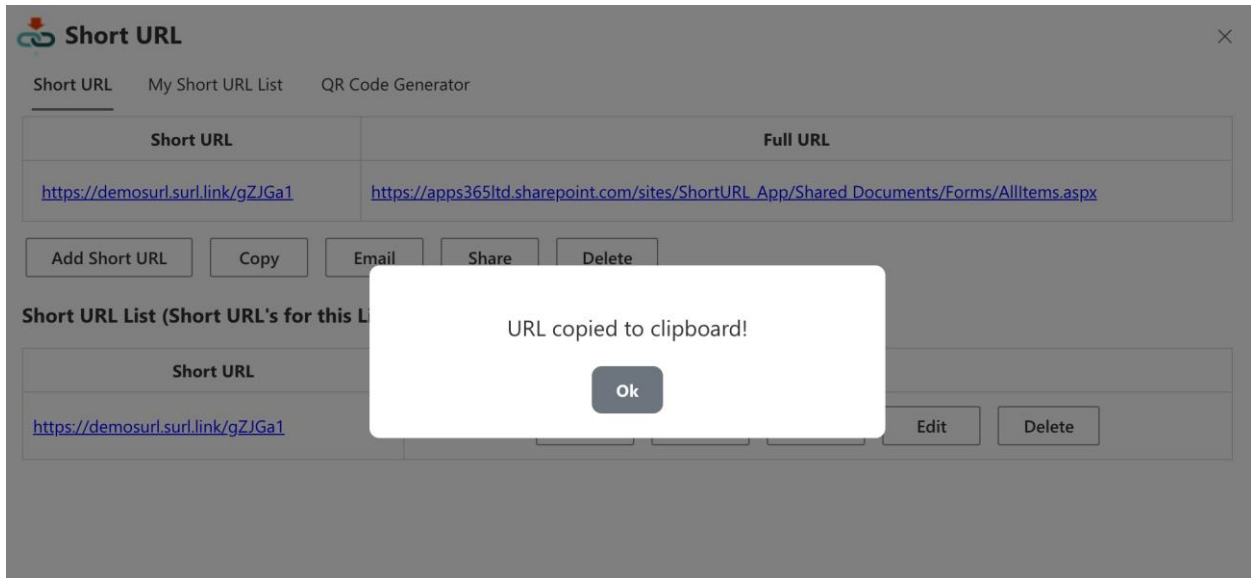
When you click on **Email**, an email window will open, automatically populating the message with the respective **Short URL**.
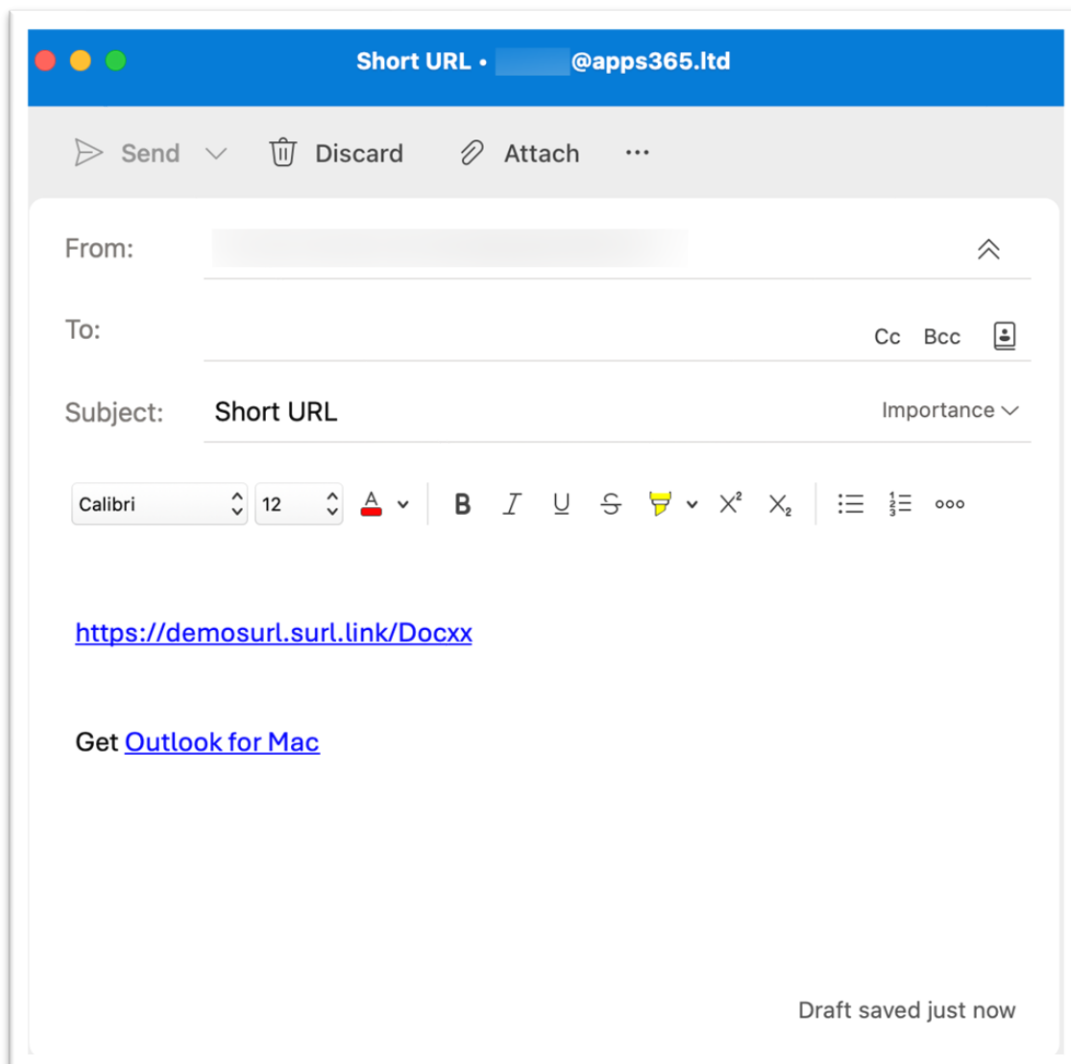
When you click on the **Share** button, a modal will appear displaying the **QR code** and **Statistics** related to the Short URL, as shown in the screenshot below.
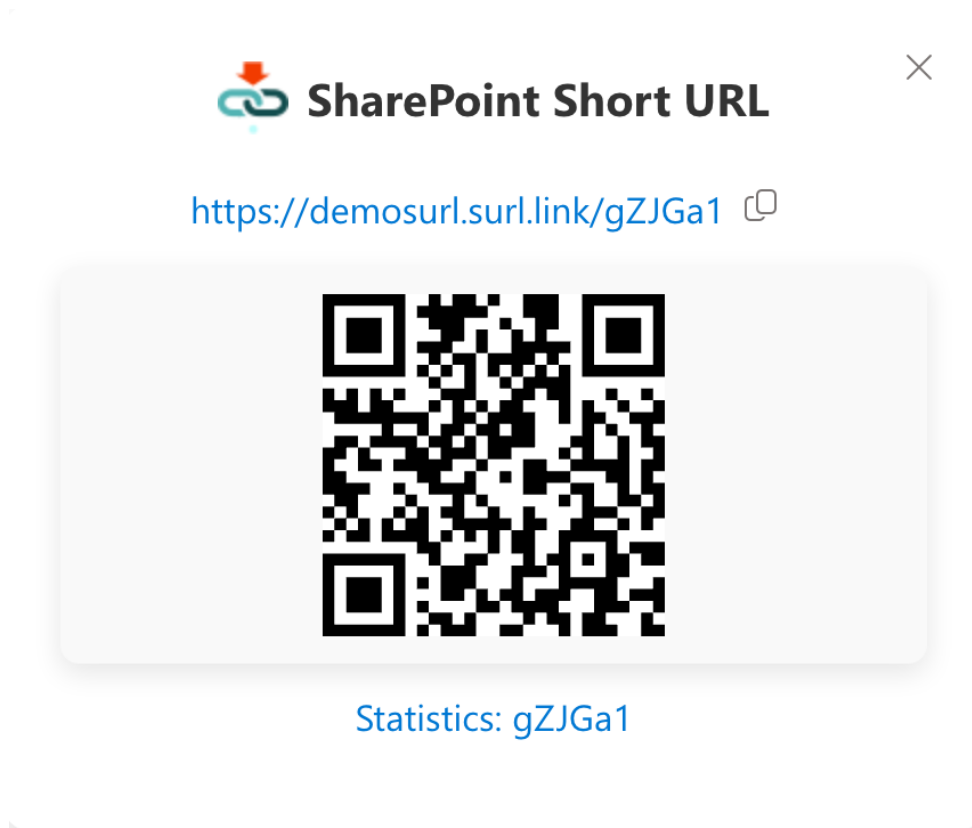
The third tab contains the **QR Code Generator**, allowing you to generate QR codes for URLs as needed.
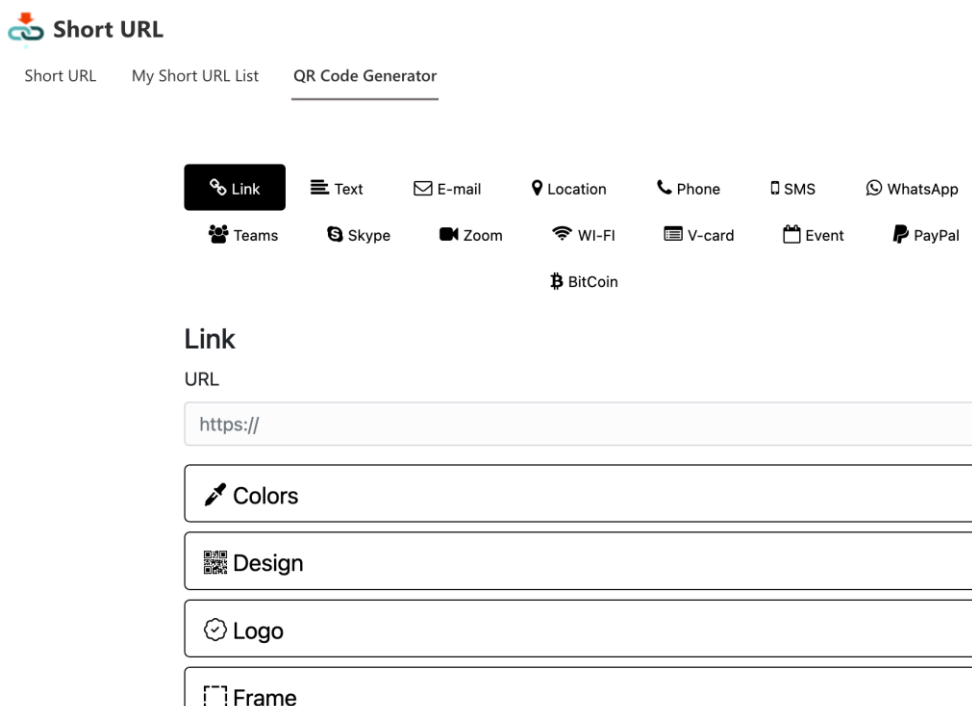
In the **Create Short URL** tab, when a user clicks the **Save** button to generate a short URL, the system first checks for licensing.

- If the user is on the **trial version**, they can create only **three** short URLs.
- After reaching the limit, if they attempt to create a new one, a **pop-up message** will appear prompting them to upgrade.


The above information covered the **Short URL options** available in the **list and library command bar and context menu**.

**Adding the Short URL Web Part & Short URL Button**

The Short URL App includes both the Short URL Web Part and the Short URL Button. The Web Part allows you to view and manage your Short URLs, access QR codes, and get information about the app - all in one place. To use it, simply search for the Short URL Web Part and add it to any page as needed. The Short URL Button can also be inserted on any page, offering instant access to create and use Short URLs with a single click.
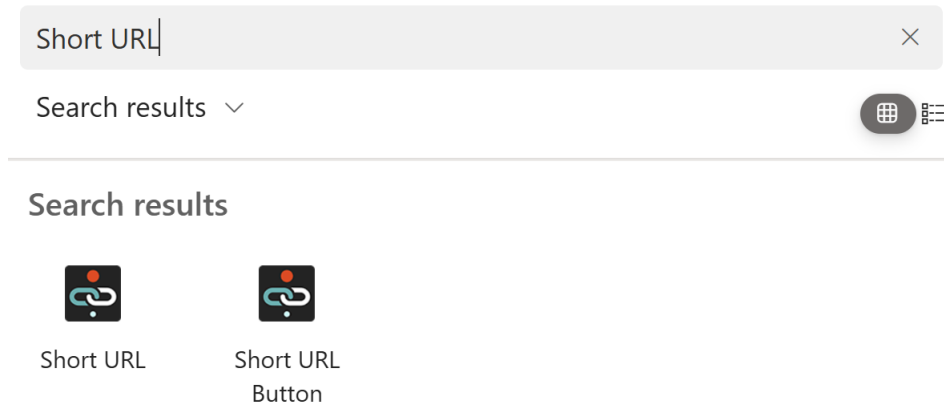
Short URL
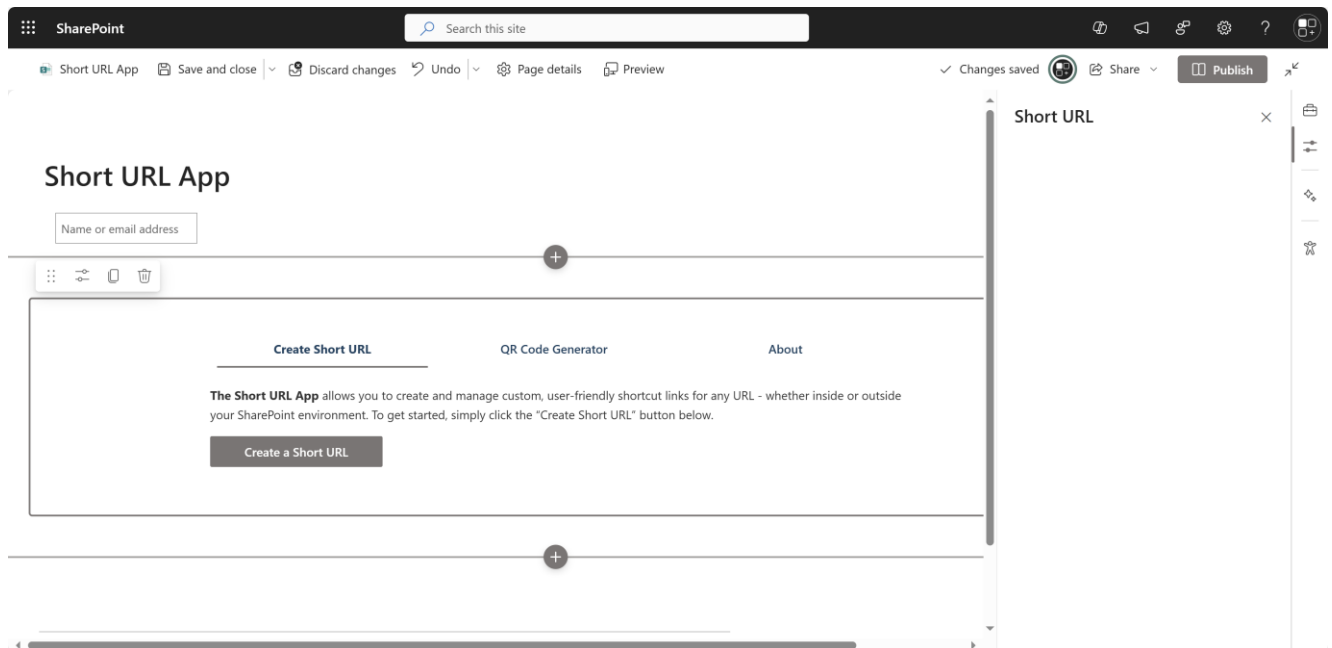
Short URL Button
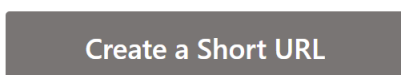
When the user clicks on the **"Create a Short URL"** button, a panel will open displaying a **form** along with other **tabs** for additional options.

Short URL Lists

When the user deploys the solution on the site, **two hidden lists** are created. These lists are **not visible** on the **Site Contents** page, but the user can access them directly via their **URL**.

Short URLs List:
https://yourtenant.sharepoint.com/sites/yoursite/Lists/ShortUrls/AllItems.aspx

Short URL App Key List:
https://yourtenant.sharepoint.com/sites/yoursite/Lists/ShortUrlAppKey/AllItems.aspx

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