



What is ShortUrl?

ShortUrl allows the creation and use of vanity and shortcut hyperlinks. Too often and especially with large complex installations, the structure of a SharePoint site collection can lead to enormously long hyperlinks, which makes for ugly and error prone hyperlinks.

For example, compare the following hyperlink to a folder in a document library:

```
https://yoursite/clients/abc%20company/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fclients%2fabcd%20company%2fShared%20Documents%2fClient%20Requirements&FolderCTID=&View=%7b80C76B49%2dFA92%2d490E%2dAFBF%2d8A07F9C73CCE%7d
```

When you use ShortUrl, it can also be:

```
https://yoursite?goto=myfolder
```

This makes emailing the link, putting it into documents or even saying it over the phone much simpler and less error prone.

Using ShortUrl

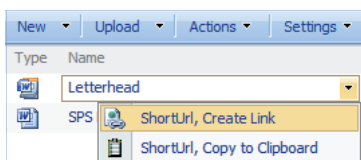
There are two ways to create a ShortUrl, one is by directly entering the data into a list just like normal SharePoint operations and the second is by using a context drop down menu.

Valid Short Cuts

Short cut hyperlinks are stored in a List called ShortUrl and there is a single list for all site collections in a single web application. Each ShortUrl entry must be unique and can be any single word or combination of letters and numbers without punctuation.

Creating a ShortUrl

The simplest way to create a ShortUrl is to navigate to document library and use the context menu. In the document library, select the drop down menu of a document you wish to create a ShortUrl for and you will see the following:



Turns lengthy, complex and ugly hyperlinks into manageable, easy to remember hyperlinks.

Select the option to “Create Link” and you will see the following screen:

The form is titled "Create ShortUrl" and contains the following fields and options:

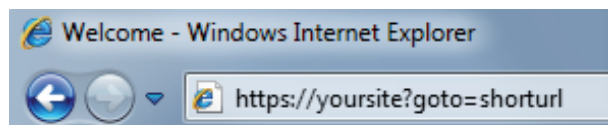
- A text box for the ShortUrl, containing "CGWADM".
- A text box for the Full Sharepoint URL, containing "/tools/company/Shared Documents/Stationery/Letterhead.docx".
- A dropdown menu for "Select the user who this Shorturl will be issued to", containing "Paul Leigh".
- A text box for "If required select an expiry date".
- A "Create ShortUrl" button.

A randomised six character ShortUrl has been chosen for you but you can choose to override this with anything else more suitable.

The purpose of assigning an owner is to identify the person responsible for managing the content and associated ShortUrl across the business.

If you wish to auto expire the ShortUrl, select a date at this point too. Then click the Create ShortUrl button and that's all there is to it. If you wish to use the second method of creating a ShortUrl, navigate to the root of the site collection and open the list called ShortUrl. From here, you can add a SharePoint list item in the normal manner.

To use the ShortUrl, amend the link in the address bar of the browser by adding the following:



Where “yoursite” is the base address of the SharePoint site and “shorturl” is the short cut hyperlink you have just created.

In the unlikely event of operational problems, consult our online FAQ on the support section of our website.