KNOWLEDGE BASE ARTICLE

Deploy and Set Up Vitextra Short URL Online



2026 © Vitextra SIA. All rights reserved.

Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from https://vitextra.com

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table Of Contents

Installation Package 4

Deploy 5

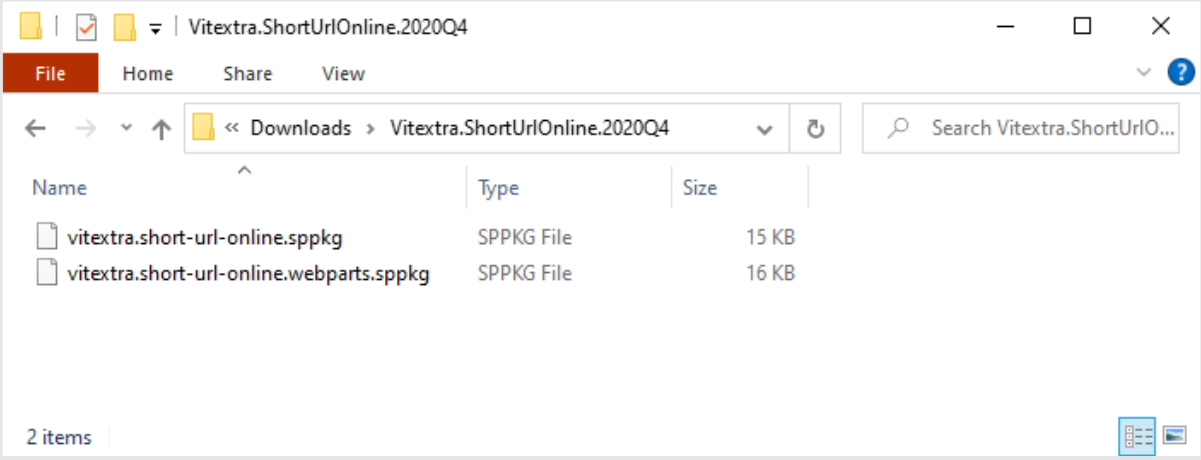
Command Bar Extension 6

This article describes how to deploy and set up Vitextra Short URL Online in a Microsoft 365 tenant.

Installation Package

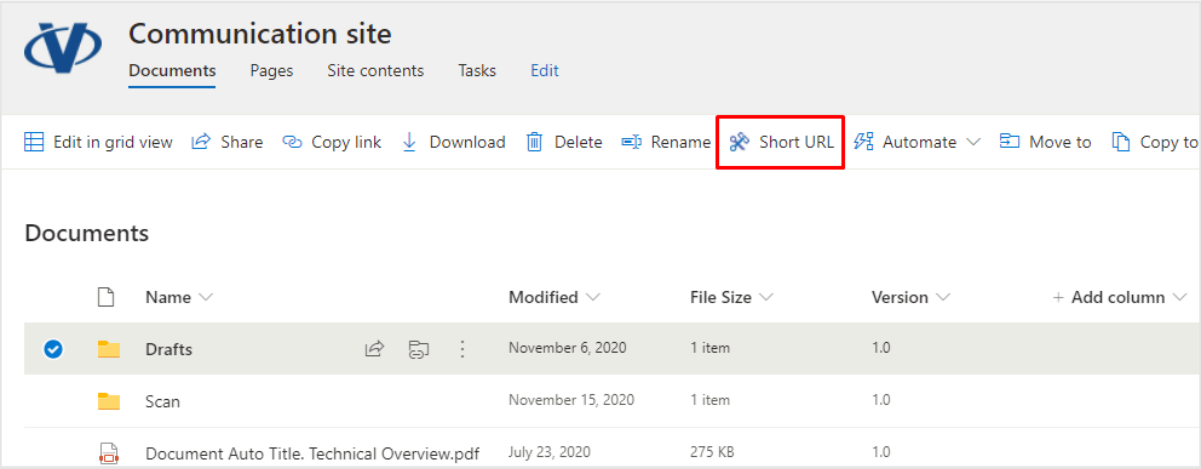
The Short URL Online installation package contains two .sppkg files:

- vitextra.short-url-online.sppkg
- vitextra.short-url-online.webparts.sppkg



Short URL Online. Installation Package

The **vitextra.short-url-online.sppkg** package contains a command bar extension for shortening the URL of a document or folder.

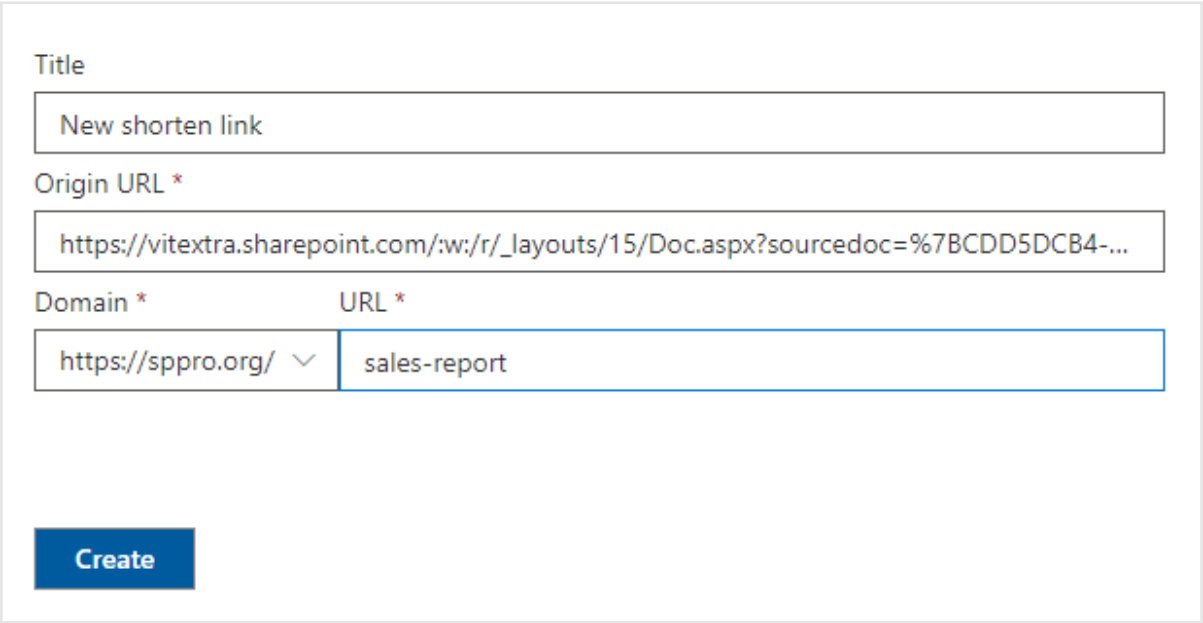


Short URL Online. Command Bar

Note

The command bar extension can't be deployed globally. You must add the app to each SharePoint site where you want to enable the command bar extension.

The **vitextra.short-url-online.webparts.sppkg** package contains a web part for creating a shortened link to any content.



Short URL Online. Web Part

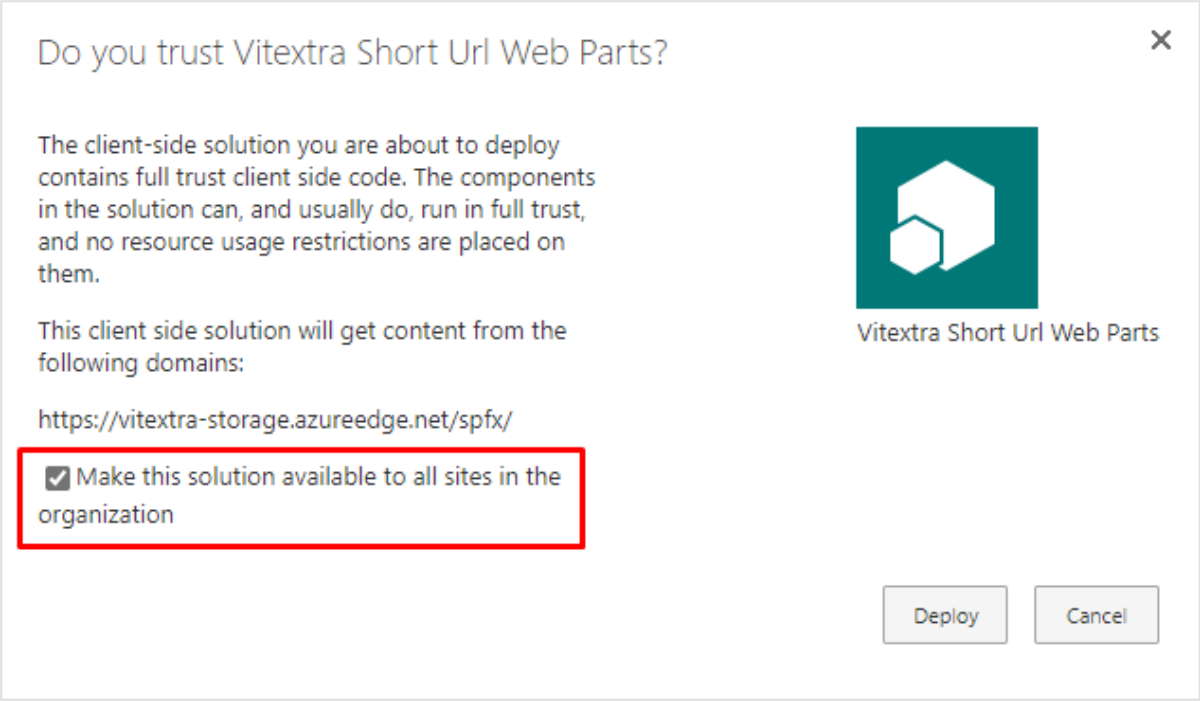
Note

The Short URL web part is available immediately once the package is deployed to the SharePoint App Catalog.

Deploy

Open the SharePoint App Catalog and upload the .sppkg files from the installation package.

When a file is uploaded, SharePoint displays a confirmation dialog. Click **Deploy** to confirm the operation. When deploying the Short URL Online web part, select the **Make this solution available to all sites in the organization** checkbox to allow global deployment.



Deploy confirmation dialog

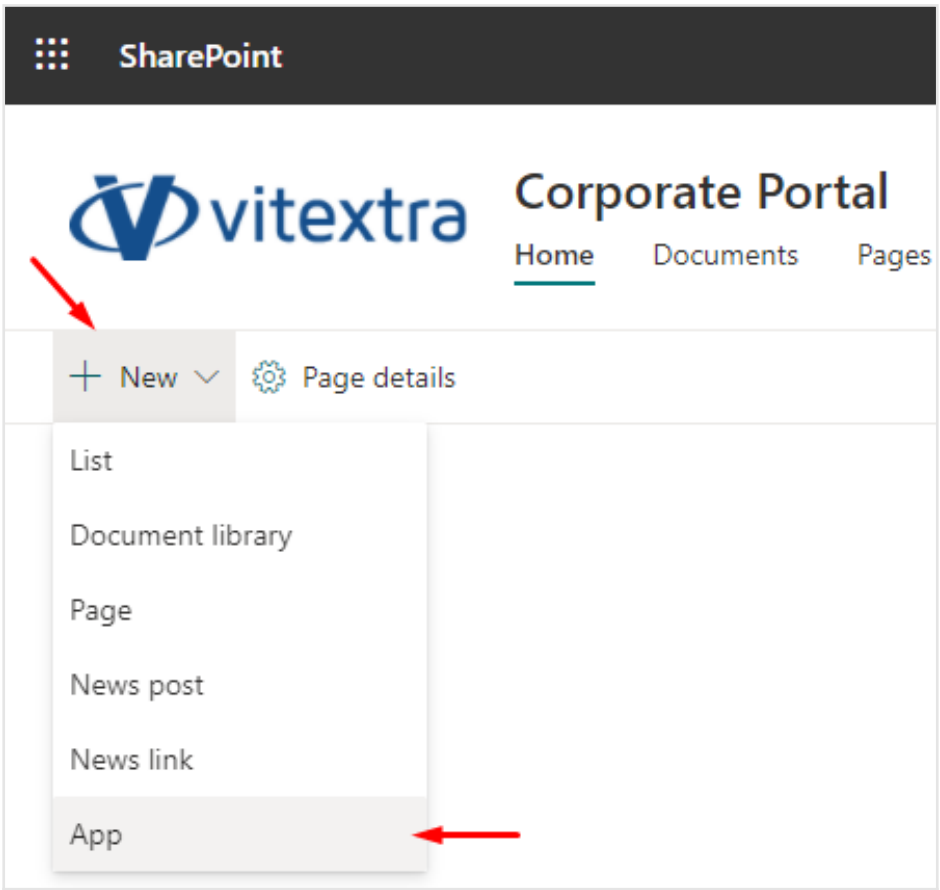
Tip

If you need only the web part or only the command bar extension, you can deploy the appropriate package and ignore the other one.

Command Bar Extension

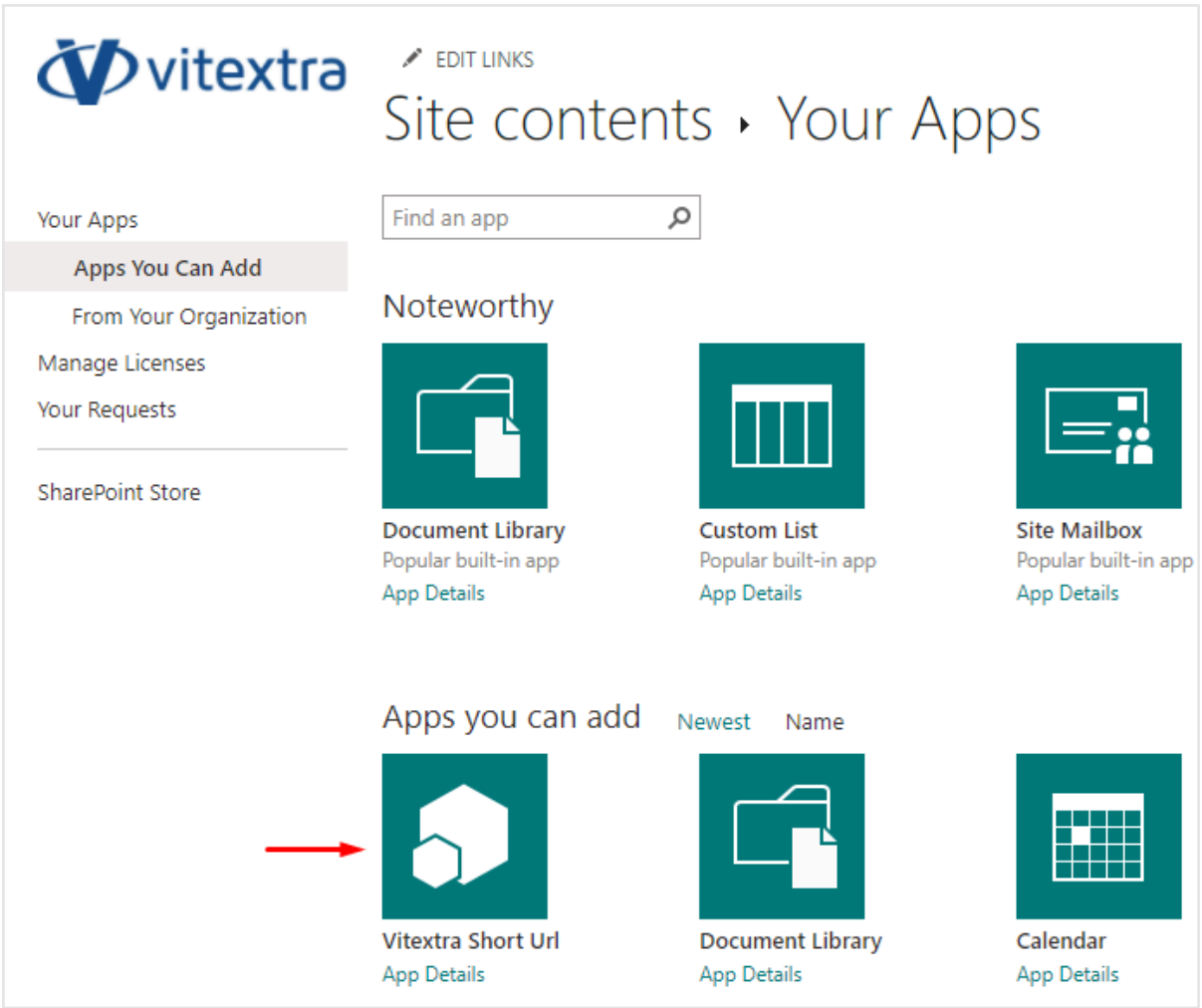
The Short URL command bar extension lets users create shortened links to any document or folder with a single click. You must activate this feature on each site where you want to use the Short URL command bar extension.

Select **New** > **App** on the site command bar.



New App Menu

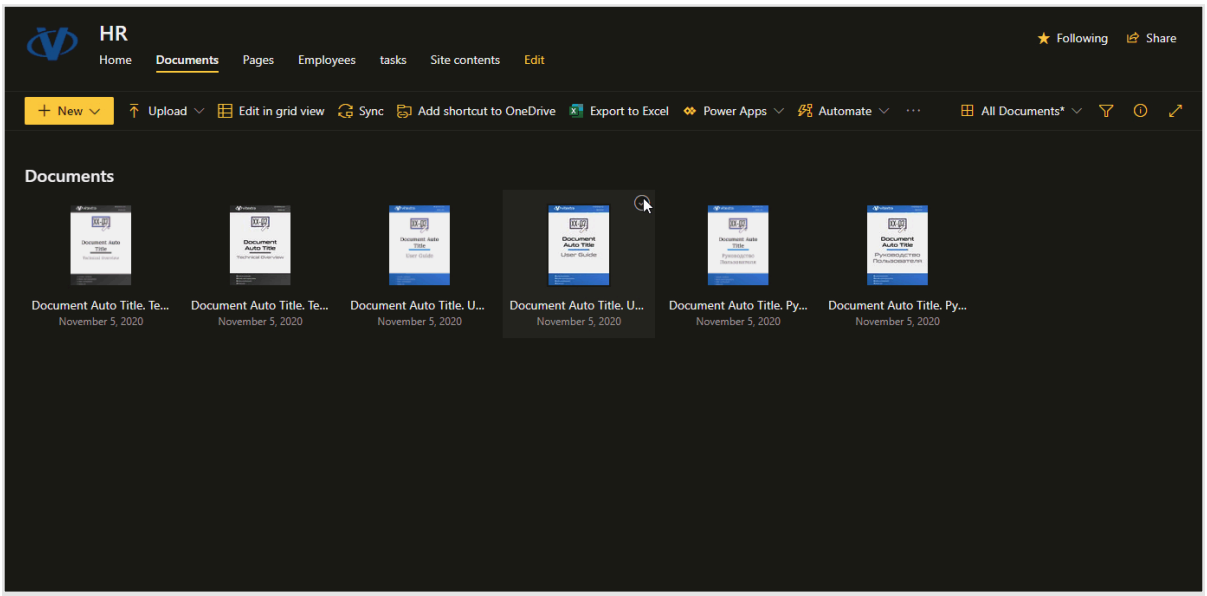
Under the **Apps you can add** heading, select **Vitextra Short URL**.



Available SharePoint Apps

It takes a couple of minutes to activate the feature on the site.

Once the app is installed, users can use the extension in all document libraries on the site.



Create shortened link to a document