

**KNOWLEDGE BASE ARTICLE**

---

# Initial Setup of Short URL Online



# 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](mailto:support@vitextra.com).

# Table Of Contents

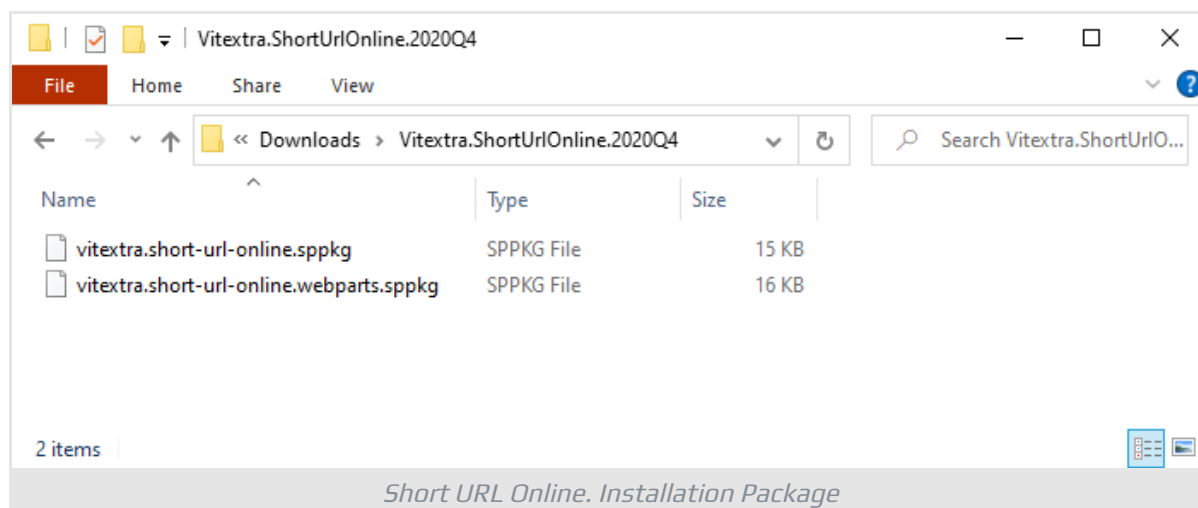
<b>Installation Package</b>	4
<b>Deploy</b>	5
<b>Command Bar Extension</b>	6

This article describes how to deploy and set up of [Vitextra Short URL Online](#) in Microsoft 365 tenant.

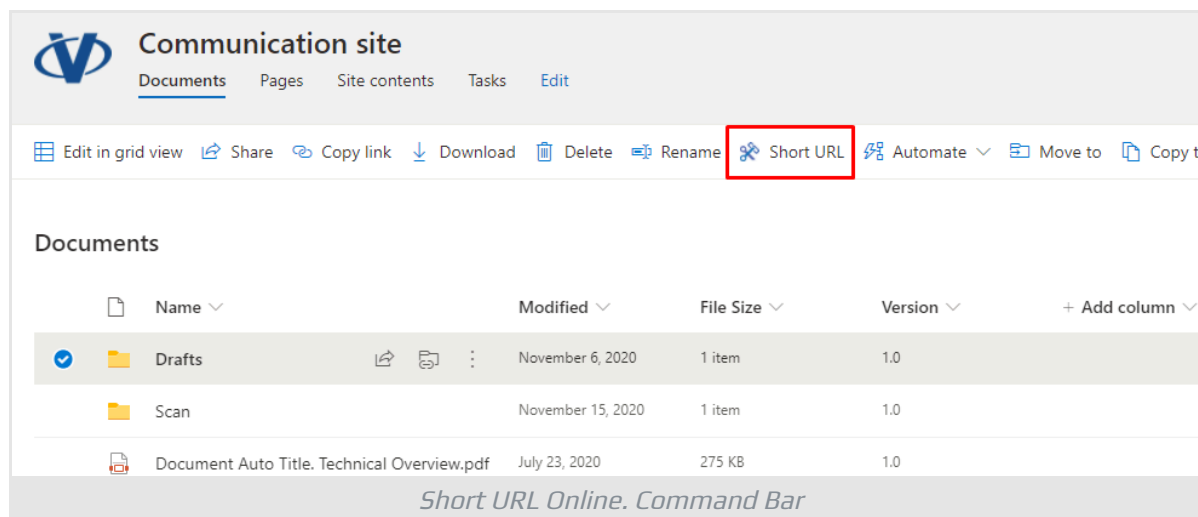
## Installation Package

Short URL Online installation package contains two .sppkg files:

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



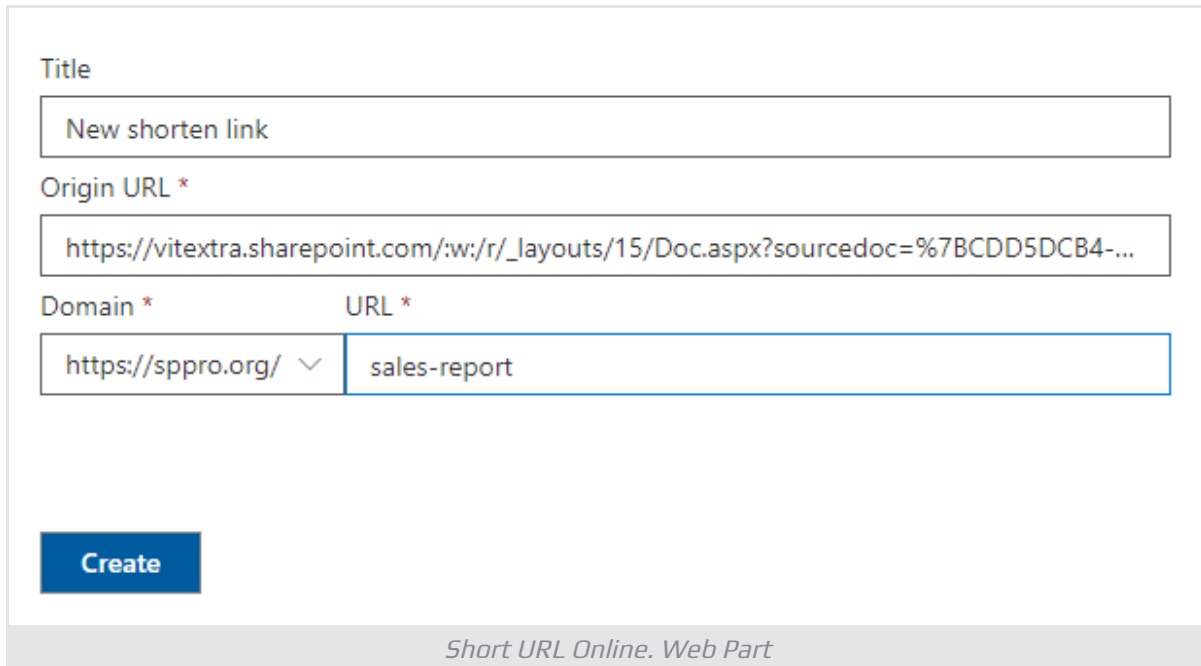
**vitextra.short-url-online.sppkg** package contains command bar extension to short URL for document or folder.



### Note

Command bar extension can not be deployed globally. You need to add the app on each SharePoint site where you need to enable the command bar extension.

**vitextra.short-url-online.webparts.sppkg** package contains web part to create shorten link for any content.



The screenshot displays the 'Short URL Online. Web Part' interface. It features a form with the following elements:

- Title:** A text input field containing 'New shorten link'.
- Origin URL \*:** A text input field containing 'https://vitextra.sharepoint.com/:w:/r/\_layouts/15/Doc.aspx?sourcedoc=%7BCDD5DCB4-...'
- Domain \*:** A dropdown menu showing 'https://sppro.org/' with a downward arrow.
- URL \*:** A text input field containing 'sales-report'.
- Create:** A blue button with white text.

At the bottom of the form, the text 'Short URL Online. Web Part' is displayed in a light gray bar.

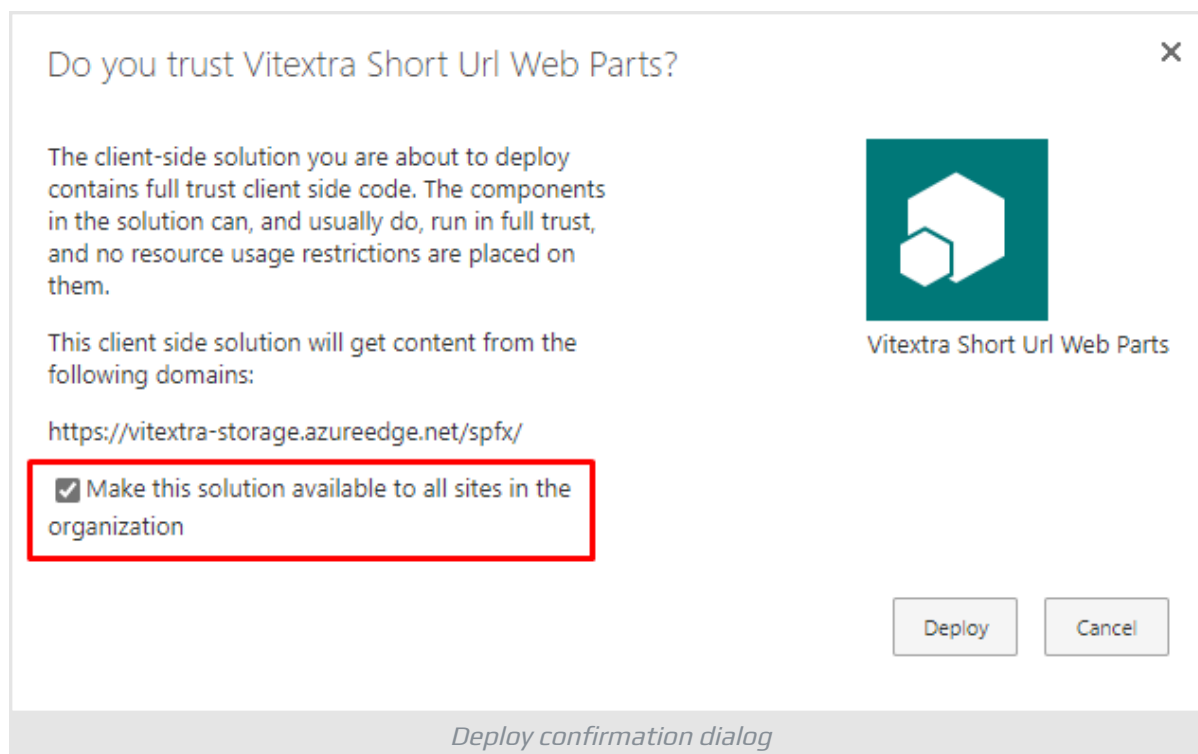
#### Note

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

## Deploy

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

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



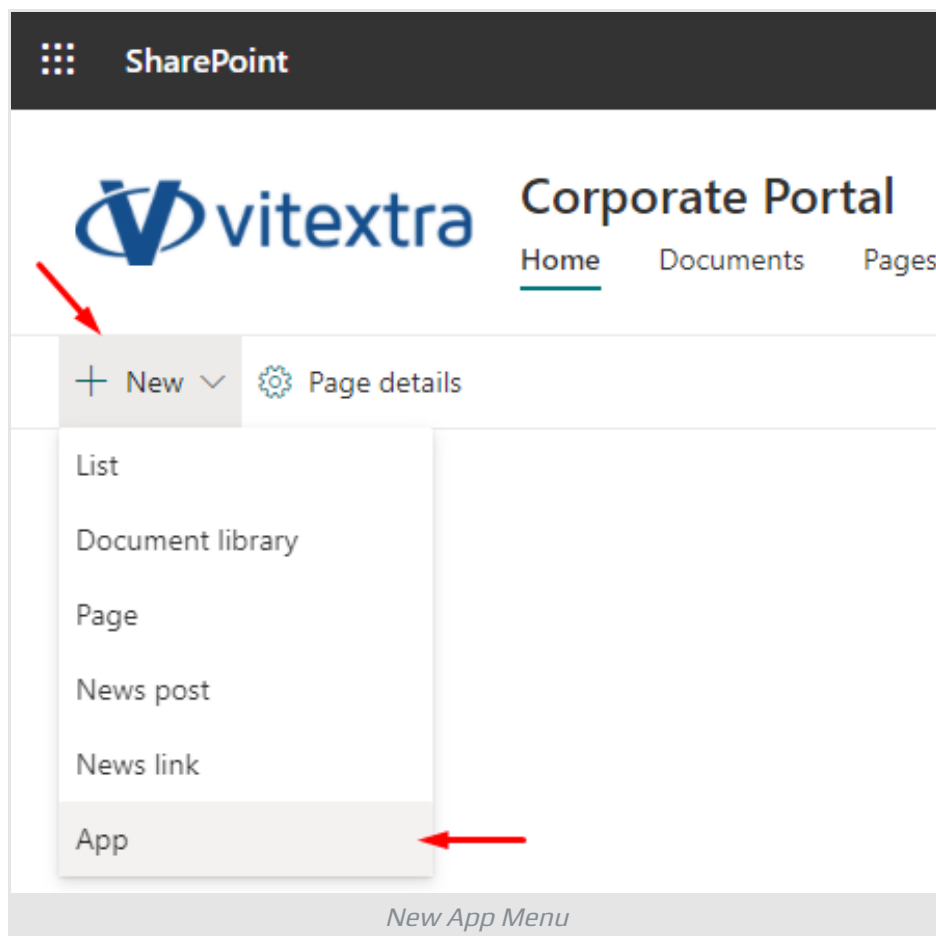
### Tip

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

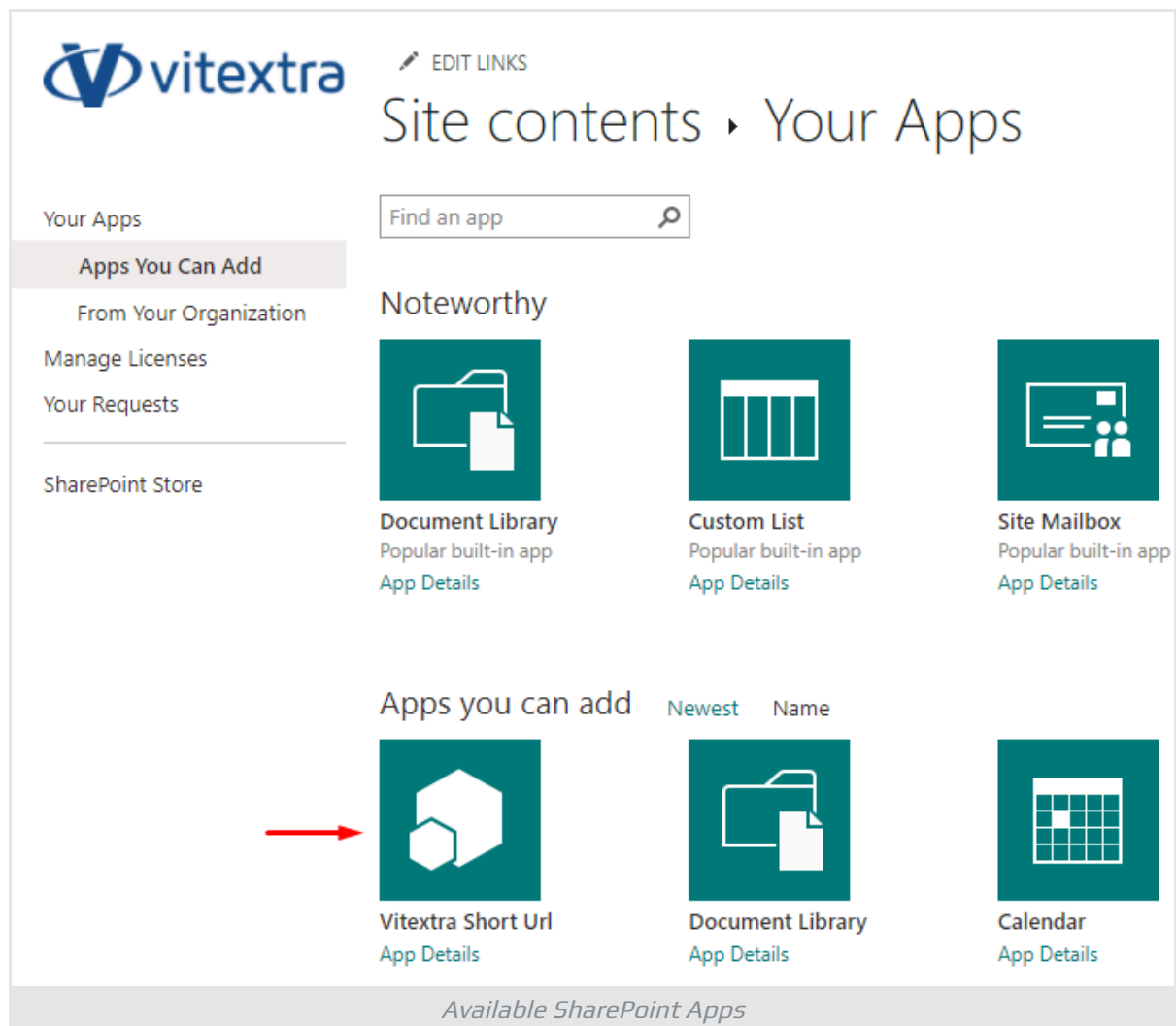
## Command Bar Extension

Short URL command bar extension allows users to create shorten links for any document or folder with a single click. You need to activate this feature on each site where you want to use the Short URL command bar extension.

Select **New - App** on site command bar.



Under **Apps you can add** heading select **Vitextra Short Url**.



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

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



