



HarePoint Short URL Manual

For SharePoint Server 2010, SharePoint Foundation 2010.



Product version: 1.0

04/23/2012

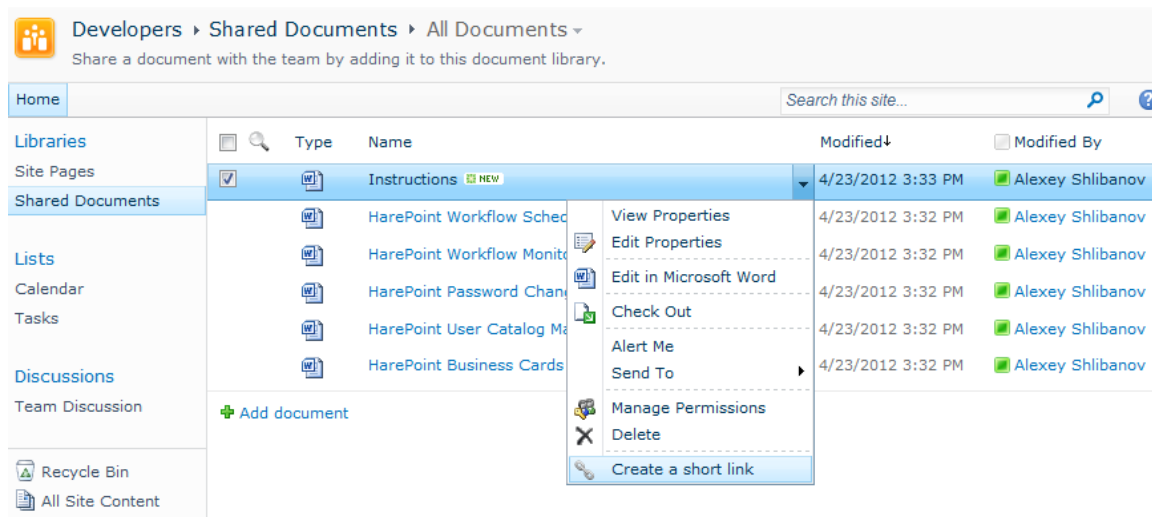
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I. Introduction

HarePoint Short URL is a software product allowing creating short and easy-to-remember links for web pages, documents, and list elements at SharePoint portal.



When it may be needed:

- The website has long and inconvenient URL address, and it's often being accessed. Reduction of the link would allow to type URL manually instead of seeking the page through portal hierarchy
- For posting in printed and audiovisual advertisements. Short URL address is easier to type manually and remember. Short address is easier to finalize in terms of design.

HarePoint Short URL operating principle:

1. On the sites for which the solution was activated during the deployment procedure, the solution adds "Create a short link" action to the control panel of "Site Actions" menu and context menus of the elements. A record with full URL address and corresponding short URL address is added when such action is taken. This list may be viewed and edited in the Central Administration section.
2. When a browser opens a page with the URL address corresponding to one of the short URLs mentioned in the list, the application redirects the browser to the full URL address corresponding the short one.

New Short URL

Destination List Item Form
Select the form that will open the list item.

Short URL Name
Specify a custom name of the short URL, or leave empty to automatically generate a name.

Description
Specify a short description of the URL. Optionally.

Item link type
Direct link to document

Item form URL
http://sp.mapilab.local/dev/Shared Documents/Instructions.docx

beginners

Beginners guide.

Save Cancel

The shortcut link will appear as follows:

http://go.mapilab.com/links/shortUrl

Where:

- **go.mapilab.com** is a domain name. In case if the port other than standard 80 is used, the port shall be indicated immediately after the domain name – mapilab.com:444.
- **links** is a prefix specified in settings .
- **shortUrl** is a short link identifier, automatically assigned when the link is created or specified manually.

You can view and edit the list of created short URLs in the Program settings: “Central Administration” > “Application Management” > “HarePoint Short URL Maker” > “Edit replaced URLs”.

II. Deployment

Note. Please check “[Recommended Deployment Scenario](#)” section before deploying the solution.

1. System requirements

HarePoint Short URL is designed to operate in:

- Microsoft SharePoint Server 2010,
- SharePoint Foundation 2010.

(hereinafter referred to as SharePoint) environments.

The Product has no special requirements to the operating system and its components, RAM memory space and CPU type. The Product may operate at any configuration where SharePoint is deployed; it requires 10 Mb of disk space on each SharePoint server.

2. Licensing and trial limitations

HarePoint Active Directory Self Service is licensed for a number of SharePoint Web Front-End Servers or servers where “Microsoft SharePoint Web Application” service is running. The number of licenses should correspond to a number of servers. The list of services installed on the server can be viewed by opening System Settings tab and clicking the link “Manage servers in this farm” on Central Administration site.

You may use the Product on the basis of one of two licenses:

1. **Trial License.** Provided automatically for a 30-day period to use the Product in organization’s environment without any limitation of Product functionality.
2. **Commercial License.** This license is purchased for a number of SharePoint Servers and allows using the Product in the organization’s environment without any limitation by usage time and functionality.

Note that after purchasing Commercial License and entering registration keys into the Product settings, the Product becomes fully functional.

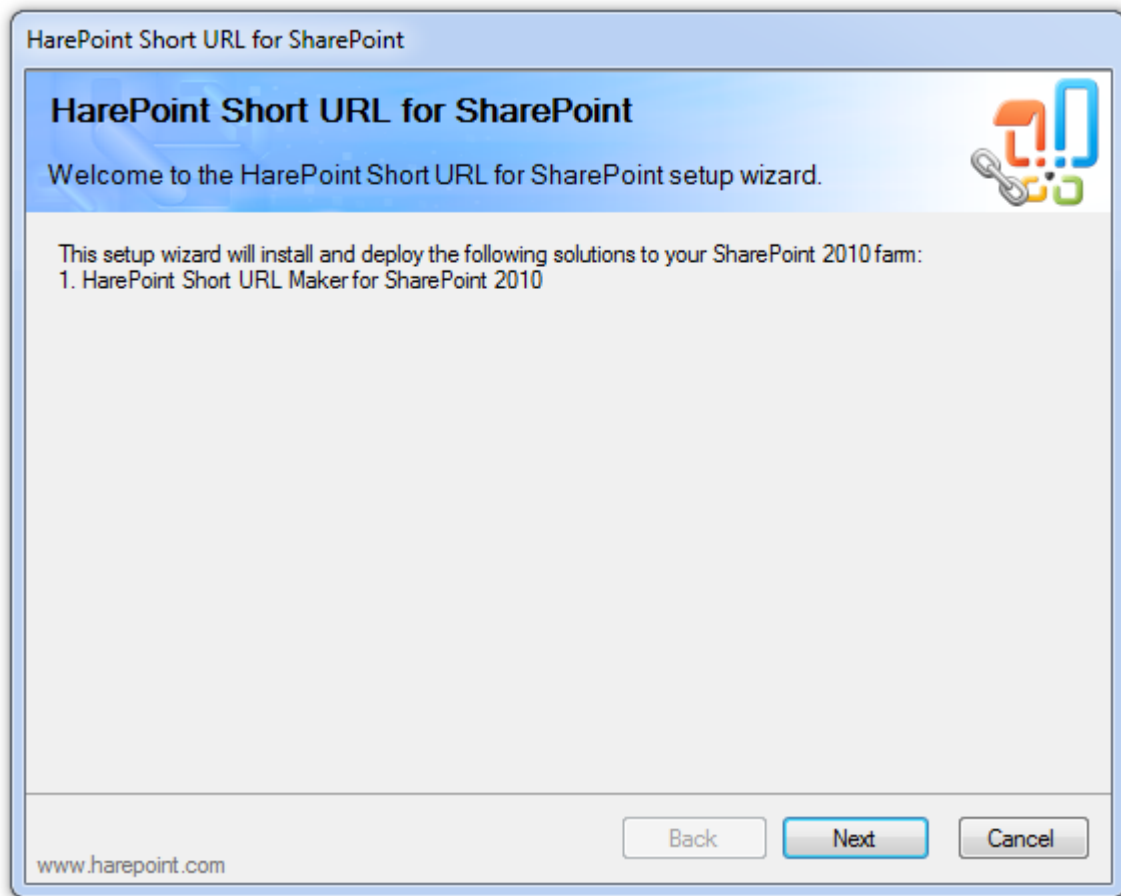
See product page at <http://www.harepoint.com/> for more details about Product licensing.

3. Installing HarePoint Short URL

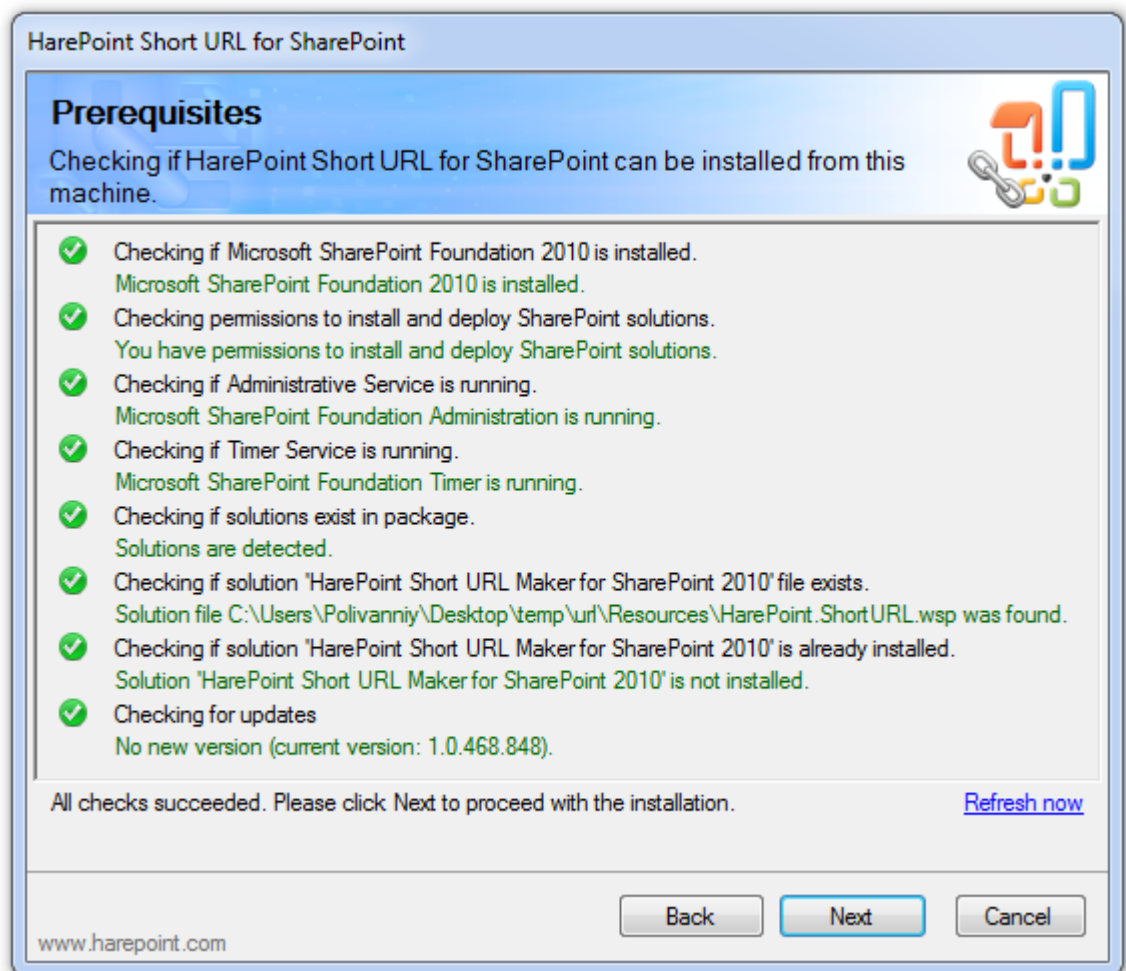
To install the product you'll need Farm Administrator rights.

Please access any WFE server of the SharePoint farm, unpack the product archive into a folder on the local disk.

Run SETUP.EXE in the selected folder. Installation Wizard will start:

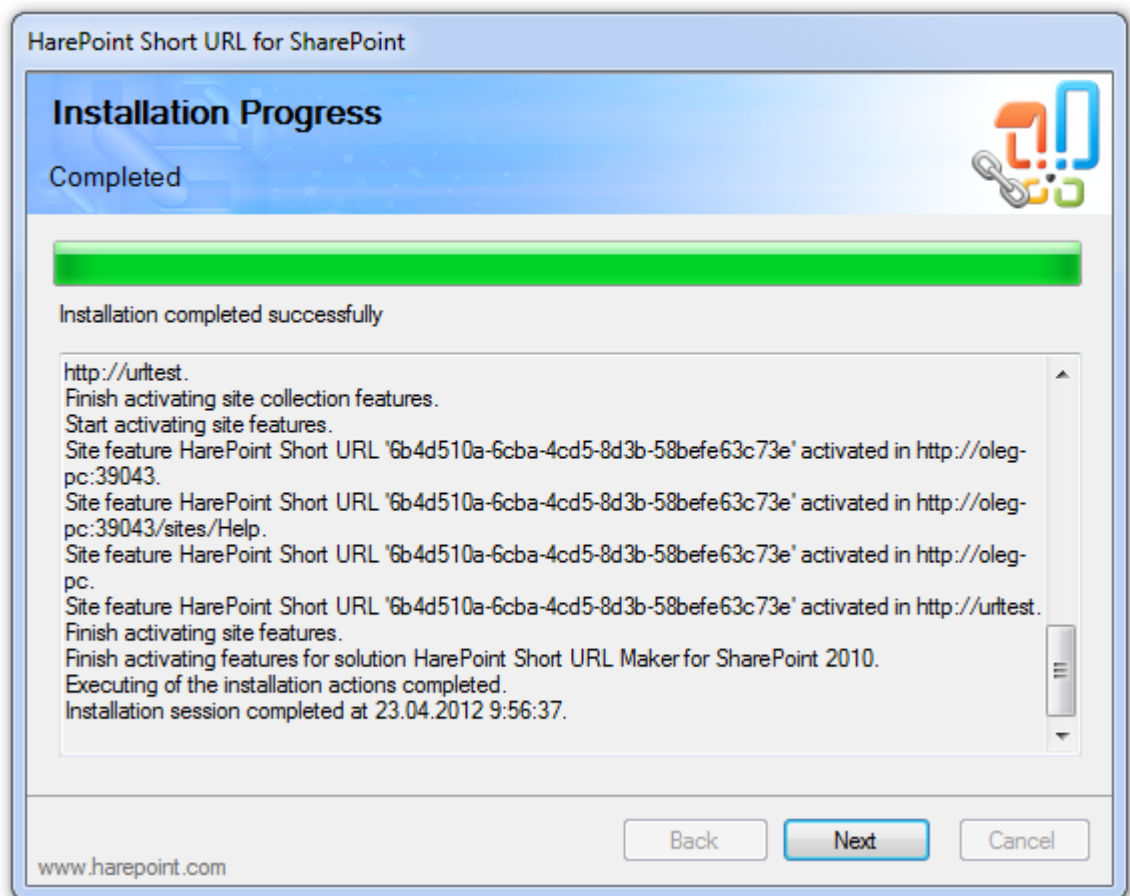


Press Next button on the wizard's welcome screen and the wizard will check if the product can be installed:



Should any problems be detected, please rectify them and restart the installation wizard.

At the next step of the Wizard, you'll choose site collections where the Product should be deployed. Select required site collections and follow the instructions of the Wizard to complete installation:



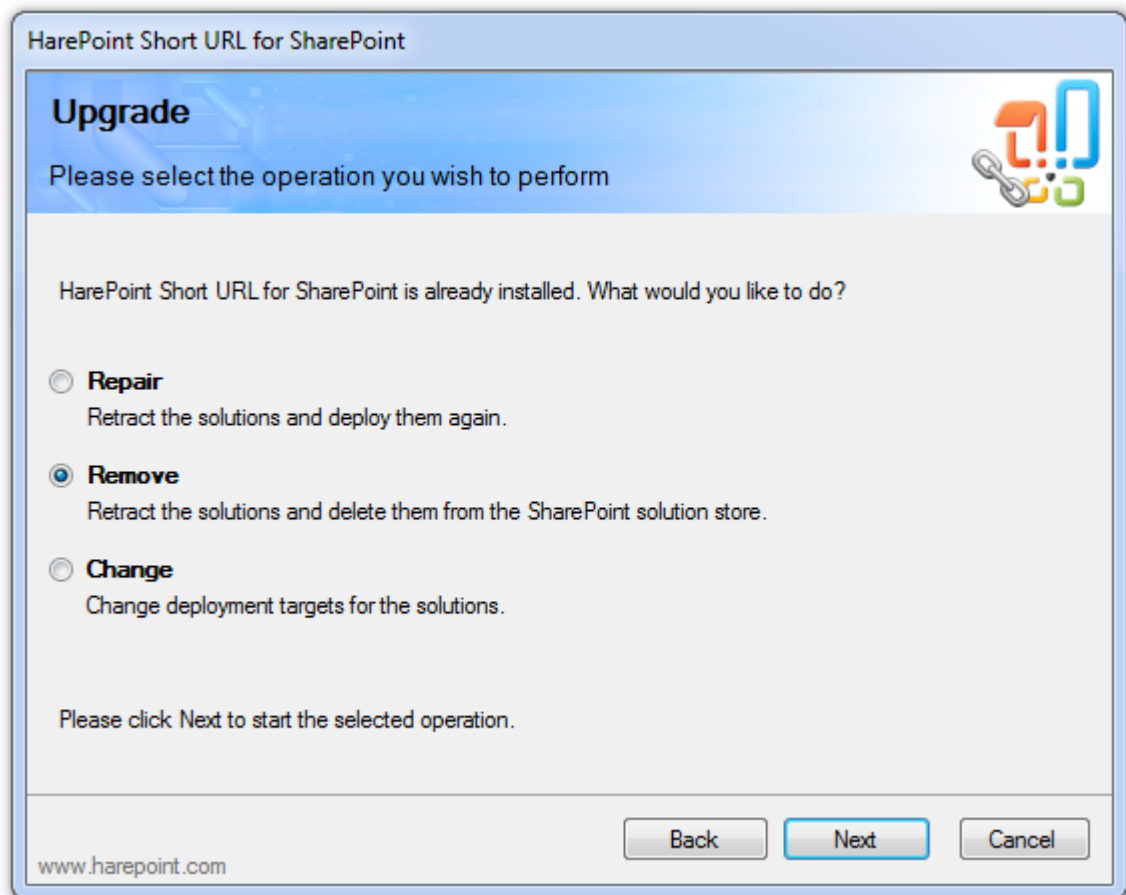
See [Section III](#) of this manual for the post-install configuration guide.

4. How to repair, upgrade, change deployment target or remove the Product

To repair, upgrade or remove the product you'll need Farm Administrator rights.

Please enter any WFE server of the SharePoint farm, unpack the product archive into a folder on the local disk.

Run SETUP.EXE in the selected folder. Installation Wizard will be launched. Following instructions of the Wizard, pass system check step similar to those ones during the product installation. Upon completing these steps the Wizard will ask you to repair, upgrade, or remove Product components.



Select the required type of operation and follow further instructions of the Wizard.

After the product is removed by Wizard, only product's logs will be kept in the SharePoint ULS (Unified Logging Service) Log file folder. By default, the logs are located here: *C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\LOGS*

III. Recommended Deployment Scenario

1. Overview

Depending on the setup of the SharePoint portal and its websites, quite often an authentication is required to view pages. To avoid the situation where user is prompted to enter the authentication data and then redirected via the short link, it seems feasible to create a separate web application and a site collection with anonymous access. Thus, the user will first be redirected to the full URL address and only then authentication data will be requested if needed.

Recommended deployment scenario includes following steps:

1. Create a separate web application.
2. Create a website collection for this web application.
3. Set anonymous access for the website collection.
4. Install “HarePoint Short URL” solution.
5. Set up “HarePoint Short URL” solution.

Note. The solution must be installed and set up once the web application is created. In the case when the application is created after the solution is installed (e.g. you first installed the program and only then started to read the manual), please make use of the “Change: Change deployment targets for the solutions” menu item of the installer.

2. Creating a separate Web application

For a separate Web application, you may use either a separate domain or subdomain, or individual port. Use of a separate domain or port allows using an empty prefix for short links.

To create a Web application, please open “SharePoint 2010 Central Administration” in a browser. Follow the links “Application Management” > “Manage Web Applications” and click the “New” button.

The screenshot shows the 'Create New Web Application' dialog box. At the top, there is a warning message: 'Warning: this page is not encrypted for secure communication. User names, passwords, and any other information will be sent in clear text. For more information, contact your administrator.' Below the warning are 'OK' and 'Cancel' buttons. The dialog is divided into three main sections: 'Authentication', 'IIS Web Site', and 'Security Configuration'. In the 'Authentication' section, 'Classic Mode Authentication' is selected. In the 'IIS Web Site' section, 'Create a new IIS web site' is selected, with 'Short URL Web App' entered in the 'Name' field. The 'Port' is set to '80', the 'Host Header' is 'go.mapilab.com', and the 'Path' is 'C:\inetpub\wwwroot\wss\VirtualDirecto'. In the 'Security Configuration' section, 'Negotiate (Kerberos)' is selected as the authentication provider.

Section	Configuration
Authentication Select the authentication for this web application. Learn about authentication.	<input type="radio"/> Claims Based Authentication <input checked="" type="radio"/> Classic Mode Authentication
IIS Web Site Choose between using an existing IIS web site or create a new one to serve the Microsoft SharePoint Foundation application. If you select an existing IIS web site, that web site must exist on all servers in the farm and have the same name, or this action will not succeed. If you opt to create a new IIS web site, it will be automatically created on all servers in the farm. If an IIS setting that you wish to change is not shown here, you can use this option to create the basic site, then update it using the standard IIS tools.	<input type="radio"/> Use an existing IIS web site Default Web Site <input checked="" type="radio"/> Create a new IIS web site Name: Short URL Web App Port: 80 Host Header: go.mapilab.com Path: C:\inetpub\wwwroot\wss\VirtualDirecto
Security Configuration Kerberos is the recommended security configuration to use with Integrated Windows authentication. Kerberos	Authentication provider: <input checked="" type="radio"/> Negotiate (Kerberos)

Use the following settings for newly created web application:

Authentication

- Please select *“Classic Mode Authentication”*

IIS Web Site: *“Create a new IIS web site”*

- **Name** – specify the name for the new web application, e.g. *“Short URL Web App”*.
- **Port** – preferably port 80.
- **Host header** – enter a domain name that will be used for short URLs, e.g. *“go.mapilab.com”*.
- **Path** – leave unaltered, the field will be automatically filled.

Security Configuration

- **Authentication provider** – *“NTLM”*.
- **Allow Anonymous** – *“Yes”*.
- **Use Secure Sockets Layer (SSL)** – *“No”*.

Public URL

- **URL** – this field will be generated automatically, e.g. *http://go.mapilab.com:80*.
- **Zone** – leave unaltered.

Application Pool

- Select **“Create new application pool”**.
- **Select a security account for this application pool** – you can use one of the existing managed accounts for this web application or create a new one.

Leave all other sections unaltered.

3. Create site collection for the new web application

Go to the “Central Administration” > “Application Management” > “Site Collections” > “Create Site Collections”.

Microsoft SharePoint 2010 Central Administration > Create Site Collection
Use this page to create a new top-level Web site.

Central Administration
Application Management
System Settings
Monitoring
Backup and Restore
Security
Upgrade and Migration
General Application Settings
Configuration Wizards

Web Application
Select a web application.
To create a new web application go to [New Web Application](#) page.

Title and Description
Type a title and description for your new site. The title will be displayed on each page in the site.

Web Site Address
Specify the URL name and URL path to create a new site, or choose to create a site at a specific path.
To add a new URL Path go to the [Define Managed Paths](#) page.

Template Selection
A site template determines what lists and features will be available on your new site. Select a site template based on the descriptions of each template and how you intend to use the new site. Many aspects of a site can be customized after creation. However, the site template cannot be changed once the site is created.

Web Application: <http://go.mapilab.com/>

Title: Short URL

Description:

URL: <http://go.mapilab.com/>

Select a template:
Collaboration Meetings Custom
Team Site
Blank Site
Document Workspace
Blog
Group Work Site

Use the following settings for the new site collection:

Web Application

- **Web Application** – select the newly created web application.

Title and Description

Name and describe new site collection, e.g. “Short URL”.

Web Site Address

- **URL** – leave the default value “/”. As a result URLs generated by Short URL will contain fewer characters.

Template Selection

- **Select a template** – Blank Site.

Primary Site Collection Administrator

- **User Name** – specify yourself as a primary site collection administrator.

Secondary Site Collection Administrator

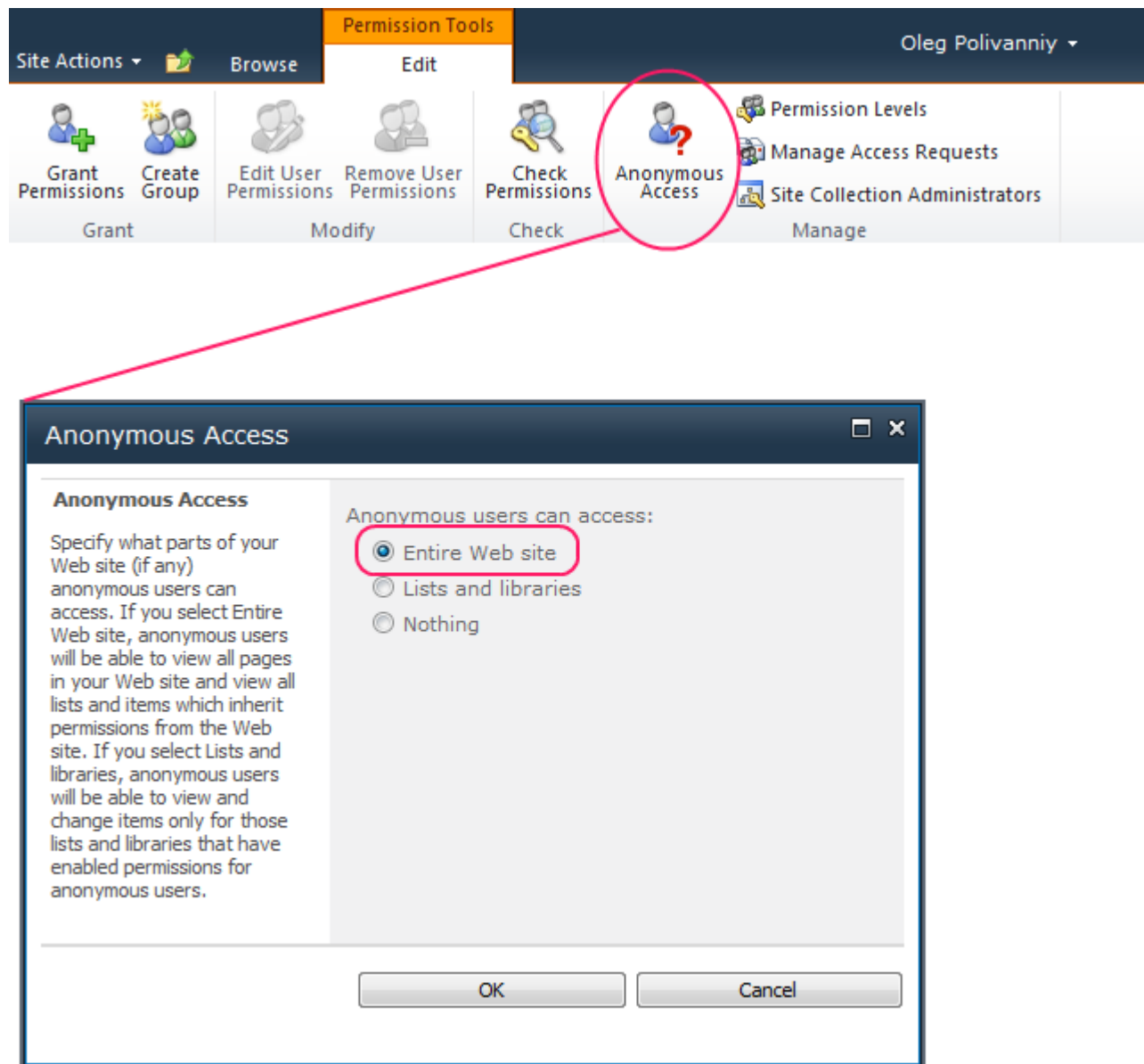
- **User Name** – leave the field blank or assign a second site collection administrator.

Quota Template

- **Select a quote template:** No Quota

4. Set up anonymous access for site collection

Open root site of the new site collection in a web browser (open "<http://go.mapilab.com/>"). Open the "Site Actions" > "Site Permissions" page and click on the "Anonymous Access" button on the ribbon. Choose option that anonymous users can access entire web site:



5. Setting up “HarePoint Short URL” solution

In Central Administration follow this links: “Central Administration” > “Application Management” > “HarePoint Short URL”.

Microsoft SharePoint 2010 Central Administration > HarePoint Short URL

Search this site...

Central Administration
Application Management
System Settings
Monitoring
Backup and Restore
Security
Upgrade and Migration
General Application Settings
Configuration Wizards

Shortened URLs
View, modify or create short URLs.

Shortened URLs Settings
Specify web application, site collection and short URL prefix for shortened URLs.

Licenses
Specify license keys for each SharePoint server where HarePoint Short URL is installed.

Edit replaced URLs

☒ Count the clicks

Web application:
Short URL - 80

Site collection:
http://go.local

URL prefix:
go

Status:
Trial period. 30 days remained.

License keys:
Required: 1
Installed: 0
Installed trial keys: 0

Enter license keys (one per line):

Save Cancel

Shortened URLs

- By clicking on the **Edit replaced URLs** button you can open the list that contains all short URLs created by users.
- **Count the clicks** – use this option to enable or disable counting of clicks on shortened URLs.

Shortened URLs Settings

- **Web application** – select the created web application.
- **Site collection** – select the created site collection.
- **URL prefix** – You may leave the field blank as short URLs will contain fewer characters.

If you have license for the Product, please enter the license code into the **Licenses** section. This section also describes the type of your current license and in case of Trial License, the number of days left to its expiration.

Note. In case you do not create a separate web application for HarePoint Short URL solution, it is not recommended to use solutions without prefix since there is a probability of conflicts with already existing URLs of pages, documents and list elements.