HarePoint Short URL Manual

For SharePoint Server 2010, SharePoint Foundation 2010.

Product version: 1.0

04/23/2012
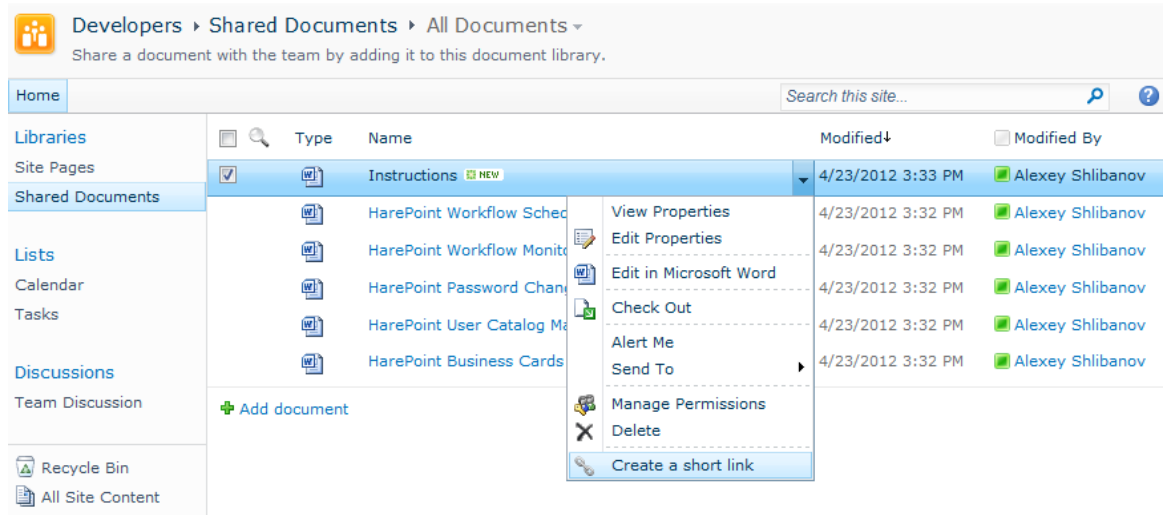
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Table of Contents

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.

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,
- Microsoft Office SharePoint Server 2007,
- Microsoft Windows SharePoint Services 3.0

(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.
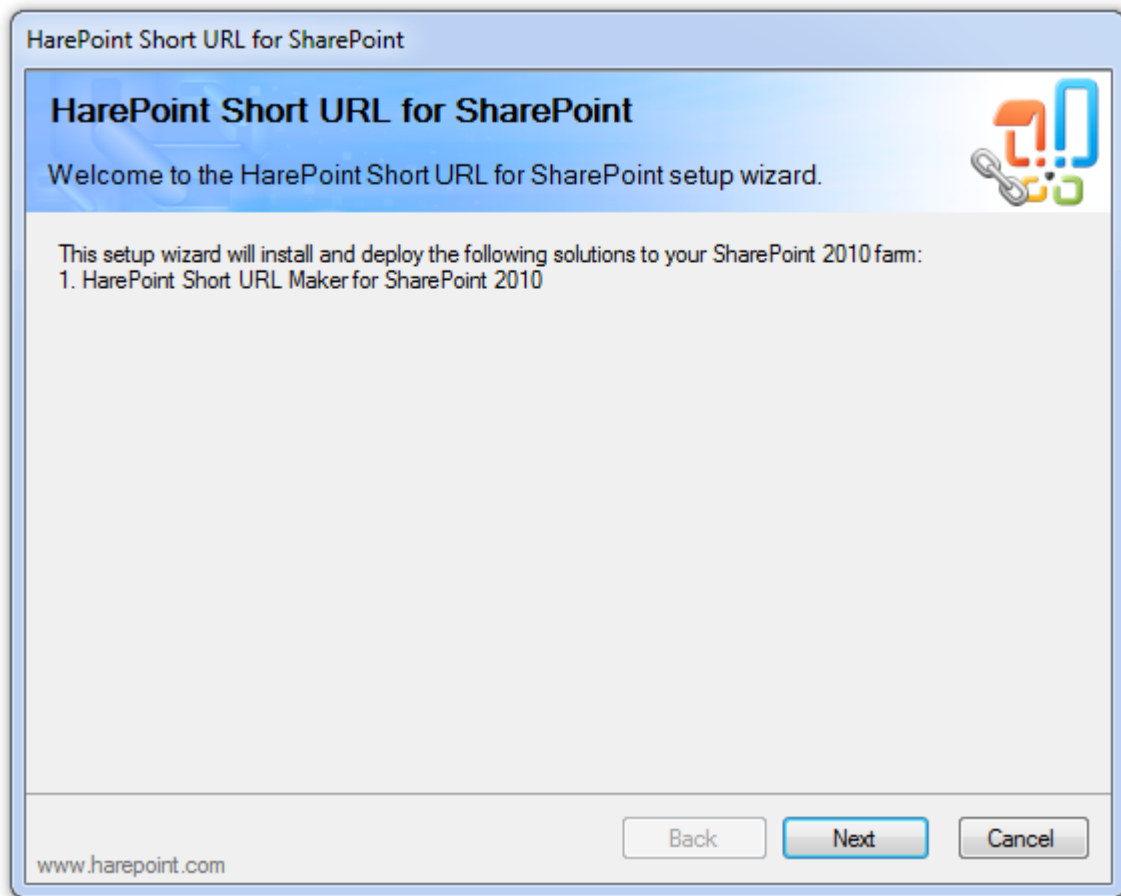
See product page at http://www.harepoint.com/ for more details about Product licensing.
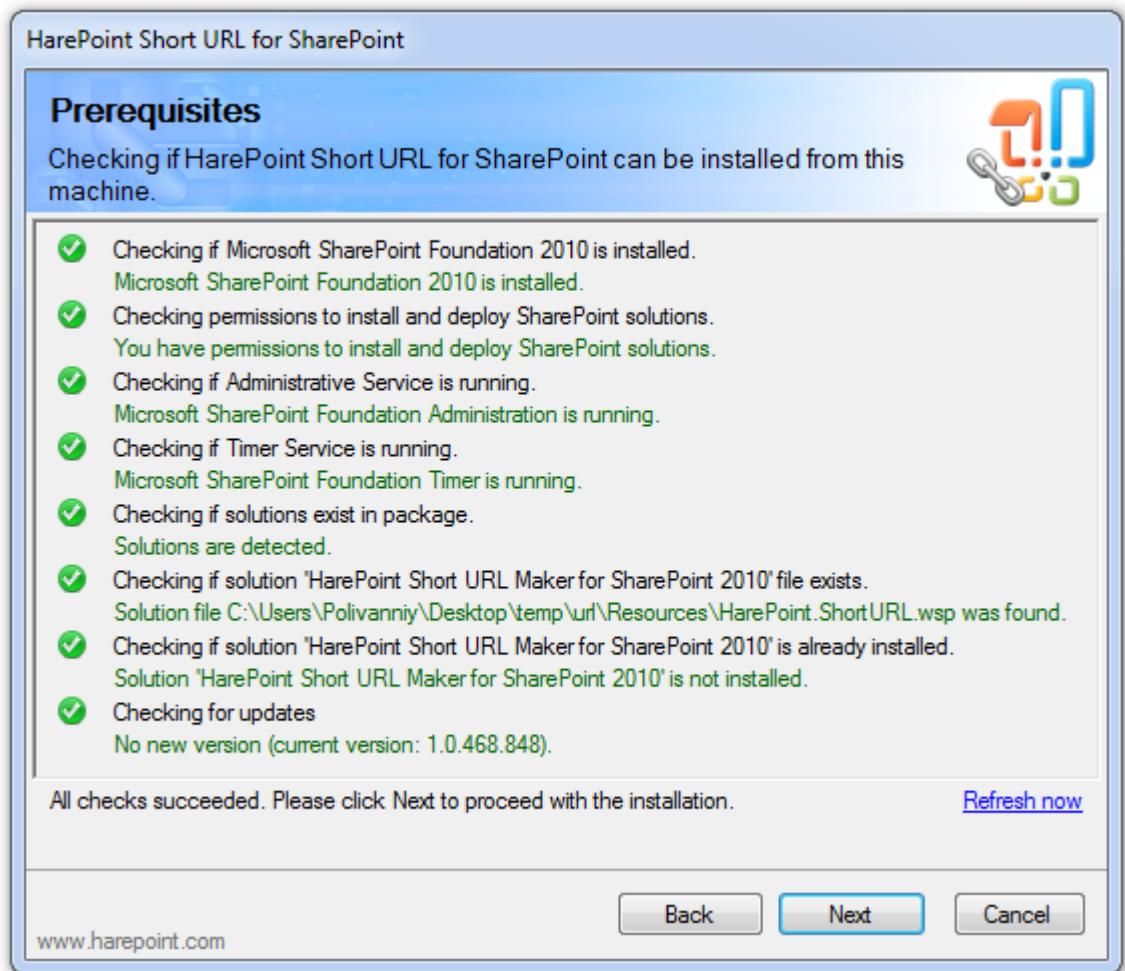
3. Installing HarePoint Short URL

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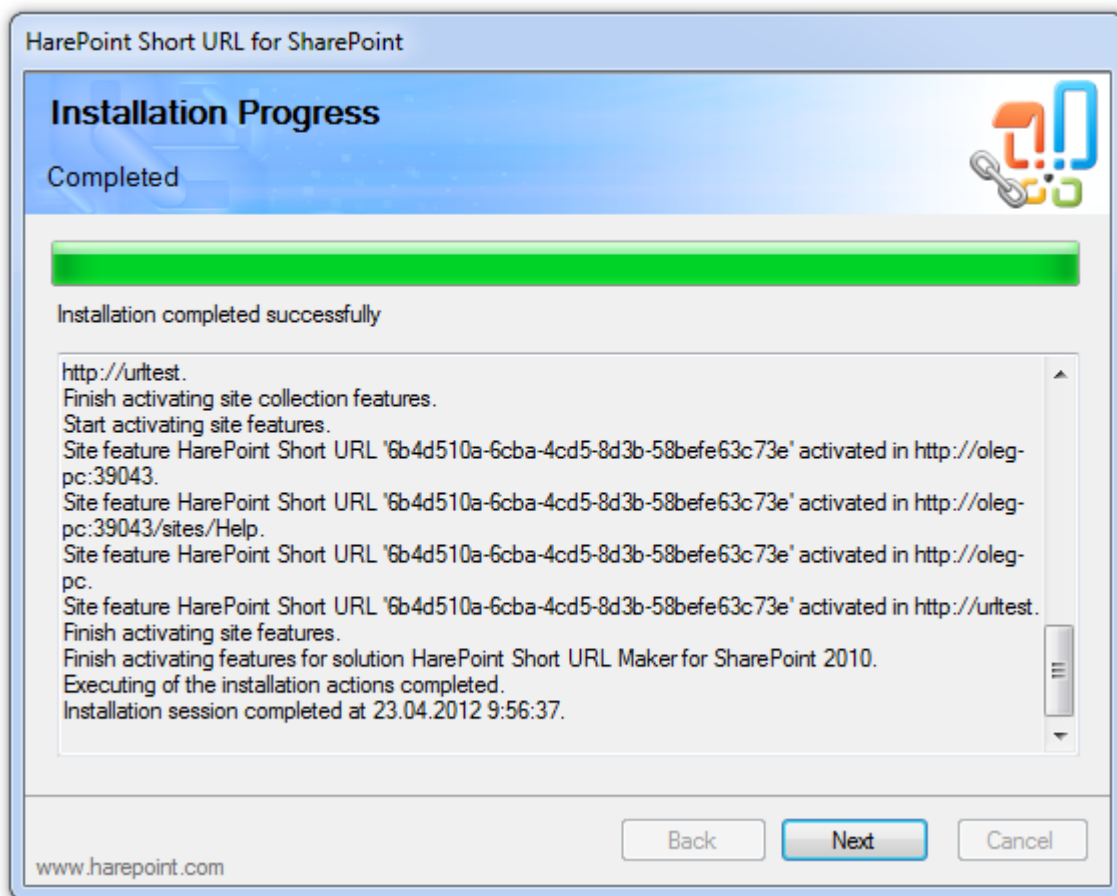
See [Section III](#) of this manual for the post-install configuration guide.

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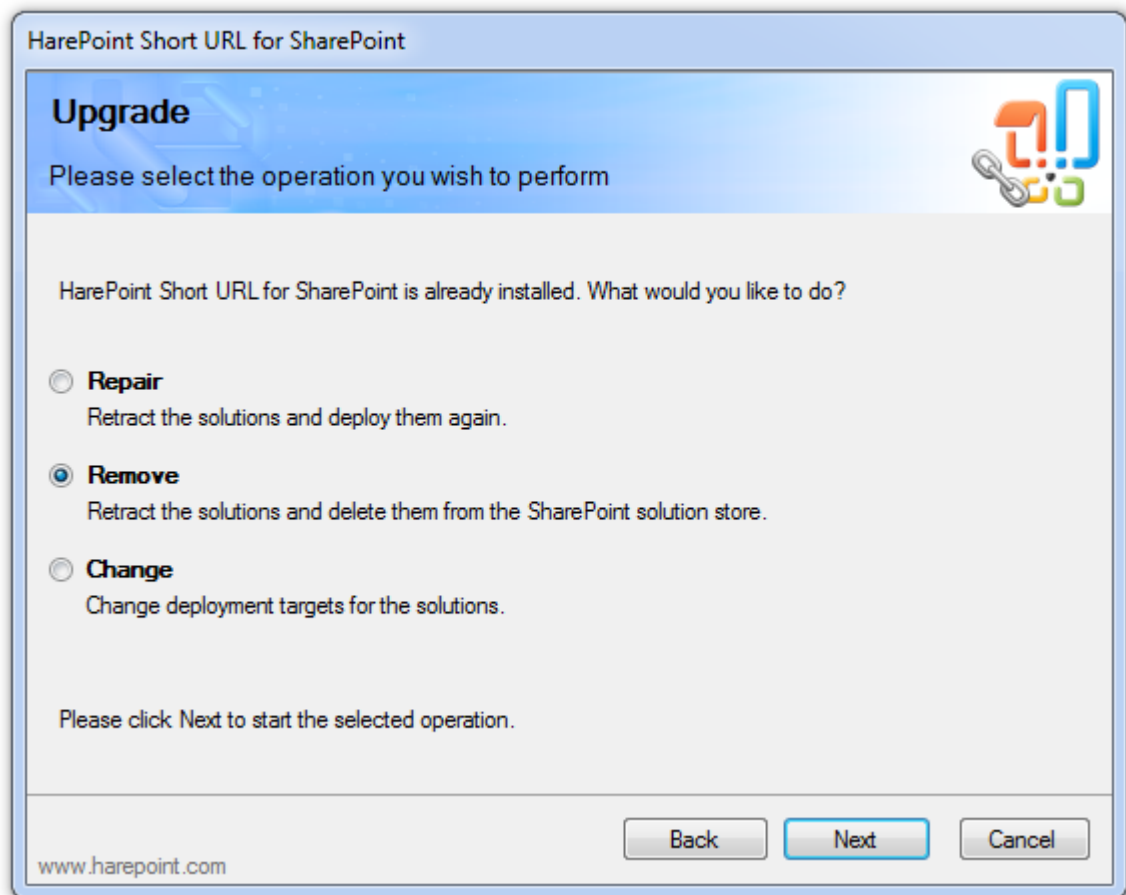
Select the required type of operation and follow further instructions of the Wizard.

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.

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".

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:
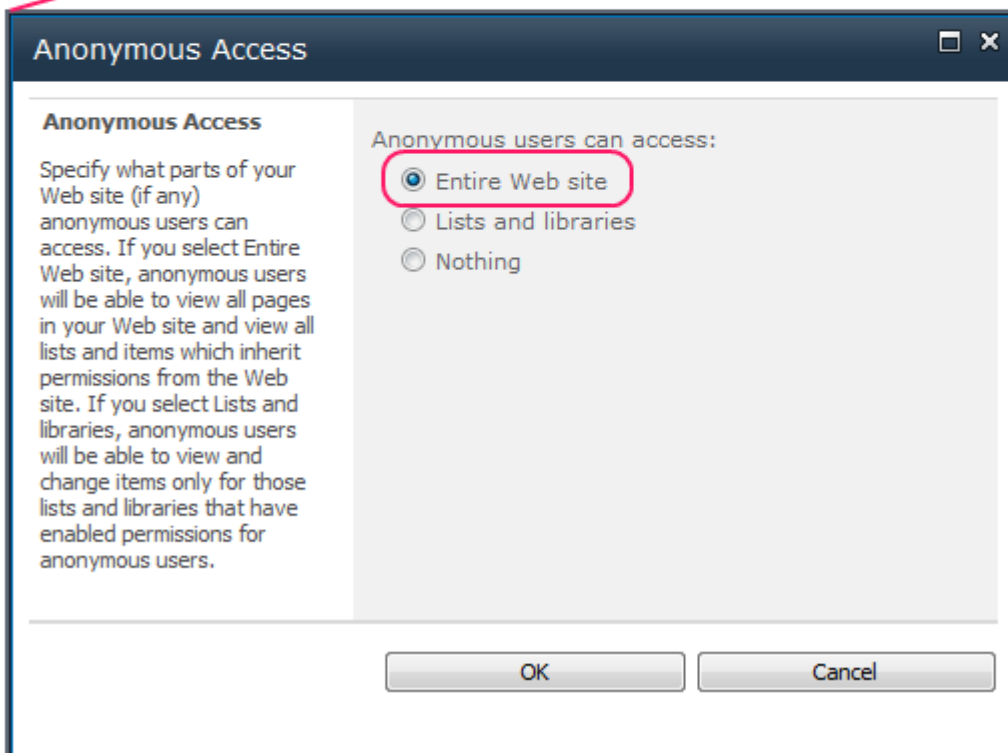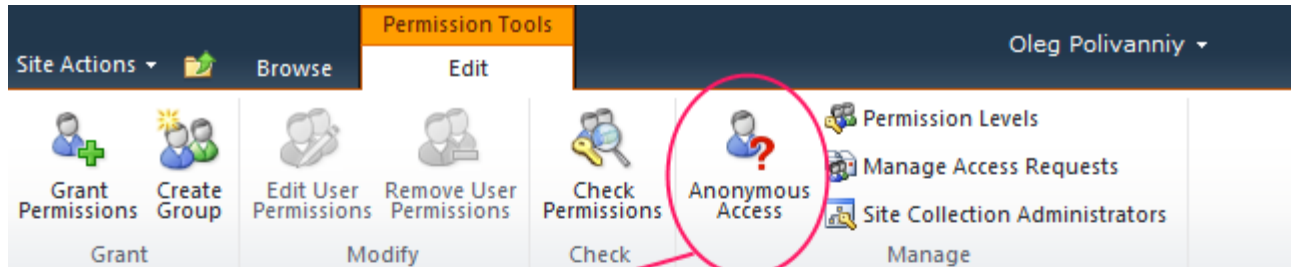
5. Setting up "HarePoint Short URL" solution

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

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.