Admin Guide.

Installation and Activation



ShortPoint Farm Solution Installation and Activation for SharePoint 2013/2016

ENVIRONMENT

This guide is for SharePoint **On-Premise 2013 and SharePoint On-Premise 2016 users**

SHORTPOINT VERSION

This guide is suitable for installing ShortPoint Farm Solution version 6.x.x.x and higher

Version 1.2 October 20, 2022

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Section 1 Before We Begin

This section discusses the required permissions you will need before you proceed with the installation process. Follow the instructions carefully to get started.

1.1 Required Permissions

You must have the necessary permissions before installing ShortPoint. These permissions are **Farm Administrator** and **Site Collection Administrator** for the Site Collection you are trying to install ShortPoint on.

1.1.1 Farm Administrator

You need to be a *Farm Administrator* to successfully install ShortPoint to your SharePoint 2013 / 2016 Farm Server. In addition, you must also be a *member of the local server Administrators group*, and have the *db_owner role* for the SharePoint configuration database.

NOTE: You can only check the list of Farm administrators if you are a Farm Administrator yourself. Contact your IT department to give you administrator access or to help you install ShortPoint.



1.1.2 Site Collection Administrator

You need to be a Site Collection Administrator. To check, go to the SharePoint Site Collection where you want to install ShortPoint on. Click the **cogwheel** button.

ROWSE PAGE		C SHARE & FOLLOW / EDIT
s 🕽	Nome ClassicSite	Search this site 🔹 🗸 P
ome ocuments	Q. Search Teams	
nortPoint Dashboard ecent te Contents	Q Q4 team	>
ecycle Bin • EDIT LINKS	T Team4	>

Figure 1.1.2.1 Cogwheel button

From the dropdown, choose **Site Settings**.

BROWSE PAGE		Shared wi	h	SHARE 🏠	FOLLOW 🖌 EDIT
	Home PEDIT LINKS	Edit page			
s 🔉	ClassicSite	Add a pag		site	م +
	Classicalle	Add an ap	,		
Home	Q Search Teams	Site conte	ts		
Documents ShortPoint Dashboard		Change th	look		
Recent	Q QA team	Site settin	s	1	>
Site Contents Recycle Bin		Getting st	rted	-	
EDIT LINKS	Team4				>

Figure 1.1.2.2 Site Settings button



Under Users and Permissions, click Site Collection Administrators.

SharePoin	t Sites		٥	?	shortpointadmin
					다 SHARE ☆ FOLLOW (C
	Home / EDIT LINKS				
S P	Site Settings				
	onto o ottanigo				
lome	Users and Permissions	Look and Feel			
Documents	People and groups	Title, description, and logo Quick launch			
ShortPoint Dashboard	Site collection administrators	Top link bar			
Recent	Site app permissions	Tree view Change the look			
lite Contents		Change the look			
	Web Designer Galleries				
Recycle Bin	Site columns Site content types	Site Actions Manage site features			
EDIT LINKS	Web parts	Save site as template			
COLI LING	List templates	Enable search configuration export			
	Master pages Themes	Reset to site definition Delete this site			

Figure 1.1.2.3 Site Collection Administrators button

Once there, look for your name from the list of Site admins. If you are not listed, this means that you are not a Site Collection Administrator. Reach out to any of the administrators to grant you admin access.

SharePoint	Newsfeed
Search everything	Site Collection Administrators Site Collection Administrators are given full control over all Web sites in the site collection. They may also receive site use confirmation mail. Enter users separated by semicolons. Site Solution mail. Enter users Separated by semicolons.

Figure 1.1.2.2 List of Site Collection Admins



Section 2

SharePoint Administration Service Verification

To successfully install ShortPoint, you have to make sure that the SharePoint Administration Service is running. Take note of the steps below to learn how you can check if it is running.

Checking the SharePoint Administration Service

Use your Windows search bar to look for **Services.** Then, click it.



Figure 2.1.1 Services button



On the Services page, look for **SharePoint Administration**. Make sure that the status is **Running**.

		Servio	ces				×
le Action View	Help						
+	a 🗟 🚺 🖿 🖬 🖬 🕪						
Services (Local)	Services (Local)						
	SharePoint Administration	Name	Description	Status	Startup Type	Log On As	
		Remote Registry	Enables remote users to		Automatic (T	Local Service	
	Stop the service	Resultant Set of Policy Provider	Provides a network servic		Manual	Local System	
	Pause the service Restart the service	Routing and Remote Access	Offers routing services to		Disabled	Local System	
	Mestall the service	🔍 RPC Endpoint Mapper	Resolves RPC interfaces id	Running	Automatic	Network Service	
		🖏 Secondary Logon	Enables starting processes		Manual	Local System	
	Description:	Secure Socket Tunneling Protocol Service	Provides support for the S		Manual	Local Service	
	Performs administrative tasks for SharePoint	Security Accounts Manager	The startup of this service	Running	Automatic	Local System	
	SharePoint	C Server	Sunnorts file print and p	Running	Automatic	Local System	
		SharePoint Administration					
		SharePoint Search Host Controller	Performs host deploymen		Automatic	.\sptarmservice	
		SharePoint Server Search 15	Administers and crawls co.	7	Manual	.\spfarmservice	
		SharePoint Timer Service	Sends notifications and p		Automatic	.\spfarmservice	
		SharePoint Tracing Service	Manages trace output	Running	Automatic	Local Service	
		💁 SharePoint User Code Host	Executes user ode in a sa		Disabled	.\spfarmservice	
		SharePoint VSS Writer	SharePoint VSS Writer		Manual	Local System	
		Shell Hardware Detection	Provides notifications for	Running	Automatic	Local System	
		Smart Card	Manages access to smart		Disabled	Local Service	
		Smart Card Removal Policy	Allows the system to be c		Manual	Local System	
		SNMP Trap	Receives trap messages g		Manual	Local Service	1
		Software Protection	Enables the download, ins		Automatic (D	Network Service	
		Special Administration Console Helper	Allows administrators to r		Manual	Local System	
		Spot Verifier	Verifies potential file syste		Manual (Trig	Local System	
		SQL Server (SQLEXPRESS)	Provides storage, processi	Running	Automatic	NT Service\MSSQLSS	
		SQL Server Agent (SQLEXPRESS)	Executes jobs, monitors S		Disabled	Network Service	
	-	SQL Server Browser	Provides SQL Server conn		Disabled	Local Service	

Figure 2.1.2 SharePoint Administration

Once you see that it is running, you can now proceed to the next section of this guide. Otherwise, click the **Start / Restart the service** button.

		Servio	ces				×
e Action View	/ Help						
	g 🝺 🛛 🗂 🕨 🖩 🖬 🕪						
Services (Local)	Services (Local)						
	SharePoint Administration	Name	Description	Status	Startup Type	Log On As	-
		Remote Registry	Enables remote users to		Automatic (T	Local Service	
	Stop the service	Resultant Set of Policy Provider	Provides a network servic		Manual	Local System	
	Restart the service	Routing and Remote Access	Offers routing services to		Disabled	Local System	
	Renard the service	RPC Endpoint Mapper	Resolves RPC interfaces id	Running	Automatic	Network Service	
	N N	Secondary Logon	Enables starting processes		Manual	Local System	
	Description: Performs administrative tasks for	Secure Socket Tunneling Protocol Service	Provides support for the S		Manual	Local Service	
	SharePoint	Security Accounts Manager	The startup of this service	Running	Automatic	Local System	
	Shore one	🔍 Server	Supports file, print, and n	Running	Automatic	Local System	
		SharePoint Administration	Performs administrative t	Running	Automatic	Local System	
		SharePoint Search Host Controller	Performs host deploymen		Automatic	.\spfarmservice	
		SharePoint Server Search 15	Administers and crawls co		Manual	.\spfarmservice	
		SharePoint Timer Service	Sends notifications and p		Automatic	.\spfarmservice	
		G SharePoint Tracing Service	Manages trace output	Running	Automatic	Local Service	
		SharePoint User Code Host	Executes user code in a sa		Disabled	.\spfarmservice	
		SharePoint VSS Writer	SharePoint VSS Writer		Manual	Local System	
		G Shell Hardware Detection	Provides notifications for	Running	Automatic	Local System	
		Smart Card	Manages access to smart		Disabled	Local Service	
		Smart Card Removal Policy	Allows the system to be c		Manual	Local System	
		SNMP Trap	Receives trap messages g		Manual	Local Service	
		G Software Protection	Enables the download, ins		Automatic (D	Network Service	
		Special Administration Console Helper	Allows administrators to r		Manual	Local System	
		Spot Verifier	Verifies potential file syste		Manual (Trig	Local System	
		SQL Server (SQLEXPRESS)	Provides storage, processi	Running	Automatic	NT Service\MSSQL\$S	
		SQL Server Agent (SQLEXPRESS)	Executes jobs, monitors S		Disabled	Network Service	
		SQL Server Browser	Provides SQL Server conn		Disabled	Local Service	

Figure 2.1.3 Restart the service button

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Section 3 Location of Installation

This section discusses some of the things you need to take note of when it comes to ShortPoint's location of installation.

Checking the Farm Server

ShortPoint must be installed on a farm server running the Central Administration service. To check, use your Windows search bar to look for **SharePoint Central Administration**.

- For SharePoint 2013, search for SharePoint 2013 Central Administration.
- For SharePoint 2016, search for SharePoint 2016 Central Administration.



Figure 3.1.1 SharePoint Central Administration button

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Select System Settings from the side panel.

ROWSE PAGE			🔾 SHARE
s >	System Settings		
entral Administration	Servers		
Application Management	Manage servers in this farm Manage services o	n server	
System Settings	E-Mail and Text Messages (SMS)		
Monitoring	Configure outgoing e-mail settings Configure i Configure mobile account	ncoming e-mail settings	
Backup and Restore	configure mobile account		
Security	Farm Management Configure alternate access mappings Manage f	arm faaturas l	
Upgrade and Migration	Manage farm solutions Manage user solutions		
General Application Settings	Configure cross-firewall access zone		
Apps			

Figure 3.1.2 System Settings button

Under Servers, click Manage Servers in this farm.

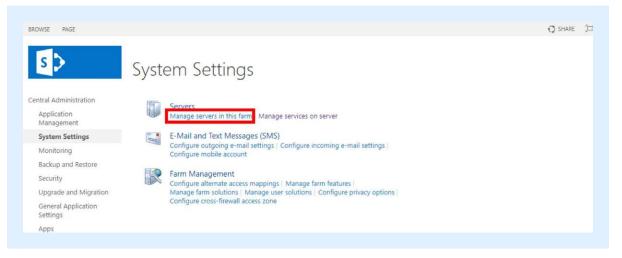


Figure 3.1.3 Manage servers in this farm button



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This will show you a list of farm servers running the Central Administration service. Make sure to install ShortPoint on the correct server.

					😋 SHARE
s 🔉	Serve	rs in Farm			
entral Administration Application Management System Settings	Configuratio	n database version: n database server:			
Monitoring	_	n database name:			
Backup and Restore	Server	SharePoint Products Installed	Services Running	Status	Remove Server
Security		ge Pack for SharePoint and Project Server 2013 - Arabic العربية oft SharePoint Server 2013	Central Administration Distributed Cache	No Action Required	Remove Server
Upgrade and Migration	Microso	en soon mension serie in conservation and a	Microsoft SharePoint Foundation Database		
General Application Settings			Microsoft SharePoint Foundation Incoming E-Mail Microsoft SharePoint Foundation Web Application Microsoft SharePoint Foundation Workflow Timer Service Search Host Controller Service		
Apps			Search Query and Site Settings Service		

Figure 3.1.4 Servers in Farm

NOTE: During the installation process, ShortPoint will be automatically deployed to all front-end Web servers by the SharePoint Timer service via SharePoint Solution Deployment. There is no need to run the Setup/Installation program on more than one server on the farm.

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G shortpoint Section 4 Download the ShortPoint File

This section will walk you through how to download the latest version of ShortPoint for SharePoint On-Premise 2013 / 2016. Check the steps below to get started.

Submit the ShortPoint Trial Request

To access our trial page, go to <u>https://www.shortpoint.com/</u> and select **Download** at the top right corner.

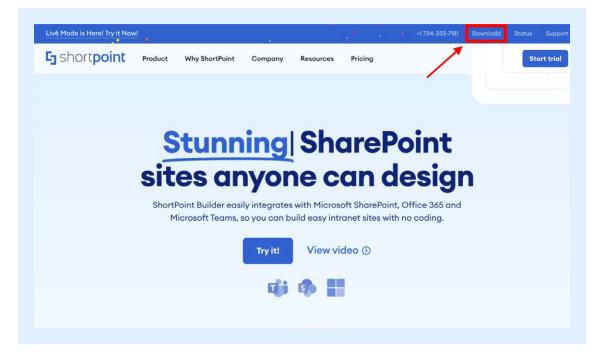


Figure 4.1.1 Download button



Scroll down and choose your product.

- For SharePoint 2013 users, click **SharePoint 2013**.
- For SharePoint 2016 users, click **SharePoint 2016**.

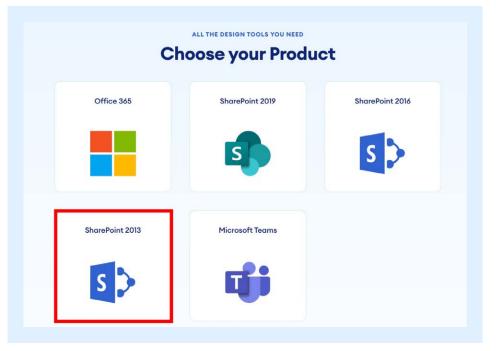


Figure 4.1.2 Choose your product

Click the **Download** button.



Figure 4.1.3 Download button



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Select if you are a new or an existing customer.

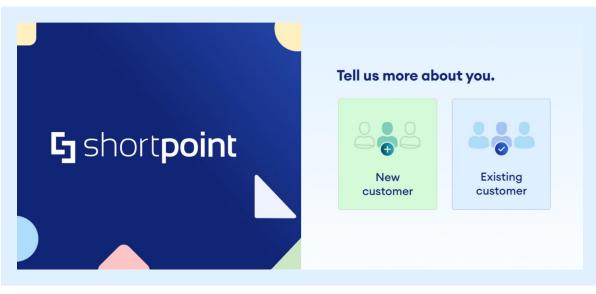


Figure 4.1.4 New or Existing customer selection

Fill in the trial request form.

E j short point	Tell us more	about you. 🛛 🗙
	First Name	Last Name
	Jane	Doe
	Business Email	
3 steps to get	janedoe@shortpoint.co	m
started	Direct Phone	Country
startea	+480123456789	Poland
We want everyone to love ShortPoint and get the	Job Title	Company Name
most out of our powerful design tools. Every trial	Intranet Designer	ShortPoint
comes with a 60 minute training.	Environment	
		*
1. Enter your information	This is where you install and use SP	
	I'm also interested in the	following
2. Help Getting Started	Professional Ser	vices
3. Download the software		
	e	and the second se
		Next

Figure 4.1.5 Trial request form



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From the **Environment** drop-down, select your SharePoint environment.

- For SharePoint 2013 users, select **SharePoint 2013 (On-Premise)**.
- For SharePoint 2016 users, select **SharePoint 2016 (On-Premise)**.

	Tell us more at	oout you.
	First Name	Last Name
	Jane	Doe
3 steps to get started	Business Email	
at and a	janedoe@shortpoint.com	
startea	Direct Phone	Country
We want everyone to love ShortPoint and get the most out of	43123456789	Poland
our powerful design tools. Every trial comes with a 60 minute	Job Title	Company Name
training.	Intranet Designer	ShortPoint
	Environment	
1. Enter your information	Office 365	•
	SharePoint Online	
2. Help Getting Started	SharePoint 2019 (On-Premi SharePoint 2016 (On-Premi	se)
	SharePoint 2013 (On-Premi	iso)
3. Download the software		

Figure 4.1.6 Environment drop-down

Let us know if you are interested in Professional Services for your intranet. Then, click Next.

	Tell us more at	oout you.
	First Name	Last Name
	Jane	Doe
3 steps to get	Business Email	
	janedoe@shortpoint.com	
started	Direct Phone	Country
	+480123456789	Poland
Ve want everyone to love ShortPoint and get the most out f our powerful design tools. Every trial comes with a 60	Job Title	Company Name
ninute training.	Intranet Designer	ShortPoint
	Environment	
l. Enter your information	SharePoint 2016 (On-Premis	
	This is where you install and use ShortP	
. Help Getting Started	I'm also interested in the follo	owing
	😕 Professional Service	95
. Download the software		
		Next

Figure 4.1.7 Professional Services selection

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Every new trial comes with a 60-minute walkthrough demo session with one of our experts. If you would like to have it, select a **date**.

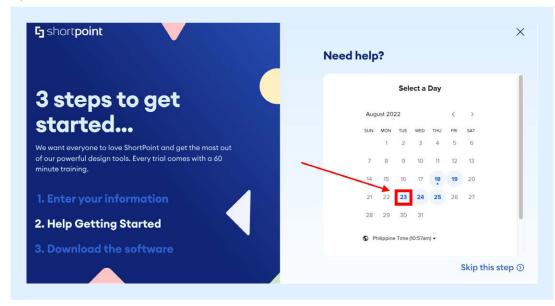


Figure 4.1.8 Date of walkthrough session selection



	Need help?
3 steps to get started	← Tuesday August 23, 2022 ♥ Philippine Time (It:0tam) →
Ve want everyone to love ShortPoint and get the most out of our powerful design tools. Every trial comes with a 60 ninute training.	Select a Time Duration: 60 min 1:30am
I. Enter your information	2:00am
2. Help Getting Started	2:30am
2. Help Getting Started 3. Download the software	2:30am 9:00pm

Figure 4.1.9 Time of walkthrough session selection



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After selecting the date and time of the walkthrough, click Confirm.

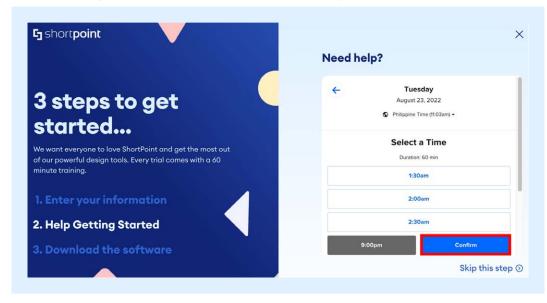


Figure 4.1.10 Confirm button

You can also indicate the emails of your colleagues to invite them to the walkthrough and leave comments if you have any special requests. Then, click **Schedule Event**.

	Need help?
	Name *
3 steps to get	Jane Doe
started	Email *
suiteum	janedoe@shortpoint.com
Ve want everyone to love ShortPoint and get the most out of our powerful design tools. Every trial comes with a 60 ninute training.	Add Guests Please share anything that will help prepare for our meeting.
	I would like to try ShortPoint for my intranet.
. Enter your information	
2. Help Getting Started	
. Download the software	Schedule Event





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You will then be redirected to the Success page where you can download ShortPoint.

- For SharePoint 2013 users, click **Download ShortPoint for SharePoint 2013**.
- For SharePoint 2016 users, click **Download ShortPoint for SharePoint 2016**.

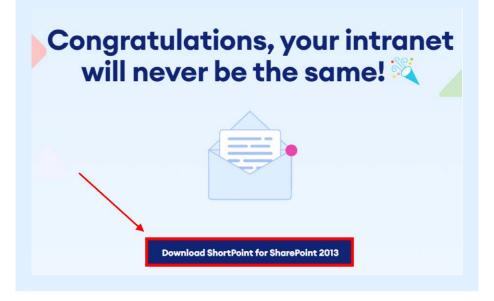


Figure 4.1.12 Download ShortPoint for SharePoint 2013 button



Section 5 Extract the ShortPoint File

This section discusses how to extract the ShortPoint file you downloaded earlier. Take note of the steps below to successfully extract your ShortPoint file.

If you are using the Chrome browser, you will see a ZIP archive at the bottom of your screen after clicking the download button. If you are using another browser, look for the file in your downloads.

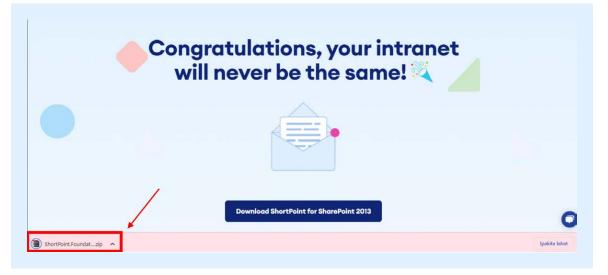


Figure 5.1.1 ShortPoint zip archive

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On your **Downloads** folder, locate the **ShortPoint.Foundation** file.

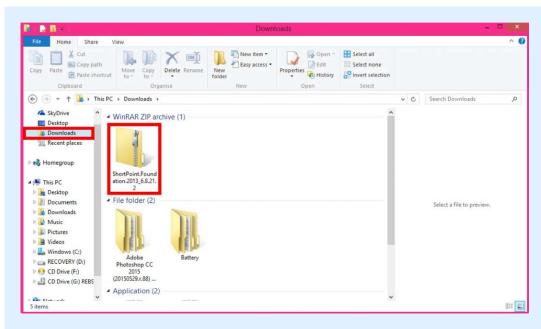
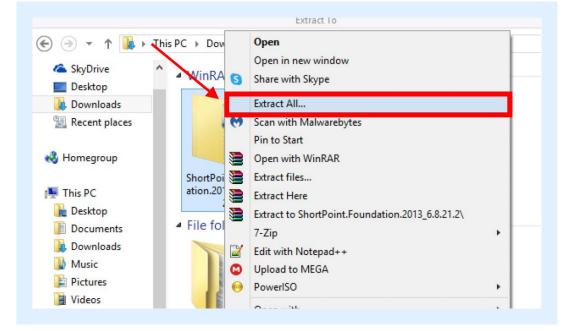


Figure 5.1.2 Downloads folder



Right-click on the file and select **Extract all**.

Figure 5.1.3 Extract All button

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A pop-up window will appear. Click **Browse** to choose the location of the extracted file. Make sure that it is extracted to your SharePoint server.

xtract Files	×
••	Browse
	r.

Figure 5.1.5 Browse button

After choosing the file location, click **Extract**.

Select a Destination and Extract	Files	
Files will be extracted to this folder:		
C:\Users\		Browse

Figure 5.1.6 Extract button

To check if the file has been extracted properly, go to the folder where you extracted the file and look for the following:

- readme.txt
- Resources
- Setup2013.exe or Setup2016.exe
- Setup2013.exe.config or Setup2016.exe.config
- ShortPoint_Setup_Guide_SharePoint_2013/2016.pdf
- ShortPoint.Foundation.wsp

File Home Share	View						^ (
Copy Paste Paste Cut Paste Paste Shortc	ut Nove Copy to * Copy Organise	New item • New folder	Properties • Open	Select all Select none Invert selection Select			
	organise		open		V C	Search	Q
				^			,
E Desktop Downloads Recent places	 Resources Setup2013.exe Setup2013.exe.co 	onfig					
 This PC Desktop Documents Downloads Music Pictures 	ShortPointoint					Select a file to preview.	
Videos Vindows (C;) CR RECOVERY (D;) CD Drive (F;) CD Drive (G;) REBS Vietnes				v			811 8

Figure 5.1.7 ShortPoint Setup files

Congratulations! You have successfully extracted the ShortPoint file. You may now proceed to the next section.

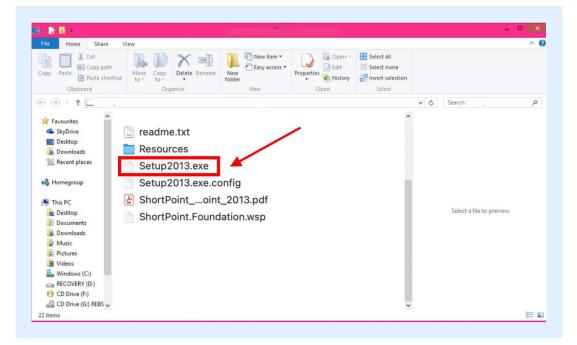


Section 6 Installing ShortPoint

This section will walk you through how to install ShortPoint. Follow the steps carefully for a successful installation.

Find the extracted Setup.exe file and click it.

- For SharePoint 2013, run Setup2013.exe.
- For SharePoint 2016, run Setup2016.exe.





You will be redirected to the ShortPoint Foundation setup wizard. Click Next.



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ShortPoint Found	lation	G 1	short poin t
Welcome to the ShortPo	oint Foundation setup w	izard	
This setup wizard will install ar	nd deploy ShortPoint Founda	tion to your SharePoint fam	1.
	R		
Next: System Check			

Figure 6.1.2 ShortPoint Foundation setup wizard

The setup wizard will conduct a System Check. Make sure that every item has a checkmark. Then, click **Next**.

Syste	m Check	L short point
Checkin	g if ShortPoint Foundation can be installed from	this machine
0	SharePoint Foundation/Services is installed.	
0	SharePoint version compatible: 12.0.0.0 <= 15.0.4420.10	17.
0	SharePoint Server is installed.	
0	You have permission to install and deploy SharePoint solution	tions.
0	The Windows SharePoint Services Administration service	is started.
0	The Windows SharePoint Services Timer service is started	d.
0	Solution file found.	
\bigcirc	ShortPoint Foundation is not installed.	
0	New features specified: 1	
All ch	ecks succeeded. Please click Next to proceed with the inst	tallation.
Next:	End-User License Agreement Previ	ious Next Abort

Figure 6.1.3 System Check

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NOTE: If you receive an error or if there are any "x" marks on the items above, make sure to check if you have fulfilled all the requirements in the Before we begin section.

Accept our End-User License Agreement. You can also view an online version at shortpoint.com/eula for reference. Click **Next**.

ShortPoint Founda	
End-User License Agreement	G short point
Please read the following license agreement careful	lly
END-USER SOFTWARE LICENSE	
THIS IS A LEGALLY BINDING AGREEMENT BETW	VEEN YOU (EITHER AN
INDIVIDUAL OR A SINGLE ENTITY) AND SHORT	POINT FZCO ("SHORTPOINT")
FOR THE SHORTPOINT SOFTWARE AND ASSOC	CIATED MEDIA AND PRINTED
MATERIALS, AND MAY INCLUDE ONLINE OR EL	
SOFTWARE PRODUCT OR SOFTWARE (COLLEC	
BY INSTALLING, COPYING, OR OTHERWISE USII	
AGREEING TO BE BOUND BY THE TERMS AND	
AGREEMENT, INCLUDING THE SOFTWARE LICE SOFTWARE WARBANTY BELOW, PLEASE READ	
BEFORE USING THE SOFTWARE. IF YOU DO NO	
AND CONDITIONS OF THIS AGREEMENT, YOU S	
I accept the terms in the License Agreement	
Next: Web Application Deployment Targets	Previous Next Abort
Short Point Foundation 1.0.0 18481	ht

Figure 6.1.4 End-User License Agreement



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Choose the Web Application where you want ShortPoint to be activated. Make sure to tick the **Central Administration** site. It is required to manage the ShortPoint Configuration features. Click **Next**.

Web Applications:		
http://sharepoint-2013:11603/ http://sharepoint-2013:46770/		
✓ http://sharepoint-2013/ (Share)	ePoint - 80)	
2		

Figure 6.1.5 Web Application Deployment

The installation might take a few minutes. Once done, click **Next**.

Point Foundation is in	nstalled	
2		
completed.		
	~	
	ompleted.	ompleted.

Figure 6.1.6 Installing ShortPoint



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Congratulations, You are done! ShortPoint is now installed and you are ready to start designing amazing SharePoint pages. Click **Close**.

ShortPoint For	undation	
Installation Successfully Complete	d	L _shortpoint
Details: Info: ***** SOLUTION DEPLOYMENT ***** Info: Installing solution at level 15: shortpoint foundation.w Info: Deploying to web application Resource: True, ap Info: SHAREPOINT-2013 : http://sharepoint-2013/:11603 SHAREPOINT-2013 : http://sharepoint-2013/ : The solut	plications: 2 / : The solution w	
ShortPoint Foundation 1.0.0.18481	Previous	Next Close

Figure 6.1.7 Successfully Installed

Section 7

Post-check after Installation

This section will show you two ways to check if you have successfully installed ShortPoint. One is through SharePoint Central Administration and the other is through Site Settings.

7.1 SharePoint Central Administration

Use the Windows search box to look for and open the SharePoint Central Administration.

- For SharePoint 2013, search for SharePoint 2013 Central Administration.
- For SharePoint 2016, search for SharePoint 2016 Central Administration.



Figure 7.1.1 SharePoint 2013 Central Administration

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Once there, click License Management under the ShortPoint section.

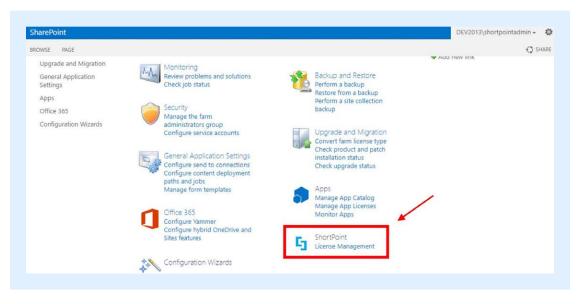


Figure 7.1.2 ShortPoint License Management

If the status is **Active**, it means that you have successfully installed ShortPoint.

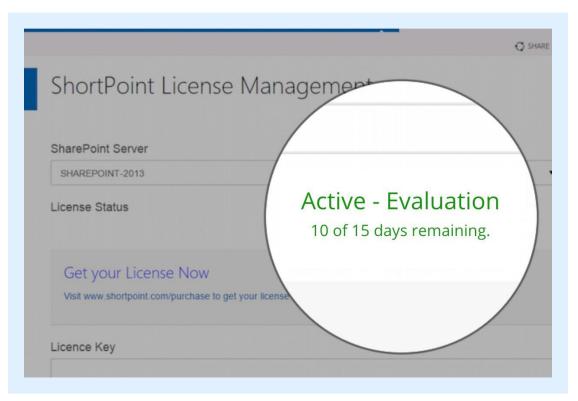


Figure 7.1.3 Active ShortPoint License

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7.2 Site Settings

Open the site where you wish to use ShortPoint. Click the **cogwheel** button in the upper right corner.

SharePoint	Sites	Shortpointadmin
BROWSE PAGE		SHARE \$ FOLLOW PEDIT
2	Home P EDIT LINKS	
3	ClassicSite	Search this site 🔹 🗸 🖉
Home		
Documents	Q Search Teams	
ShortPoint Dashboard	•	
Recent	Q QA team	>
Site Contents		
Recycle Bin		
	Team4	>

Figure 7.2.1 Cogwheel button

From the dropdown, click **Site Settings**.

SharePoint	Sites	0	? shortpointadmin
BROWSE PAGE		Shared with	SHARE 🚖 FOLLOW 🖌 EDIT
	Home PEDIT LINKS	Edit page	
s 🔉	ClassicSite	Add a page	site 👻 🖉
		Add an app	
Home	Q. Search Teams	Site contents	
Documents ShortPoint Dashboard		Change the look	
Recent	Q QA team	Site settings	,
Site Contents Recycle Bin		Getting started	
EDIT LINKS	Team4		· ·

Figure 7.2.2 Site Settings button



Under ShortPoint, click ShortPoint Dashboard.

SharePoint	Sites		Shortpointadmin
			몇 SHARE ☆ FOLLOW 3
25	Home Sedit Links		
2	Site Settings		
ome	Users and Permissions	Look and Feel	
ocuments	People and groups Site permissions	Title, description, and logo Ouick launch	
hortPoint Dashboard	Site collection administrators	Top link bar	
ecent	Site app permissions	Tree view Change the look	
te Contents	Web Designer Galleries		
ecycle Bin	Site columns	Site Actions	
	Site content types Web parts	Manage site features Save site as template	
EDIT LINKS	List templates	Enable search configuration export	
	Master pages	Reset to site definition	
	Themes Solutions	Delete this site	
	Composed looks		
		ShortPoint	
	Site Administration	ShortPoint Dashboard	
	Regional settings		
	Language settings Site libraries and lists	Search Result Sources	

Figure 7.2.3 ShortPoint Dashboard button

The ShortPoint Dashboard will show you the status of your ShortPoint license.

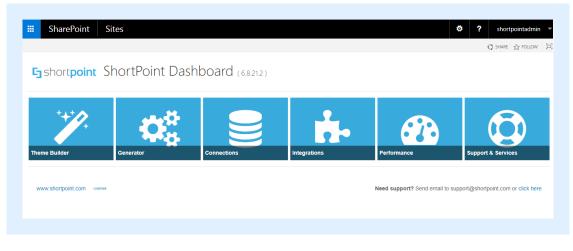


Figure 7.2.4 ShortPoint Dashboard



Section 8

Scope of ShortPoint **Feature Activation**

This section will show you how to control the scope of ShortPoint activation. The three features discussed below will help you manage where ShortPoint will be used on your farm and where it will not be available.

8.1 Web Application Feature

This feature will activate ShortPoint on the web application level. This means that all site collections in this Web Application will have the ShortPoint Site Collection feature activated.

To activate, use your Windows search bar to look for the SharePoint Central Administration.

- For SharePoint 2013, search for SharePoint 2013 Central Administration.
- For SharePoint 2016, search for SharePoint 2016 Central Administration.

Apps Results for "central admi"	Search Apps central admit X A		
SharePoint 2013 Central	Apps	(1)	
	Settings		
	Google Chron	ne	

Figure 8.1.1 SharePoint 2013 Central Administration

Under Application Management, click Manage web applications.

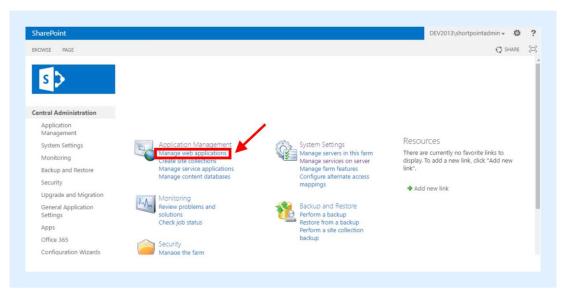


Figure 8.1.2 Manage Web Applications button

On the next page, click Manage Features.

harePoint			DEV2013\shortpointadmin - 🍄
IOWSE WEB APPLICATIONS			🔿 SHARE [
v Extend Delete Contribute	Amange Features Image	ons User Anonymous Permission	
entral Administration	Name	URL	Port
Application	Developer Test Site	http://dev2013/	80
Management	SharePoint Central Administration v4	http://dev2013:11111/	11111
System Settings			
Monitoring			
Backup and Restore			
Security			
Upgrade and Migration			
General Application Settings			
215-93 IZ-			
Apps			
Apps Office 365			

Figure 8.1.3 Manage features button



Look for ShortPoint Foundation and click **Activate**.

	Services Application, included in the SharePoint Server Enterprise License.	Activate
-	SharePoint Server Site Search	
	Uses the Search Server Service for site and list scoped searches.	Activate
	SharePoint Server Standard Web application features	
	Features such as user profiles and search, included in the SharePoint Server Standard License.	Deactivate
	ShortPoint Foundation	
5	Use ShortPoint and create SharePoint as never before. Once activated, start using your favorite ShortPoints in any Rish Text field	Activate

Figure 8.1.4 Activate button

8.2 ShortPoint Site Collection Feature

This feature will activate ShortPoint on all existing and new sites of the current Site Collection.

To activate, go to the Site Collection where you want to use ShortPoint. Click the **cogwheel** button on the upper right corner of the screen.

SharePoint	Sites	🗘 ? shortpointadmin
IROWSE PAGE	-	C SHARE & FOLLOW / EDIT
s	Home PEDITURNS ClassicSite	Search this site 🔹 🔊
lome Documents	Q Search Teams	
ihortPoint Dashboard tecent iite Contents	Q QA team	>
ecycle Bin	Team4	,

Figure 8.2.1 Cogwheel button



From the dropdown, click **Site Settings**.

SharePoint	Sites	0	? shortpointadmin
BROWSE PAGE		Shared with	SHARE 🏠 FOLLOW 🖌 EDIT
	Home / EDIT LINKS	Edit page	
s 🔉	ClassicSite	Add a page	site 👻 🗩 🖉
		Add an app	
Home	Q. Search Teams	Site contents	
Documents ShortPoint Dashboard		Change the look	
Recent	Q QA team	Site settings	`
Site Contents Recycle Bin		Getting started	
EDIT LINKS	Team4		>

Figure 8.2.2 Site Settings button

Under Site Collection Administration, click Site collection features.

SharePoint Si	tes	Φ?	shortpointadmin 💌
nunsiuuon suuus			🗘 share 🙀 follow 🔄
Site Collection Administration Recycle bin Search Result Sources Search Result Types Search Carlong Search Settings Search Settings Search Configuration Import Search Configuration Export Site collection features Site collection navigation Search engine optimization settings			
Site collection audit settings Audit log reports Portal site connection Content Type Policy Templates Storage Metrics			

Figure 8.2.3 Site collection features button

On the Site collection features page, look for ShortPoint and click **Activate**.

85	SharePoint Server Standard Site Collection features Features such as user profiles and search, included in the SharePoint Server Standard License.	Deactivate Active
5	ShortPoint Activating this feature will activate ShortPoint across entire site collection	Activate
52	Site Policy Allows site collection administrators to define retention schedules that apply to a site and all its content.	Activate

Figure 8.2.4 Activate button

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8.3 ShortPoint Site Feature

This feature allows you to activate ShortPoint on specific websites.

To activate, go to the site where you want to use ShortPoint. Click the **cogwheel** button on the upper right corner of the screen.

SharePoint	Sites	🕸 ? shortpointadmin
BROWSE PAGE		C SHARE & FOLLOW / EDIT
s >		Search this site 🔷 🖉
Home Documents	Q, Search Teams	
ihortPoint Dashboard lecent iite Contents	Q QA team	>
ecycle Bin	Теат4	>

Figure 8.3.1 Cogwheel button

From the dropdown, click **Site Settings**.

BROWSE PAGE		Shared with	SHARE 🏠 FOLLOW 🖌 EDIT
	Home P EDIT LINKS	Edit page	
ClassicSite	ClassicSite	Add a page	site 👻 🗩 🔎
		Add an app	
Home	Q. Search Teams	Site contents	
Documents ShortPoint Dashboard	View Manufacture	Change the look	
Recent	Q QA team	Site settings	`
Site Contents Recycle Bin		Getting started	
EDIT LINKS	Team4		>

Figure 8.3.2 Site Settings button



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Under Site Actions, click Manage Site Features.

SharePoint	Sites		ø	?	shortpointadmin	-
				;	🗘 SHARE 🏠 FOLLOW	0
s 🕻	Home PEDIT LINKS Site Settings					
Home Documents ShortPoint Dashboard Recent	Users and Permissions People and groups Site permissions Site collection administrators Site app permissions	Look and Feel Tidle, description, and logo Quick luunch Top link bar Thee view Change the look				
Site Contents Recycle Bin Ø EDIT LINKS	Web Designer Galleries Site colume: Site content types Web parts List templates Master pages Themes Solutions Composed looks	Site Actions Manage site features source and a semparity Enable search configuration export Reset to site definition Delete this site				

Figure 8.3.3 Manage site features button

On the Manage site features page, look for ShortPoint and click **Activate**.

56	SharePoint Server Standard Site features Features such as user profiles and search, included in the SharePoint Server Standard License.	Deactivate Active
5	ShortPoint Use ShortPoint and create SharePoint content as never before. Once activated, start using your favorite ShortPoints in any Rich Text field	Activate
	Site Feed Enables the use of site feeds.	Activate

Figure 8.3.4 Activate button

Section 9 Installing New Upgrades

This section discusses how to install new ShortPoint upgrades. Follow the steps when you are ready for an upgrade.

To install new upgrades, <u>download</u> the latest version of ShortPoint for Share 2013 / 2016 and run the **Setup.exe** file.

File Home Share Vi	lew					^
Copy Paste Cut Copy Paste Paste shortcut Clipboard	Move Copy Delete Rename to * Organise	New item • New folder New	Properties Open	Select all Select none Invert selection Select		
-) - ↑ □ .					v 🖒 Search	. P
Favourites SkyDrive Desktop Downloads Recent places Homegroup This PC Dosktop Documents Dosktop Documents Downloads Music Filtures	Setup2013 ShortPointInstaller After Subversion Change NortPoint_Foundation.w WSP File 19.5 MB Setup2013.exe.config CoNFIG File 1.81 KB			Î	Select a file	to preview.
Videos Windows (C:) RECOVERY (D:) CD Drive (F:)						

Figure 9.1.1 Setup.exe

Once the ShortPoint Foundation setup wizard opens, begin by hitting the **Next** button.



ShortP	oint Foundatio	on		5 sho	rt poin
Welcome	to the ShortPoint F	oundation set	up wizard	-	
This setup w	izard will install and dep	ploy ShortPoint Fo	undation to your Sh	arePoint farm.	

Figure 9.1.2 ShortPoint Foundation setup wizard

The wizard will do a system check for all the requirements to install the application. Once all items have check marks, you can proceed to hit **Next**.

Syste	m Check	G short poin
Checkin	g if ShortPoint Foundation can be installe	ed from this machine
0	SharePoint Foundation/Services is installed.	
0	SharePoint version compatible: 12.0.0.0 <= 16.0.	4327.1000.
\bigcirc	SharePoint Server is installed.	
\bigcirc	You have permission to install and deploy ShareF	Point solutions.
\bigcirc	The Windows SharePoint Services Administration	n service is started.
\bigcirc	The Windows SharePoint Services Timer service	is started.
\bigcirc	Solution file found.	
\bigcirc	ShortPoint Foundation is already installed.	
0	Installed features specified: 1	
All ch	ecks succeeded. Please click Next to proceed wit	h the installation.
Next:	Repair or Remove	Previous Next Abort

Figure 9.1.3 System Check



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You will then be asked what operation to perform in this process. Please choose **Repair** for the upgrade. This will remove the previous ShortPoint installation and replace it with the newest version. Then, click **Next**.

		E als automation
Repa	ir or Remove	5 shortpoir
Please	select the operation you wish to perform	
Shor	Point Foundation is already installed. What would yo	u like to do?
• F	lepair	
	etracts the solution from all web applications and dep	loys it once again.
	lemove	n 🛎 or yng solo of fan t 🗮 yn a s
~ .	etracts the solution from all web applications and dele	alas à
Plea	se click the Next button to start the selected operation	n
	Review Currently Activated Locations	
Next:		Previous Next Abort

Figure 9.1.4 Repair option

All SharePoint environments with activated ShortPoint will be listed for your review. Click **Next** to proceed.

4 In	stances		
WebApp WebApp	WebApp SharePoint - sp. SharePoint - Ap. (http://sp2016: ShortPoint Fou	Web	

Figure 9.1.5 Currently Activated Instances

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The setup wizard will now perform the upgrade. Once complete, go and hit the **Next** button.

Repairing			5 sho	ort poir
	e ShortPoint Foundat	tion is repaired		
	and the second			
All operations succe	essfully completed.			
All operations succe	essfully completed.			
All operations succe	essfully completed.			
All operations succe	esfully completed.			
All operations succe	ssfully completed.			

Figure 9.1.6 Upgrade ongoing

You now have the latest ShortPoint upgrade. Click the **Close** button.

Details:	
Info Deactivating 4 total activations of 1 feature(i) on 4 loc info. Deactivating 0 feature(i) on 0 ste(i). Info: Deactivating 1 web application feature(i) on 4 web ap info: Deactivating 1 web application feature(i) on 4 web ap 849c-b44bf8a9c642. ShortPort Foundation {7/c2582427 Info: Deactivating 1 web application feature(i) on 4 web ap 849c-b44bf8a9c642. ShortPort Foundation {7/c2582427 Info: Deactivating 1 web application feature(i) on 4 web ap 849c-b44bf8a9c642. ShortPort Foundation {7/c2582427 Info: Deactivating 1 web application feature(i) on 4 web ap 849c-b44bf8a9c642. ShortPort Foundation {7/c2582427 Info: Deactivating 1 web application feature(i) on 4 web ap 849c-b44bf8a9c642. ShortPort Foundation {7/c2582427 Info: SP2016 http://sp2016.5hortPoint.com/. The solution SP2016 http://sp2016.5hortPoint.com/. The solution was successity SP2016 http://sp2016.5hortPoint.com/. The solution was SP2016 http://sp2016.5hortPoint.com/. The solution was	ploations ploations feature; Fo2582442744342 + 342:345-64bf839:642] ploations feature; Fo2582442744342 + 342:345-64bf839:642] ploations feature; Fo2582442744342 + 342:495:64bf83:6542] ploations feature; Fo2582442744342 + 342:495:64bf83:6542] is uccessfully retracted successfully retracted successfully retracted successfully retracted successfully retracted
SP2016 : http://sp2016:11111/ : The solution was success	sfully retracted.

Figure 9.1.7 Upgraded successfully

That's it! You now have ShortPoint installed.

Final Remarks.

You have now reached the end of this guide. Thank you for installing ShortPoint Farm Solution for SharePoint 2013 / 2016.



If you need further assistance, you may reach out to us through the following methods:

- Email support@shortpoint.com
- 📚 Knowledge Base <u>support.shortpoint.com</u>
- Website shortpoint.com

Elegant Intranet sites anyone can design.



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support.shortpoint.com

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