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 1.3 Jan 7, 2025



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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.

SharePoint	Sites	🔅 ? shortpointadmin
BROWSE PAGE		C) SHARE 1/2 FOLLOW / EDIT [2
S	ClassicSite	Search this site 🔹 🗸 🔎
Home	Q. Search Teams	
ShortPoint Dashboard Recent Site Contents	Q QA team	,
Recycle Bin	Team4	>

Figure 1.1.2.1 Cogwheel button

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

SharePoint Sites		4	? sho	ortpointadmin
BROWSE PAGE		Shared with	SHARE 🏠 FOL	LOW 🖋 EDIT
Home	EDIT LINKS	Edit page		
S P Class	icSite	Add a page	site	* Ø
01050		Add an app		
Home Q Searc	h Teams	Site contents		
ShortPoint Dashboard		Change the look		
Recent	QA team	Site settings		>
Recycle Bin		Getting started		
P EDIT LINKS	leam4			>

Figure 1.1.2.2 Site Settings button

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Under Users and Permissions, click Site Collection Administrators.

SharePoint	Sites		¢	?	shortpointadmin	
			<i>n</i>	<	🕽 SHARE 🏠 FOLLOW	5
	Home / EDIT LINKS					
s 🔉	Site Settings					
Home	Users and Permissions People and groups	Look and Feel Title, description, and loop				
Documents	Cito comissions	Quick launch				
ShortPoint Dashboard	Site collection administrators	Tree view				
Recent		Change the look				
Site Contents	Web Designer Galleries					
Recycle Bin	Site columns	Site Actions				
	Site content types	Manage site features				
EDIT LINKS	Web parts	Save site as template				
	Master pages	Reset to site definition				
	Themes	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 are sive full control over all Web sites in the site collection. There site collection. There site site site site site site site sit

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



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

		Servic	es				×
File Action View	Help						
• 🔿 💼 🖬	à 😼 🖬 🖬 🕨 🔳 🕪						
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	Routing and Remote Access	Offers routing services to		Disabled	Local System	
	Kestart 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	Security Accounts Manager	The startup of this service	Running	Automatic	Local System	
	SharePoint	C Server	Supports file print and p	Running	Automatic	Local System	
		SharePoint Administration					
		SharePoint Search Host Controller	Performs host deploymen		Automatic	.\spfarmservice	
		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 rode 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	
		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 2.1.2 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.

		Servi	ces				×
File Action View	v Help						
(= -) 🔂 🗐	a 🗟 🚺 🖬 🕨 🔳 🕪						
Services (Local)	Services (Local)						
	SharePoint Administration	Name	Description	Status	Startup Type	Log On As	
	The second s	😪 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	
		G RPC Endpoint Mapper	Resolves RPC interfaces id	Running	Automatic	Network Service	
	Description	Secondary Logon	Enables starting processes		Manual	Local System	
	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	
		Server	Supports file, print, and n	Running	Automatic	Local System	
		SharePoint Administration	Performs administrative t	Running	Automatic	Local System	
		SharePoint Search Host Controller	Performs nost deploymen		Automatic	.\sptarmservice	
		CharaDoint Timer Service	Sands potifications and p		Automatic	\spfamservice	
		G SharePoint Tracing Service	Manager trace output	Rupping	Automatic	Local Service	
		SharePoint User Code Host	Executes user code in a sa	Running	Disabled	\sofarmsenvice	
		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	
		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.



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



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

					C SHARE
s 🔉	Server	rs in Farm			
entral Administration	Farm Informa	tion			
Application Management	Configuratio	n database version:			
System Settings	Configuratio	n database server:			
Monitoring	Configuratio	n database name:			
Backup and Restore	Server	SharePoint Products Installed	Services Running	Status	Remove Server
Security	DEV2013 Langua Microso	ge Pack for SharePoint and Project Server 2013 - Arabic الحربية htt SharePoint Server 2013	Central Administration	No Action Required	Remove Server
Upgrade and Migration			Microsoft SharePoint Foundation Database		
General Application Settings			Microsoft SharePoint Foundation Web Application Microsoft SharePoint Foundation Workflow Timer Service Search Host Controller Service		
A			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.

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 **Install** at the top right corner.



Figure 4.1.1 Install button

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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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Write your [1] Business Email. Then, select [2] Start a Trial and click [3] Next.



Figure 4.1.4 New or Existing customer selection

Fill in the trial request form.

	Manage and a Parts	to far an dish ashe to			
	we need d little	into and that's it.			
	No credit card required. A	Automatic installation on test site.			
steps to get started.	First Name	Last Name			
urget a van van a lave ShartDaint and get the most aut of	John	Smith			
powerful design tools. Every trial comes with a 60 minute	Business Email				
ning.	johnsmith@shortpoint.com				
	Direct Phone	Country			
1. Enter your information	+480123456789	Poland 🔻			
	Job Title	Company Name			
2. Help getting started	Intranet Designer	ShortPoint			
	Environment				
3. Install ShortPoint	SharePoint 2013 (On-Premise)				
	This is where you install and use ShortPoint	<u>6</u>			
	I'm also interested in the following	ng			
	Professional Services				
AICPA Microsoft BARR					

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)**.

	We need a little No credit card required	e info and that's it. Automatic installation on test	site.
3 steps to get started.	First Name	Last Name	
	John	Smith	
Ve want everyone to love ShortPoint and get the most out of our powerful design tools. Every trial comes with a 60 minute	Business Email		
training.	johnsmith@shortpoint.com		
	Direct Phone	Country	
1. Enter your information	+480123456789	Poland	•
2. Help getting started	Microsoft 365 SharePoint Online SharePoint 2019 (On-Premie	:0))
3 Install ShortPoint	SharePoint 2016 (On-Premis	se)	
	✓ SharePoint 2013 (On-Premise)		
	This is where you install and use ShortPo	int	
	I'm also interested in the follow	wing ————	
	Professional Services		
	C. C	Next	

Figure 4.1.6 Environment drop-down

Let us know if you are interested in <u>Professional Services</u> for your intranet. Then, click **Next**.

Shortpoint	Back		
	We need a little	info and that's it.	
	No credit card required.	Automatic installation on test site.	
3 steps to get started.	First Name	Last Name	
	John	Smith	
We want everyone to love ShortPoint and get the most out of our powerful design tools. Every trial comes with a 60 minute training.	Business Email		
	johnsmith@shortpoint.com		
	Direct Phone	Country	
1. Enter your information	+480123456789	Poland	
	Job Title	Company Name	
2. Help getting started	Intranet Designer	ShortPoint	
2 Install ChartDaint	Environment		
3. Install ShortPoint	SharePoint 2013 (On-Premise)		
	This is where you install and use ShortPoin	¢	
	I'm also interested in the follow	ing	
	Professional Services	~) _	
Microsoft BARR			
		Next	





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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**.

	Schedule complimentary training
3 steps to get started.	Select a Day
le want everyone to love ShortPoint and get the most out of ur powerful design tools. Every trial comes with a 60 minute	< January 2025 >
aining.	SUL MON TUE WED THU FRI SAT
2 1. Enter your information	1 2 3 4
	5 6 7 8 9 10 11
2. Help getting started	12 13 14 15 16 17 18
3. Install ShortPoint	19 20 21 22 23 24 25
	26 27 28 29 30 31
	Time zone
	S Philippine Time (13:18) -

Figure 4.1.8 Date of walkthrough session selection



And a **time slot**. Otherwise, you can click Skip this Step.

Figure 4.1.9 Time of walkthrough session selection

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After selecting the date and time of the walkthrough, click **Next**.



Figure 4.1.10 Next button

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

5 shortpoint	© Back
	Schedule complimentary training
	Enter Details
3 steps to get started.	Name *
We want everyone to love ShortPoint and get the most out of our powerful design tools. Every trial comes with a 60 minute	John Smith
training.	Email *
1. Enter your information	johnsmith@shortpoint.com
	Add Guests
2. Help getting started	Please share anything that will help prepare for our meeting
3. Install ShortPoint	neemy.
	By proceeding, you confine that you have read and agree to Calendly's Terms of Lise any survey Notice
Gold Partner	Schedule Event
ShortPoint is Private. Secure. Trusted.	Skip this step 🕥

Figure 4.1.11 Schedule Event button

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You will be given the details of the complimentary training. Click **Download ShortPoint**.



Figure 4.1.12 Download ShortPoint button

You will then be redirected to the Success page where you can download ShortPoint. Click **Install Now**.



Figure 4.1.12 Install Now button



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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

]

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

Home Chare			Down	loads				
Home share	View							^
Paste Daste shore	tcut Move Copy to *	elete Rename New folde	New item •	Properties	Select all Select none			
Clipboard	Organis	ie	New	Open	Select			
-) 🔿 🖛 🕆 🊺 🕨 Thi	s PC → Downloads →					v C	Search Downloads	۶
Comparison	ShortPointFound ation.2013.6.8.21. 2 4 File folder (2) Adobe Photoshop CC 2015	Battery			-		Select a file to preview.	

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.

Select a Destination and Extract Files	
C:\Users\``	Browse

Figure 5.1.5 Browse button

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

Select a Destination and	d Extract Files	
Files will be extracted to this fo	lder:	
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 Shortcu	ut Move Copy to Organise	New item • P Easy access • folder	Properties Open Open	Select all Select none Invert selection Select			
					v c	Search	م
Downloads	Resources Setup2013.exe	onfig					
Normegroup	Setup2013.exe.	coning					
This PC	ShortPointoi	nt_2013.pdf					
Desktop Documents Downloads Music Pictures Videos Windows (C:) RECOVERY (D:)	ShortPoint.Four	dation.wsp				Select a file to preview.	
😏 CD Drive (F:)							
0							

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 Foun	dation		C _shortpoin
Welcome to the Short	Point Foundation setup	wizard	
This setup wizard will install	and deploy ShortPoint Foun	dation to your SharePo	pint farm.
	R.		

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
Checki	ng if ShortPoint Foundation can be installed from this	s machine
0	SharePoint Foundation/Services is installed.	
0	SharePoint version compatible: 12.0.0.0 <= 15.0.4420.1017.	
0	SharePoint Server is installed.	
0	You have permission to install and deploy SharePoint solution:	s.
\bigcirc	The Windows SharePoint Services Administration service is st	tarted.
\bigcirc	The Windows SharePoint Services Timer service is started.	
\bigcirc	Solution file found.	
\bigcirc	ShortPoint Foundation is not installed.	
\bigcirc	New features specified: 1	
All c	necks succeeded. Please click Next to proceed with the installa	tion.
Next:	End-User License Agreement Previous	Next Abort
	F 100 10401	45

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 Foundat	tion
End-User License Agreement	L _short point
Please read the following license agreement careful	ly
END-USER SOFTWARE LICENSE	AGREEMENT
THIS IS A LEGALLY BINDING AGREEMENT BETW	EEN YOU (EITHER AN
INDIVIDUAL OR A SINGLE ENTITY) AND SHORTP	POINT FZCO ("SHORTPOINT")
FOR THE SHORTPOINT SOFTWARE AND ASSOCI	ATED MEDIA AND PRINTED
MATERIALS, AND MAY INCLUDE ONLINE OR ELE	ECTRONIC DOCUMENTATION
SOFTWARE PRODUCT OR SOFTWARE (COLLECT	TIVELY, THE "SOFTWARE").
BY INSTALLING, COPYING, OR OTHERWISE USIN	CONDITIONS OF THIS
AGREEING TO BE BOOND BY THE TERMS AND C	
SOFTWARE WARRANTY BELOW. PLEASE READ	THIS DOCUMENT CAREFULLY
BEFORE USING THE SOFTWARE. IF YOU DO NO	T AGREE WITH THE TERMS
AND CONDITIONS OF THIS AGREEMENT YOU S	
✓ I accept the terms in the License Agreement	
Next: Web Application Deployment Targets Pr	revious Next Abort
ShortPoint Foundation 1.0.0.18481	13

Figure 6.1.4 End-User License Agreement



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 Applic	ations:	-	
http://sl	harepoint-2013:11603/ harepoint-2013:46770/	(Central Administration) (SharePoint - 46770)	
http://sl	harepoint-2013/ (Shar	ePoint - 80)	

Figure 6.1.5 Web Application Deployment

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

Installi	ng			G sho	ort point
Please w	ait while Shor	tPoint Foundatio	on is installed		
		S.,			
_					
All operatio	ns successfully o	completed.			
All operatio	ns successfully o	completed.			
All operatio	ns successfully o	completed.			
All operatio	ns successfully o	completed.			
All operatio	ns successfully o	completed.			

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 Foundation	
Installation Successfully Completed	5 short point
Details:	
Info: solution at level 15: shortpoint foundation.wsp Info: installing solution at level 15: shortpoint foundation.wsp Info: solution ContainsWebApplicationResource: True, applications: 2	<u>^</u>
Info: Deploying to web application(s): SharePoint - 80, Info: SHAREPOINT-2013 : http://sharepoint-2013:11603/ : The solutii SHAREPOINT-2013 : http://sharepoint-2013/ : The <u>solution was succ</u>	on was successfully deployed. essfully deployed.
1	
	~
Previou	s Next Close
ShortPoint Foundation 1.0.0.18481	

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
IROWSE PAGE	_	O SHARE ☆ FOLLOW / EDIT
S	Rome ClassicSite	Search this site 🔹 🖉
lome	Q, Search Teams	
ihortPoint Dashboard tecent iite Contents	QA team	>
ecycle Bin	Team4	>

Figure 7.2.1 Cogwheel button

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

BROWSE PAGE		Shared with	SHARE 🏠 FOLLOW 🖋 EDIT
5	Home FETT LINKS	Edit page Add a page Add an app	site ▼ ⊅
Home	Q Search Teams	Site contents	
Documents ShortPoint Dashboard Recent	Q QA team	Change the look Site settings	,
Recycle Bin	Team4	Getting started	,

Figure 7.2.2 Site Settings button



Under ShortPoint, click ShortPoint Dashboard.

SharePoint	Sites		🔅 ? shortpointadmin
			🖸 SHARE 🏠 FOLLOW
	Home S EDIT LINKS		
S P	Site Settings		
ome	Users and Permissions	Look and Feel	
ocuments	People and groups	Title, description, and logo	
ortPoint Dashboard	Site collection administrators	Top link bar	
ecent	Site app permissions	Tree view Change the look	
te Contents	Web Decigner Calleries		
cycle Bin	Site columns	Site Actions	
	Site content types	Manage site features	
EDIT LINKS	List templates	Save site as template Enable search configuration export	
	Master pages	Reset to site definition	
	Themes	Delete this site	
	Composed looks		
		ShortPoint	
	Site Administration	ShortPoint Dashboard	
	Regional settings		
	Language settings	Search	

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 admi
Central	Apps 1
	Files 0
	<u> </u>

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		DEV20	13\shortpointadmin - 🍄
ROWSE WEB APPLICA	TIONS		🔾 SHARE [
w Extend Delete	General Carlos Service Site Connections Anage	Blocked File Types User Permissions Web Part Security Web Part Security Policy	
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	2		
Security			
Upgrade and Migra	ution		
General Application Settings	1		
Apps			
- de le -			
Office 365			

Figure 8.1.3 Manage features button



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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 Active
	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.

BROWSE PAGE		🔾 SHARE 🏠 FOLLOW 🖌 EDIT 🔅
s>	Home PETITURES ClassicSite	Search this sile 🔹 🖉
Home Documents	Q. Search Teams	
ShortPoint Dashboard Recent Site Contents	Q QA team	,
tecycle Bin	Team4	>

Figure 8.2.1 Cogwheel button



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

SharePoint	Sites	0	?	shortpo	ointadmi	in T
BROWSE PAGE		Shared with	SHARE	습 FOLLOW	/ EDIT	r (C
	Home / EDIT LINKS	Edit page				
S 🔉	ClassicSite	Add a page	site		*	Q
		Add an app				
Home	Q. Search Teams	Site contents				
Documents ShortPoint Dashboard		Change the look				
Recent	Q QA team	Site settings			>	
Site Contents		Getting started				
reception part	Tormet				>	

Figure 8.2.2 Site Settings button

Under Site Collection Administration, click Site collection features.

SharePoint Sites		¢ ?	shortpointadmin 💌
			🔾 SHARE 🏠 FOLLOW [
unsiduon status	configuration export		
te Collection Administration cycle bin arch Result Sources arch Result Types arch Query Rules arch Schema arch Settings arch Configuration Import soch Configuration Import te collection features			
te interactivy enclosed in navigation arch engine optimization settings te collection audit settings didt log reports rtal site connection ntent Type Policy Templates			

Figure 8.2.3 Site collection features button

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

	SharePoint Server Standard Site Collection features Features such as user profiles and search, included in the SharePoint Server Standard License.	Deactivate Active
G	ShortPoint Activating this feature will activate ShortPoint across entire site collection	Activate
8	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
ROWSE PAGE		🖓 SHARE 🚖 FOLLOW 🗡 EDIT
-	Home PDIT LINKS	
2 2	ClassicSite	Search this site 👻 🗩 🔎
lome	Q Search Teams	
locuments		
ecent	QA team	>
te Contents		
ecycle Bin		
		`

Figure 8.3.1 Cogwheel button

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

IROWSE PAGE		Shared with	Share 🟠 Follow 🖌 EDIT
	Home P EDIT LINKS	Edit page	
S D	ClassicSite	Add a page	site 👻 🖉
		Add an app	
lome	Q. Search Teams	Site contents	
locuments bortPoint Dashboard		Change the look	
ecent	Q QA team	Site settings	· ·
ite Contents		Getting started	
ccycle bin	Team4		- · · · · · · · · · · · · · · · · · · ·

Figure 8.3.2 Site Settings button



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Under Site Actions, click Manage Site Features.

SharePoint	Sites		٥	?	shortpointadmir	n -
					🕽 SHARE 🏠 FOLLOW	19
	Home / EDIT LINKS					
S D	Site Settings					
	- Site Settings					
Home	Users and Permissions	Look and Feel				
Documents	People and groups	Title, description, and logo				
ShortPoint Dashboard	Site collection administrators	Top link bar				
Recent	Site app permissions	Tree view Change the look				
Site Contents	Web Decigner Colleries					
Recycle Bin	Site columns	Site Actions				
EDIT LINKS	Site content types Web parts List templates Master pages Themes Solutions	Manage site features some sole to simplant Enable search configuration export Reset to site definition Delete this site				
	Composed looks					

Figure 8.3.3 Manage site features button

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

8	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
8	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, download the latest version of ShortPoint for Share 2013 / 2016 and run the Setup.exe file.

File Home Share Vie	ew						^
Copy paste Copy paste Copy copy path Paste shortcut Clipboard	Move to * Copy to * Organise	New item • New folder New	Properties Open Open	Select all Select none Invert selection Select			
$\Theta = \uparrow \Box$.					v c	Search	,
	5.5			^			
T Favourites	Setup2013						
C SkyDrive	After Subversion Change	set 72559					
Desktop	ShortDaint Foundation w						
Downloads	WSP File	sp					
Recent places	19.5 MB						
💐 Homegroup	Setup2013.exe.config CONFIG File			- 1			
🐺 This PC	1.01 KD						
📔 Desktop						Select a file to preview.	
Documents							
🐊 Downloads							
🔰 Music							
E Pictures							
J Videos							
indows (C:)							
RECOVERY (D:)							
🜖 CD Drive (F:)							
🔐 CD Drive (G:) REBS 🗸				~			

Figure 9.1.1 Setup.exe

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



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		Shora Oliter	oundation		
ShortF	Point Foundation			G sho	rt poin
Welcom	e to the ShortPoint Four	ndation setup v	wizard		
This setup	wizard will install and deploy	ShortPoint Founda	ation to your Share	ePoint 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	S hort poin		
Checki	g if ShortPoint Foundation can be install	ed from this machine		
0	SharePoint Foundation/Services is installed			
ŏ	SharePoint version compatible: 12.0.0.0 <= 16.0	0.4327 1000		
õ	SharePoint Server is installed.			
õ	You have permission to install and deploy Share	Point solutions.		
Ø	The Windows SharePoint Services Administratio	on service is started.		
0	The Windows SharePoint Services Timer service	e is started.		
\bigcirc	Solution file found.			
\bigcirc	ShortPoint Foundation is already installed.			
Ø	Installed features specified: 1			
All ch	ecks succeeded. Please click Next to proceed wi	ith 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 la
Repair or Remove	L ₃ shortpoir
Please select the operation you wish to perform	
ShortPoint Foundation is already installed. What would you	u like to do?
Repair	
Retracts the solution from all web applications and dep	loys it once again.
O Remove	
Retracts the solution from all web applications and dele	Noe i
Please click the Next button to start the selected operation	n.
Next: Review Currently Activated Locations	

Figure 9.1.4 Repair option

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

		- 4	o-t tares	
4 In	stances			
Scope	WebApp	Site	Web	
WebApp	SharePoint - sp			
WebApp	http://sp2016			
WebApp	ShortPoint Fou			

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	rt poir
Please wait while Sh	ortPoint Foundation is r	epaired		
- You and	= at art	fare-		
All operations successful	ly completed.			
All operations successful	ly completed.			
All operations successful	ly completed.			
All operations successful	ly completed.			
All operations successful	ly completed.			
All operations successful	ly completed.			

Figure 9.1.6 Upgrade ongoing

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

Repair Successfully Completed	L Short	
Details:		
Info Deactivating 4 total activations of 1 (exture() on 4 (4) info Deactivating 1 (beta bas) on 0 ste(s). Info Deactivating 1 (beta papelation feature(s) on 4 web 3 S49s-b4et/Ba5cB42: ShortPort Foundation (F7c2B82-4) S49s-b4et/Ba5cB42: ShortPort Foundation (F7c2B82-4) info Deactivating 1 (beta papelation feature(s) on 4 web 349s-b4et/Ba5cB42: ShortPort Foundation (F7c2B82-4) info Deactivating 1 (beta papelation feature(s) on 4 web 349s-b4et/Ba5cB42: ShortPort Foundation (F7c2B82-4) info Deactivating 1 (beta papelation feature(s) on 4 web 349s-b4et/Ba5cB42: ShortPort Foundation (F7c2B82-4) info Deactivating 1 (beta papelation feature(s) on 4 web 249s-b4et/Ba5cB42: ShortPort Foundation (F7c2B82-4) info Deactivation 1 (beta papelation feature(s) on 4 web 252016 (http://ap2016 bitopint.com/. The solution SF2016 (http://ap2016 http://line)	Ication(6) pplications leafure: (7c.2582*427*4342: 77*4342*3495-b4ebf3a5c542) pplications: (eature: (7c.2582*427*4342: 77*4342*8495-b4ebf3a5c542) pplications: (eature: (7c.2582*427*4342: 77*4342*8495-b4ebf3a5c542) pplications: (eature: (7c.2582*427*4342) 77*4342*8495-b4ebf3a5c542) on was successfully:retracted successfully:retracted successfully:retracted successfully:retracted successfully:retracted successfully:retracted successfully:retracted successfully:retracted successfully:retracted successfully:retracted successfully:retracted successfully: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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