![shortpoint]

Admin Guide.

Installation and Activation

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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.

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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.
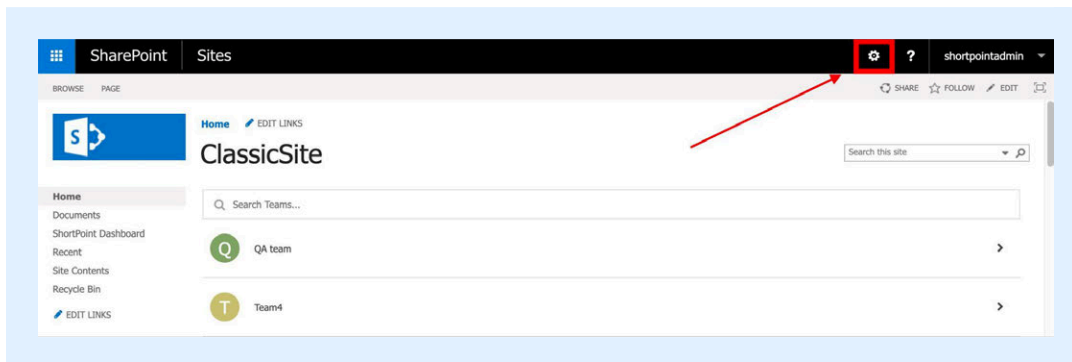

Figure 1.1.2.1 Cogwheel button

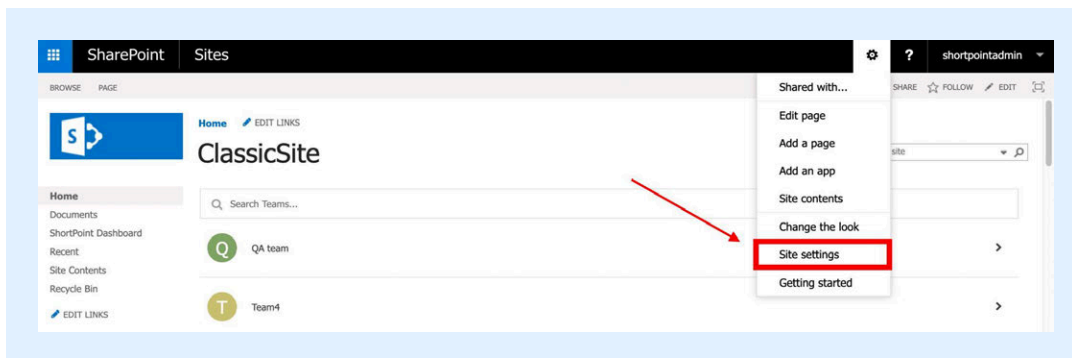From the dropdown, choose **Site Settings**.

Figure 1.1.2.2 Site Settings button

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Under Users and Permissions, click **Site Collection Administrators**.
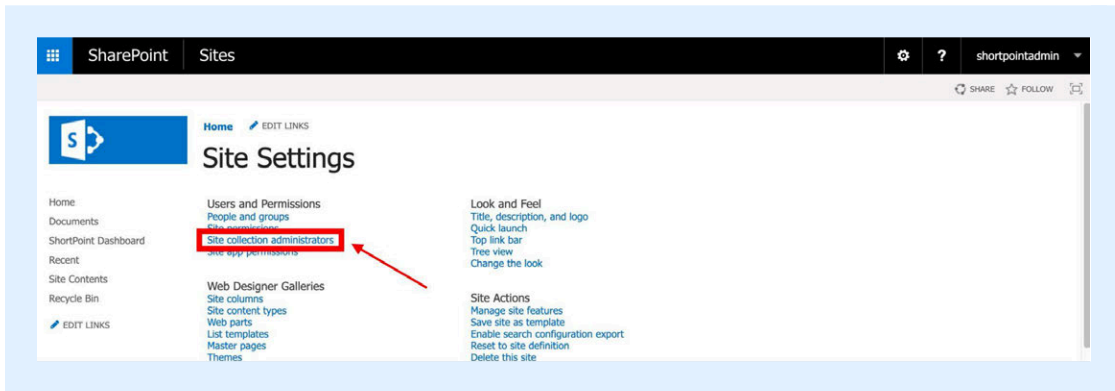

Figure 1.1.2.3 Site Collection Administrators button

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.
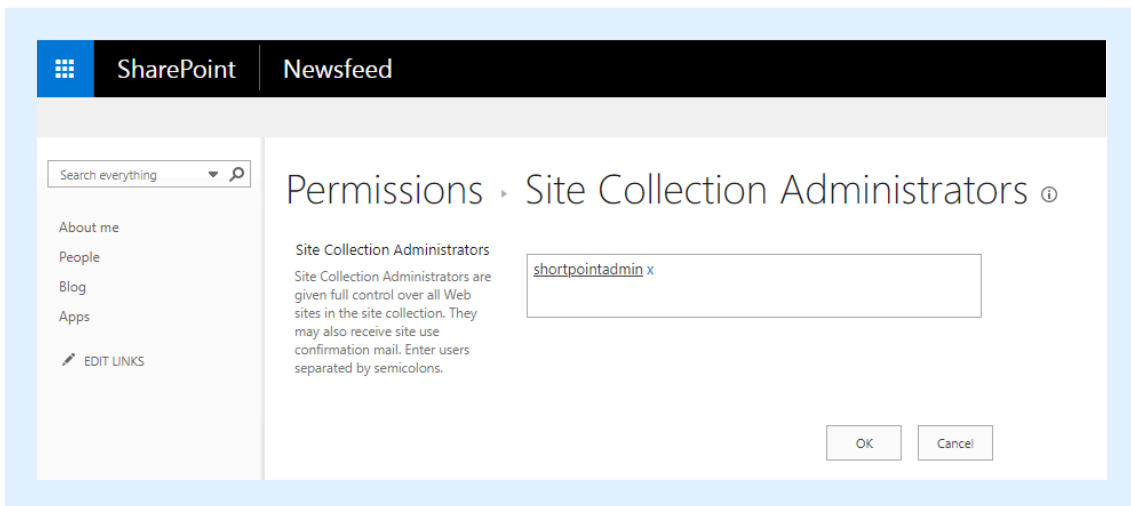

Figure 1.1.2.2 List of Site Collection Admins

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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.
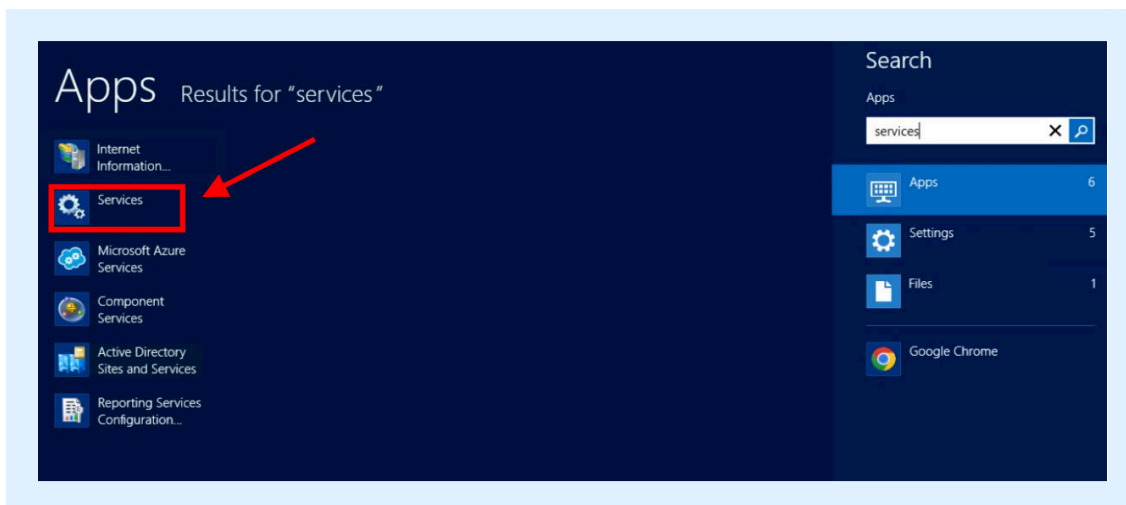

Figure 2.1.1 Services button

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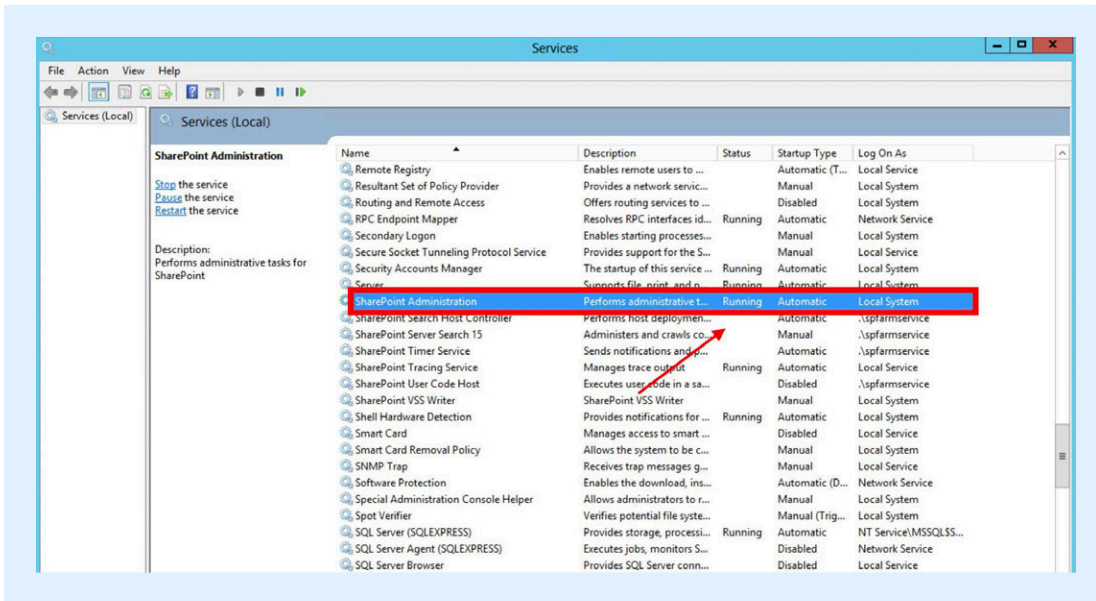

Figure 2.1.2 SharePoint Administration

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.
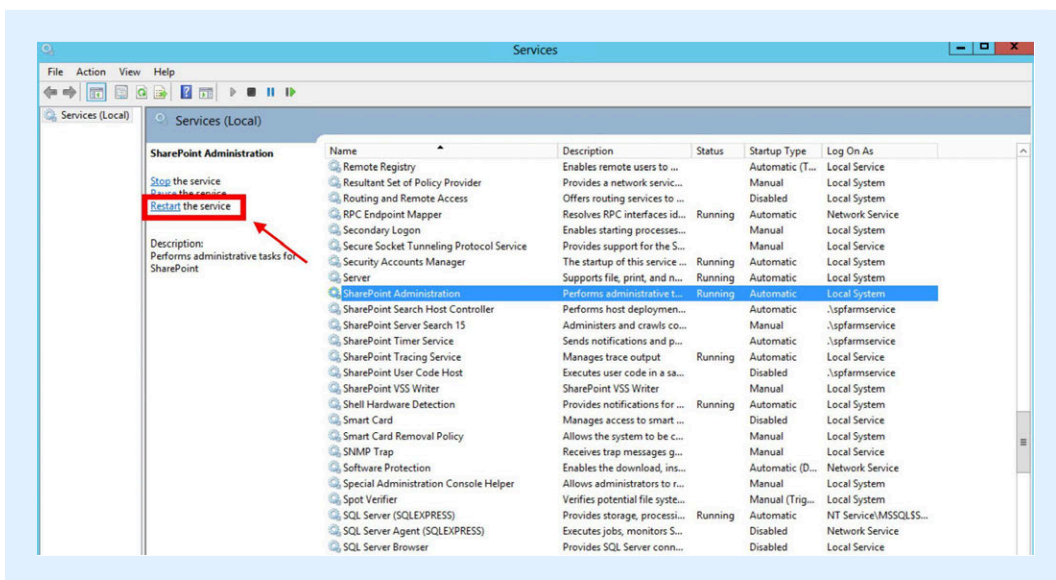

Figure 2.1.3 Restart the service button

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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.**
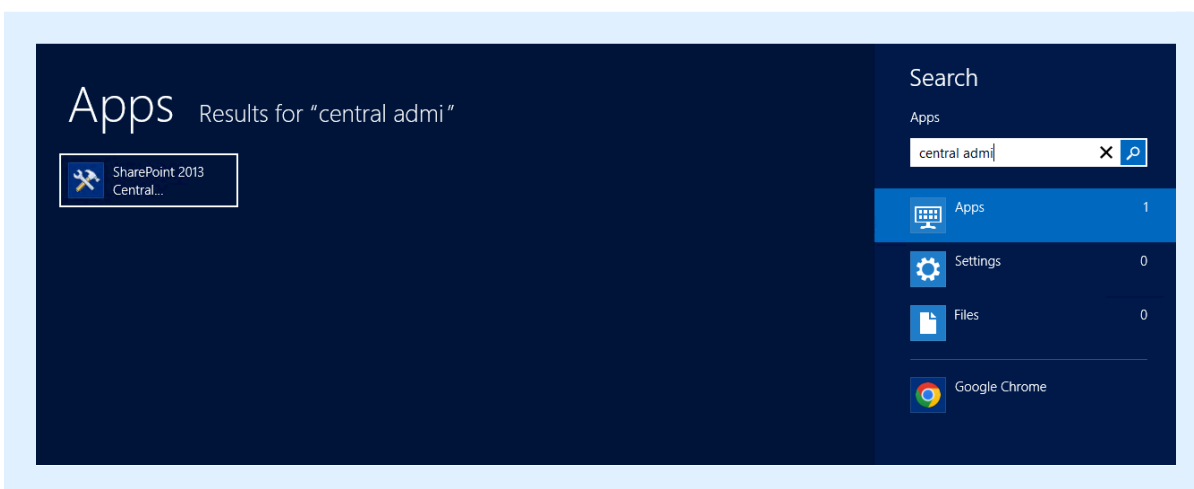

Figure 3.1.1 SharePoint Central Administration button

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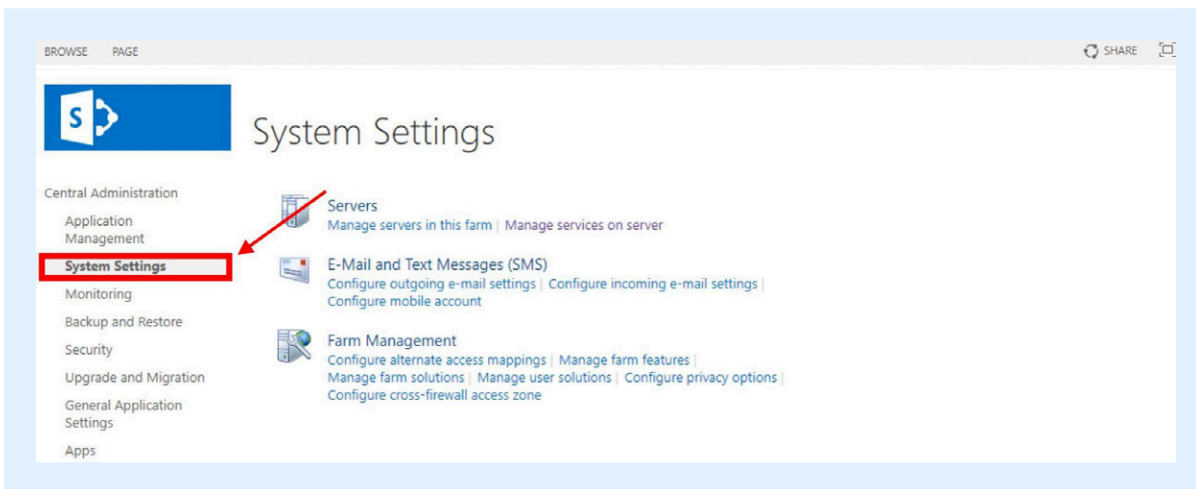Select **System Setting**s from the side panel.

Figure 3.1.2 System Settings button

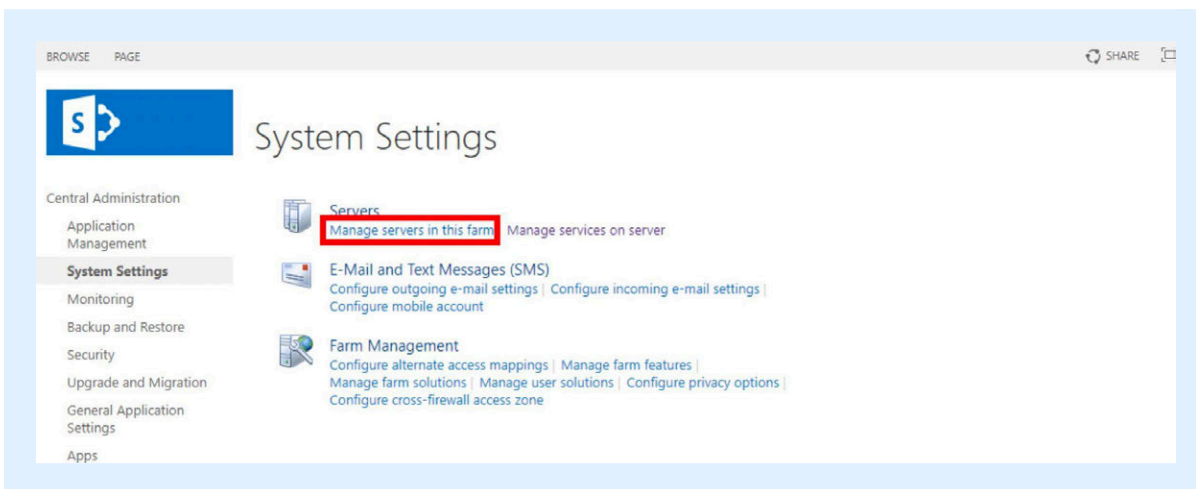Under Servers, click **Manage Servers in this farm**.

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.
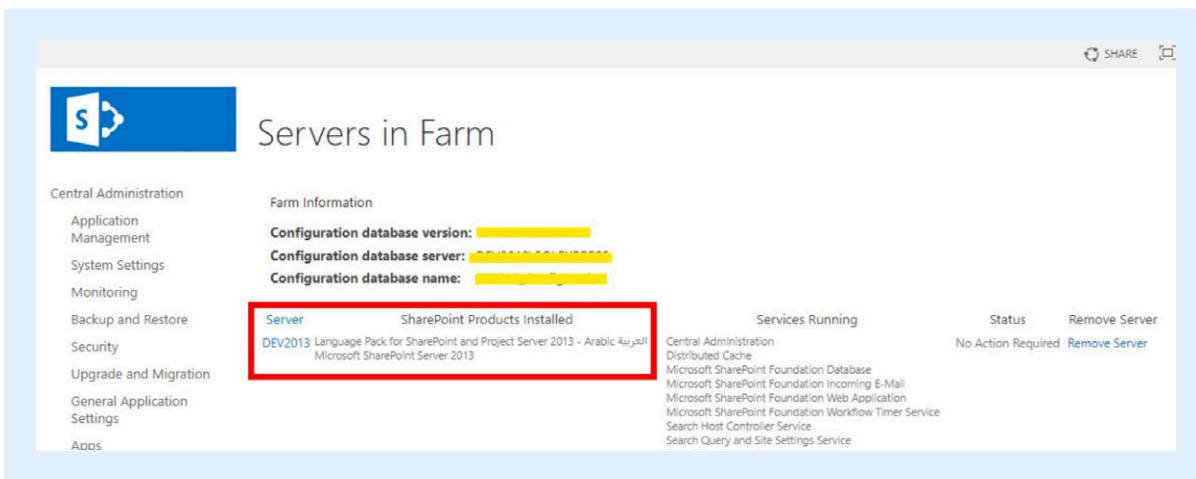

Figure 3.1.4 Servers in Farm

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.

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 https://www.shortpoint.com/ and select **Install** at the top right corner.
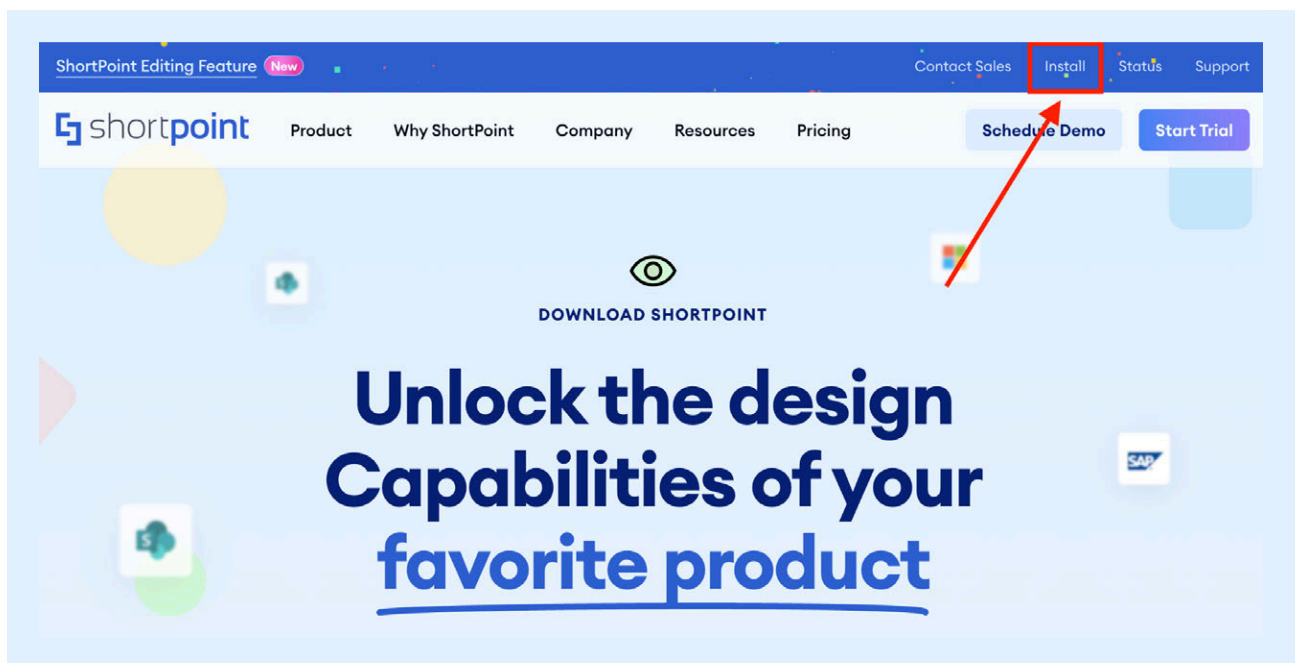
Figure 4.1.1 Install button

Scroll down and choose your product.

- For SharePoint 2013 users, click **SharePoint 2013**.
- For SharePoint 2016 users, click **SharePoint 2016**.
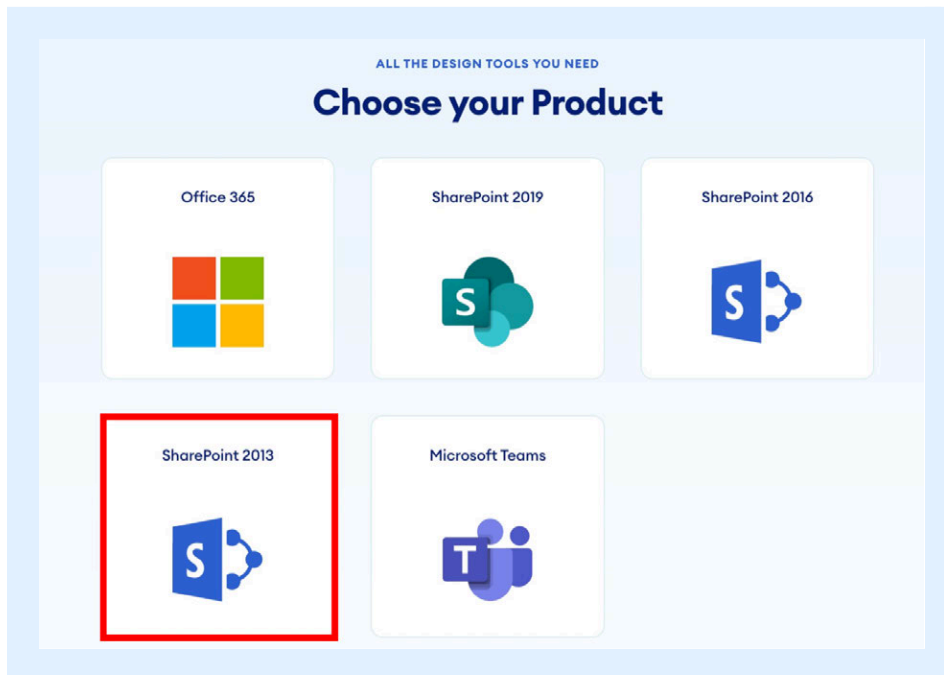
Figure 4.1.2 Choose your product
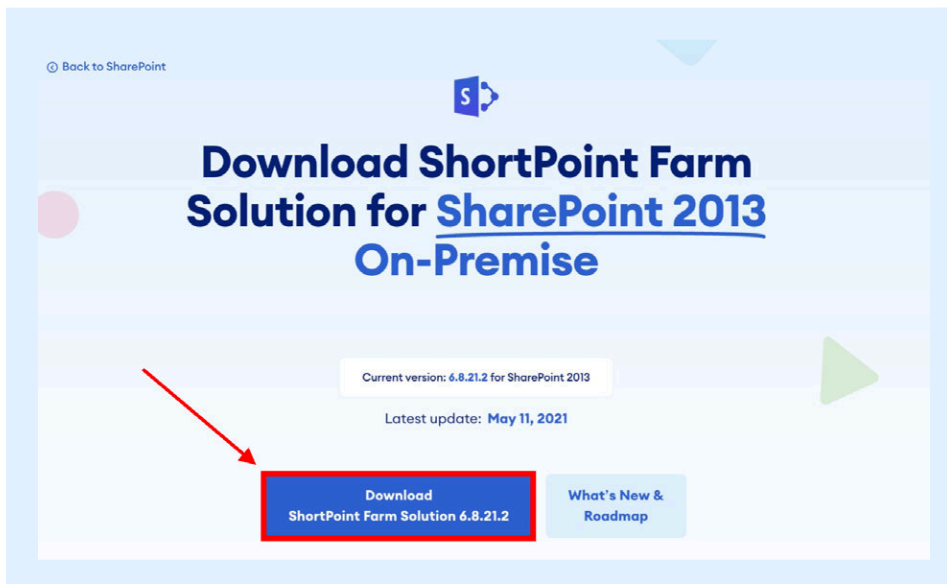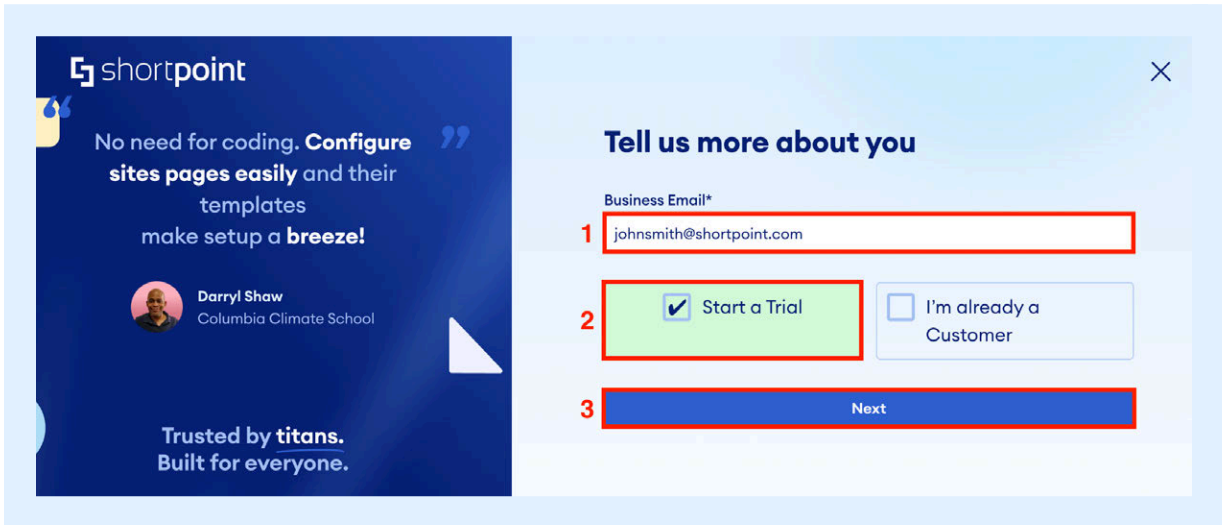
Click the **Download** button.
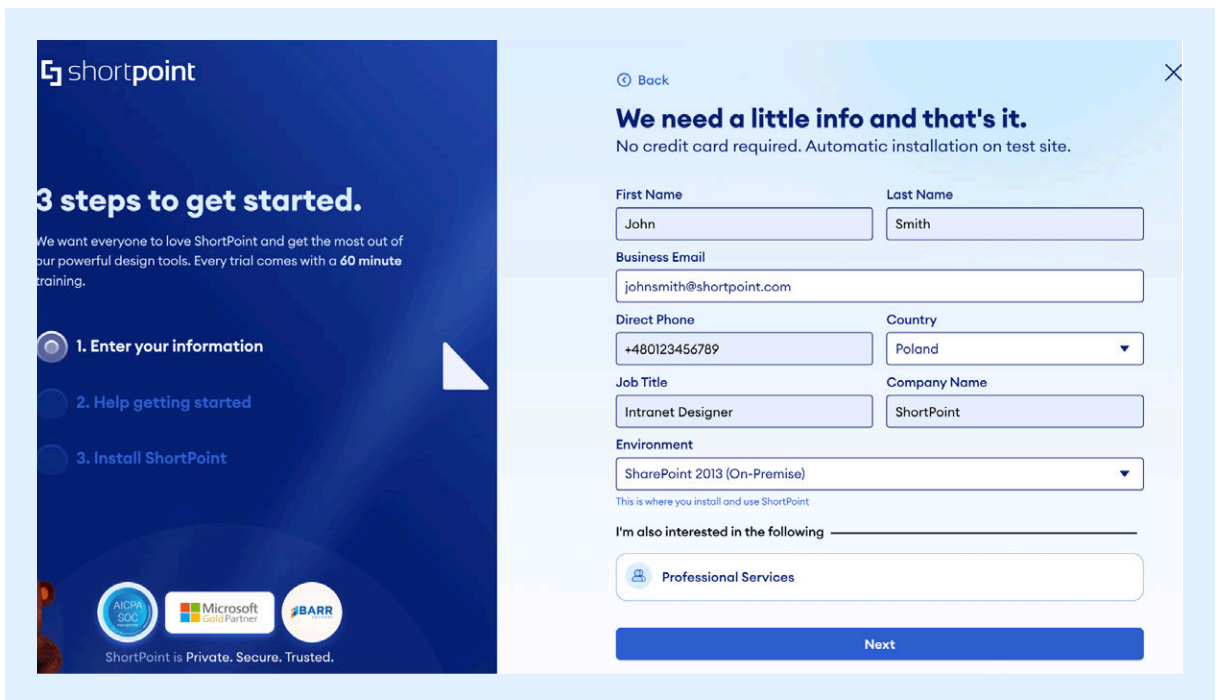

Figure 4.1.3 Download button

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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.

Figure 4.1.5 Trial request form

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)**.

Figure 4.1.6 Environment drop-down

Let us know if you are interested in Professional Services for your intranet. Then, click **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**.
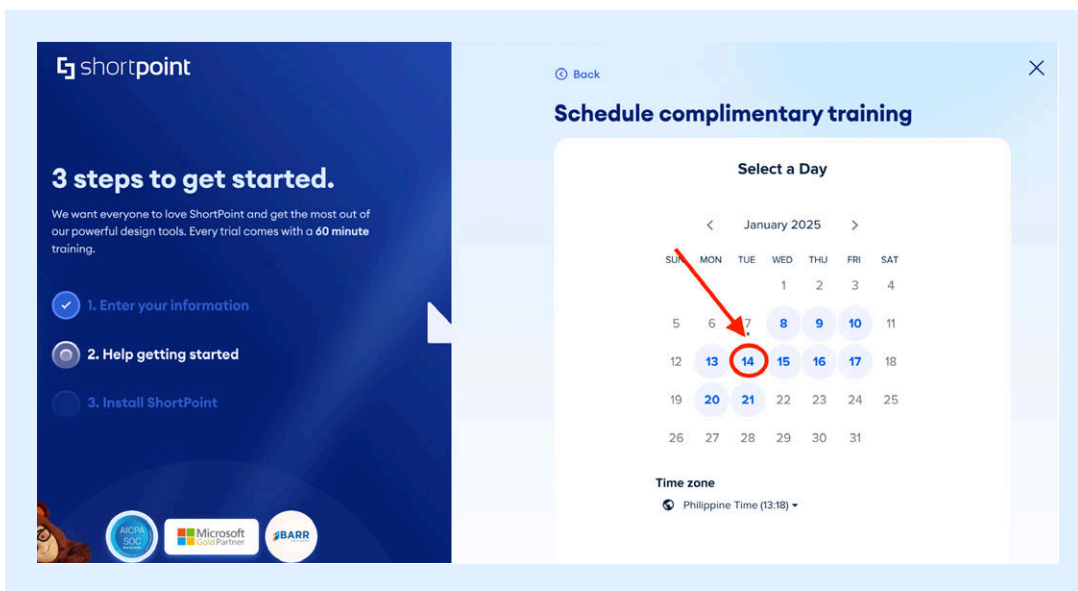
Figure 4.1.8 Date of walkthrough session selection

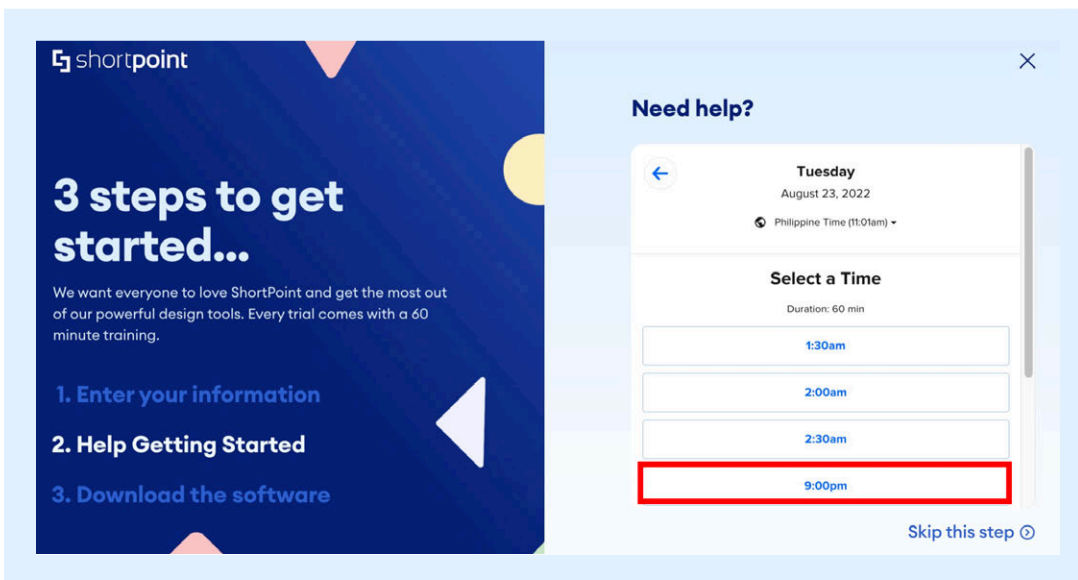And a **time slot**. Otherwise, you can click Skip this Step.

Figure 4.1.9 Time of walkthrough session selection

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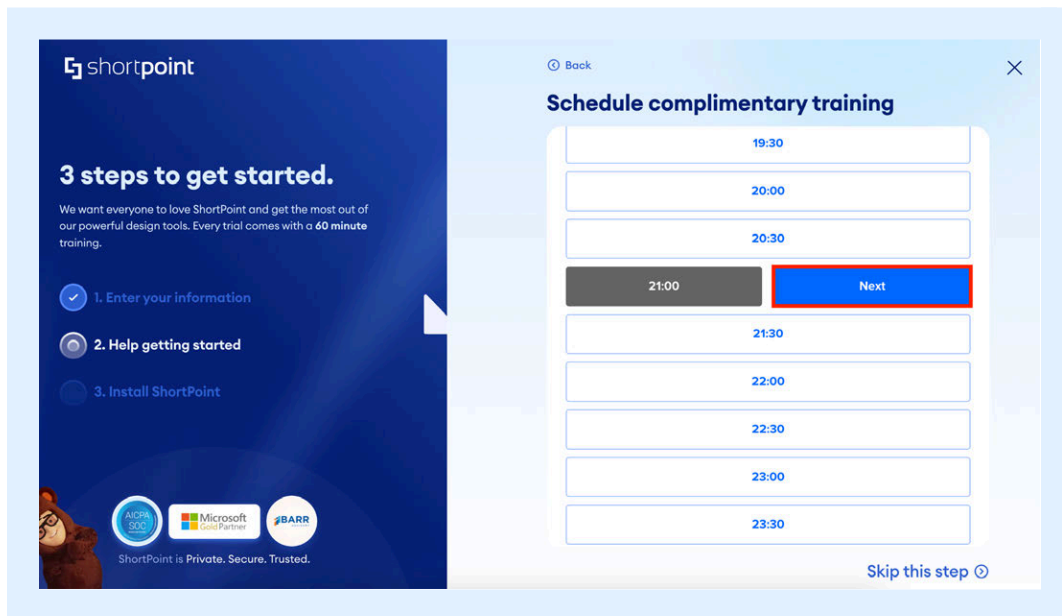After selecting the date and time of the walkthrough, click **Next**.

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**.
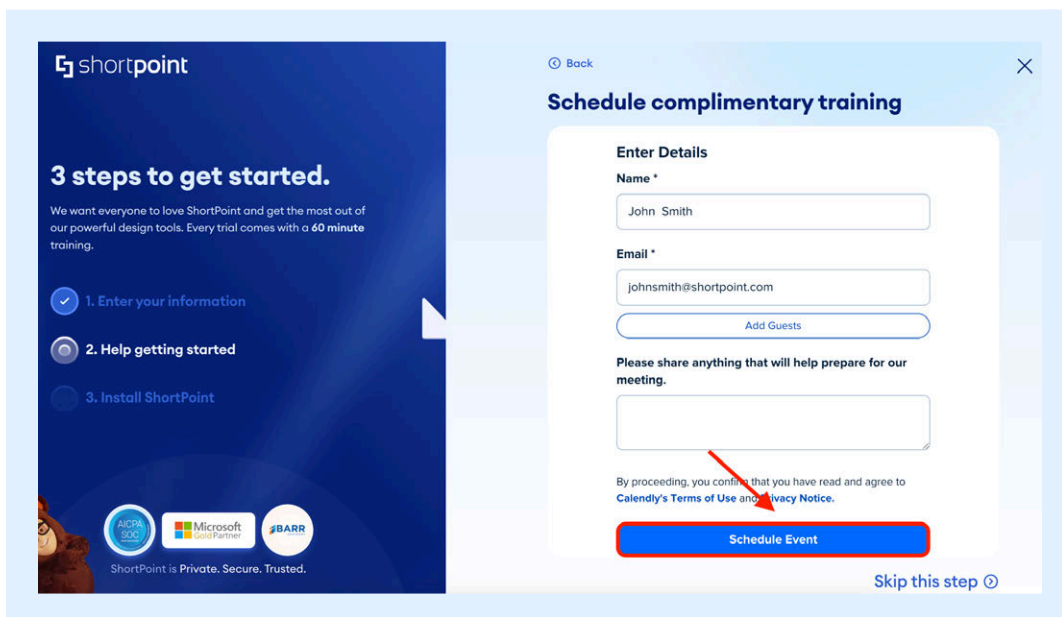

Figure 4.1.11 Schedule Event button

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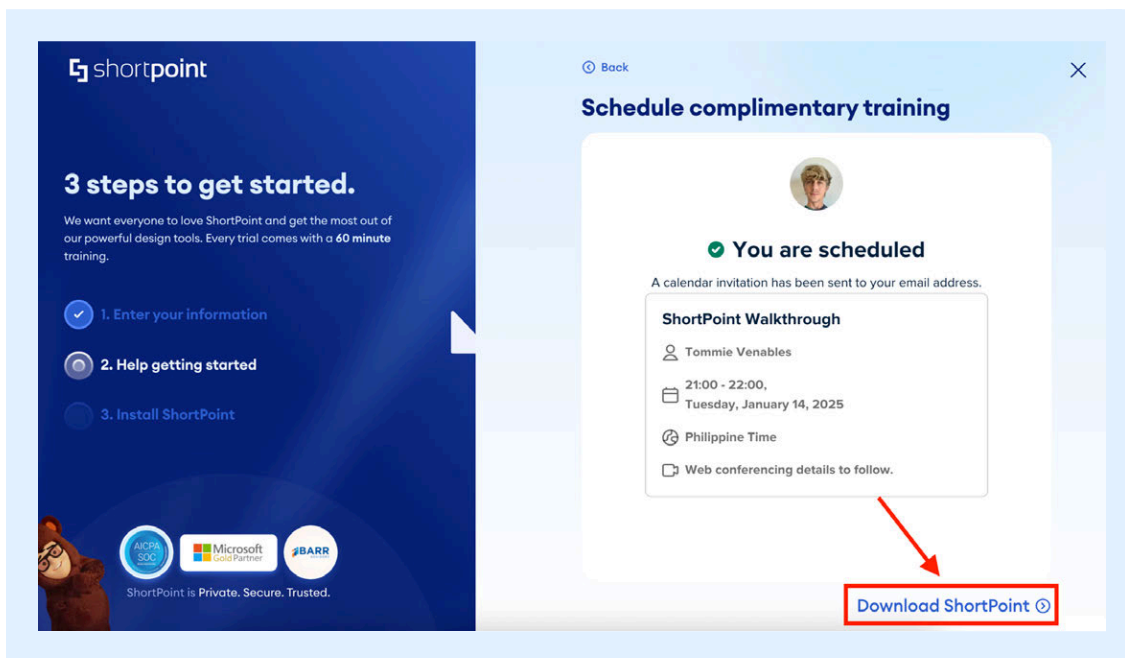

Figure 4.1.12 Download ShortPoint button

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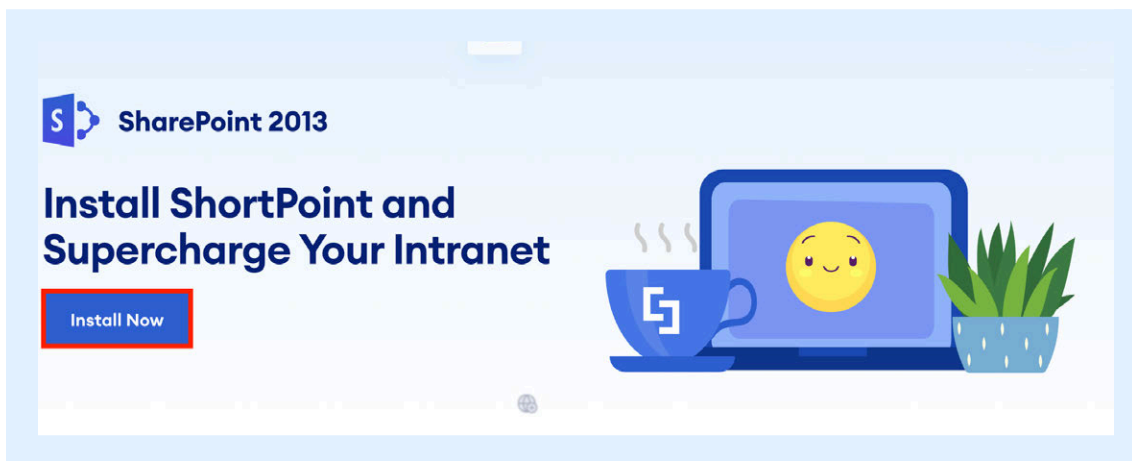

Figure 4.1.12 Install Now button

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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.
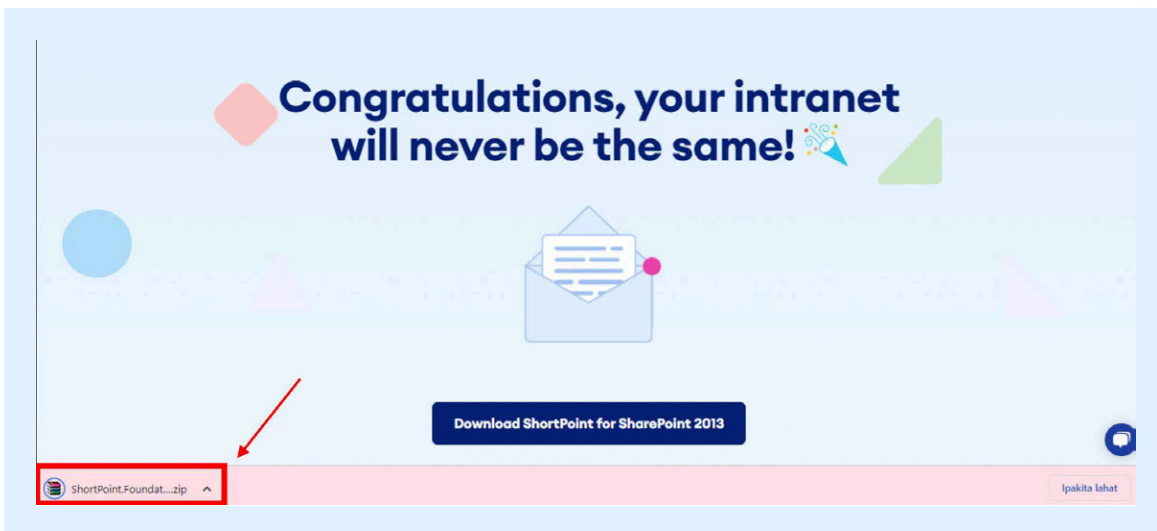

Figure 5.1.1 ShortPoint zip archive

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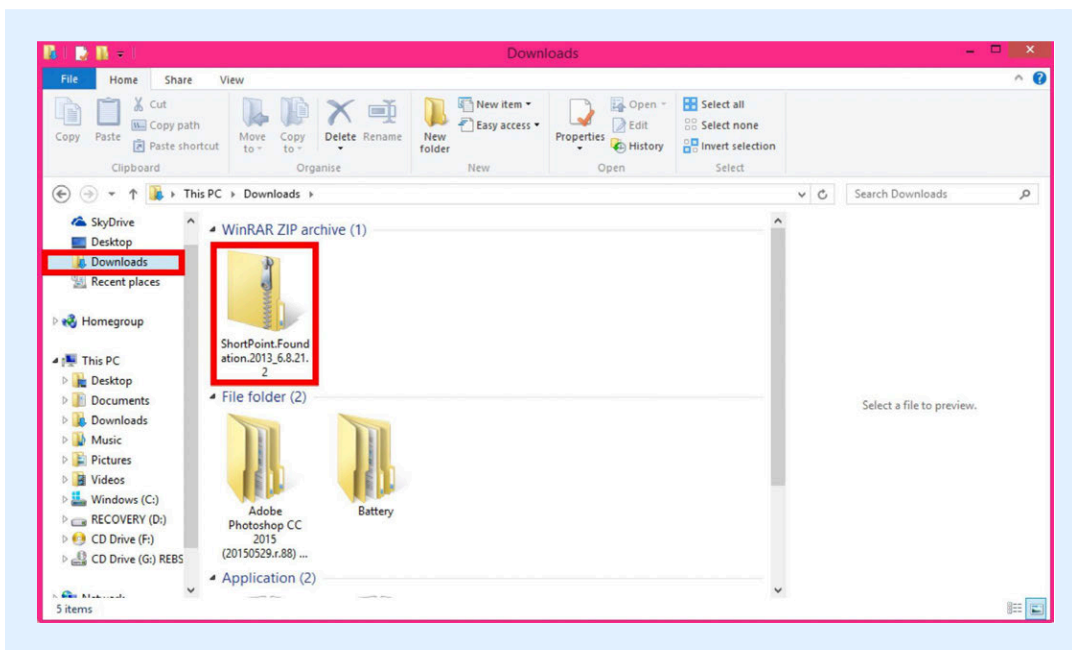On your **Downloads** folder, locate the ***ShortPoint.Foundation*** file.

Figure 5.1.2 Downloads folder

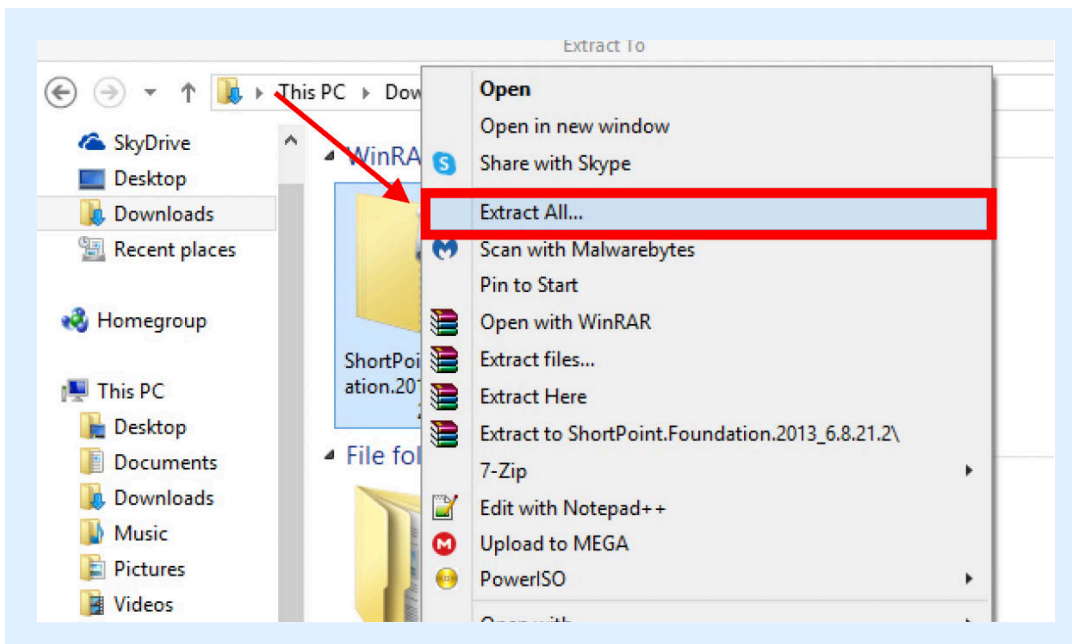Right-click on the file and select **Extract all**.

Figure 5.1.3 Extract All button

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.
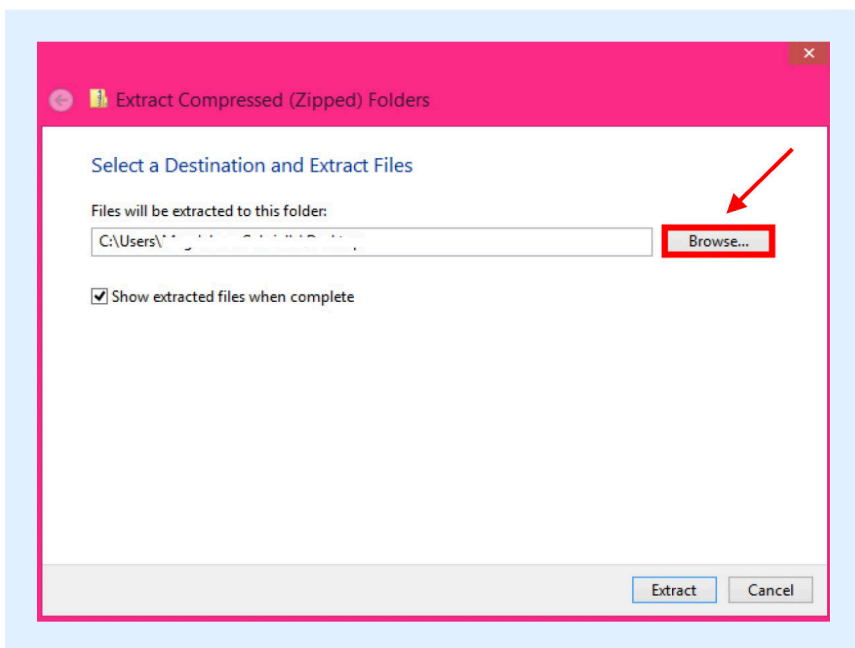

Figure 5.1.5 Browse button

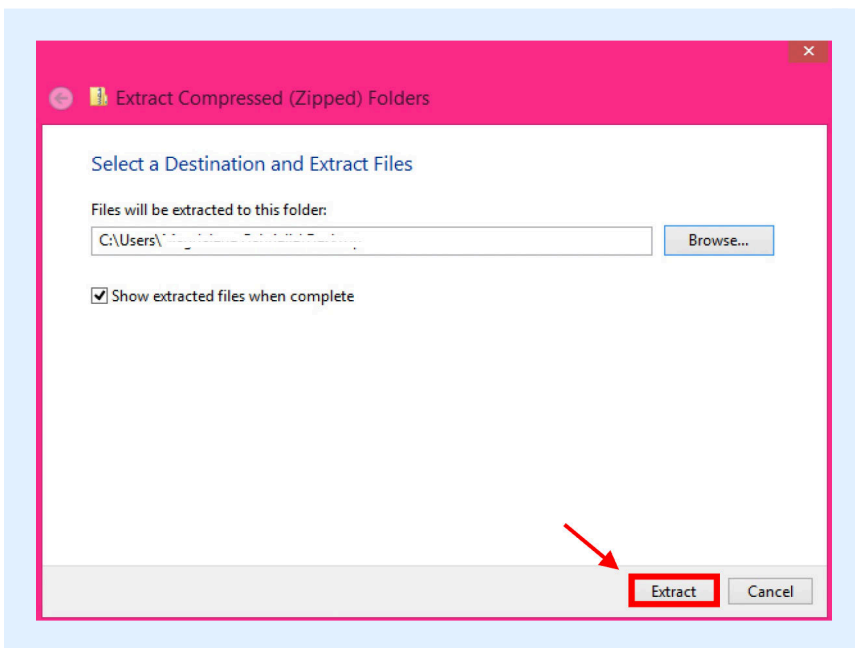After choosing the file location, click **Extract**.

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
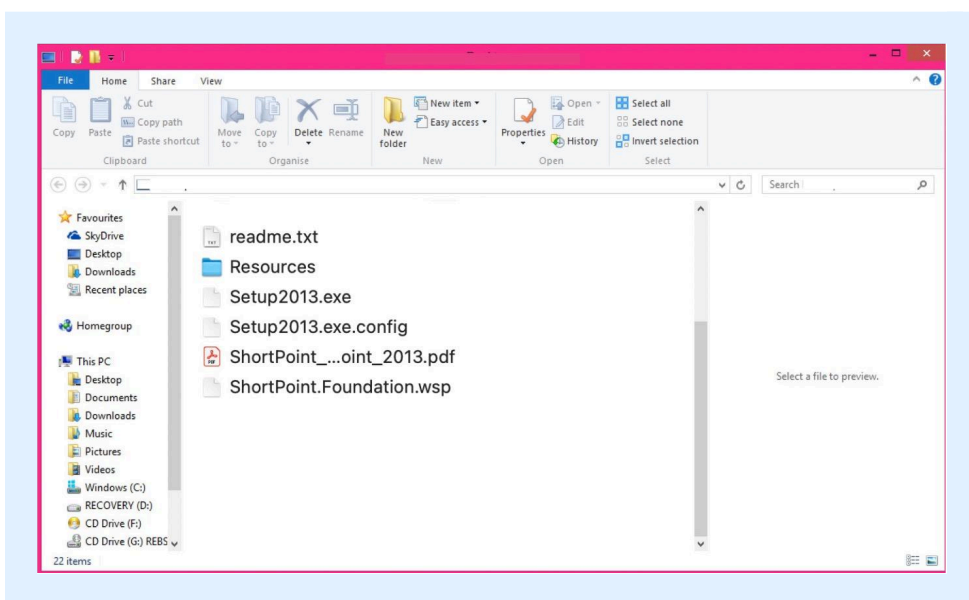- ShortPoint_Setup_Guide_SharePoint_2013/2016.pdf
- ShortPoint.Foundation.wsp

Figure 5.1.7 ShortPoint Setup files

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

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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**.
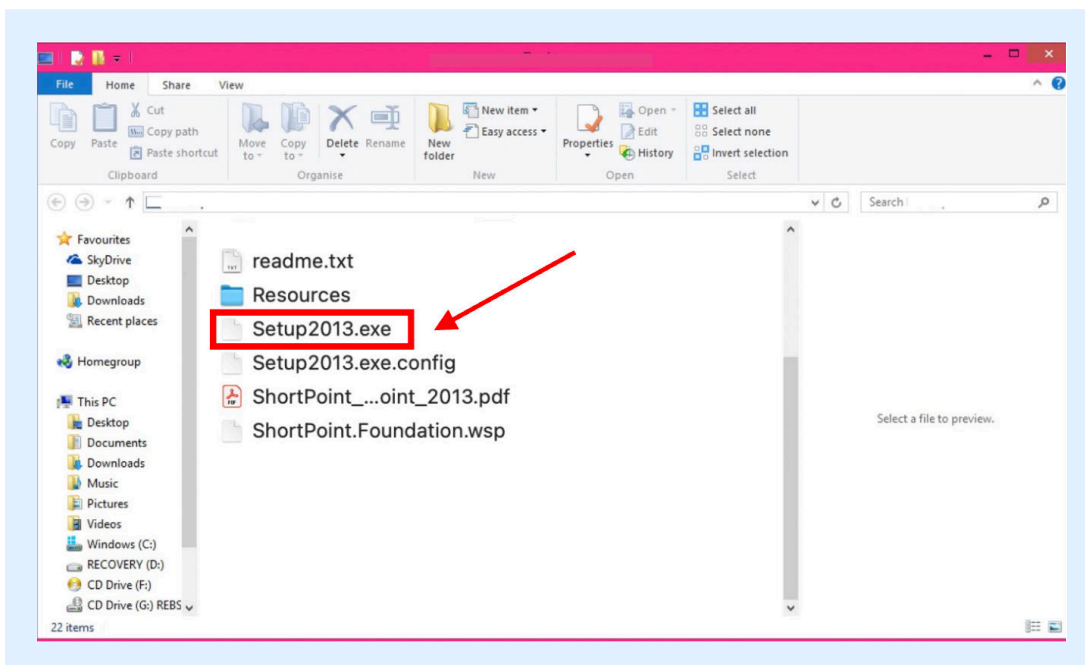- For SharePoint 2016, run **Setup2016.exe**.

Figure 6.1.1 Setup.exe

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

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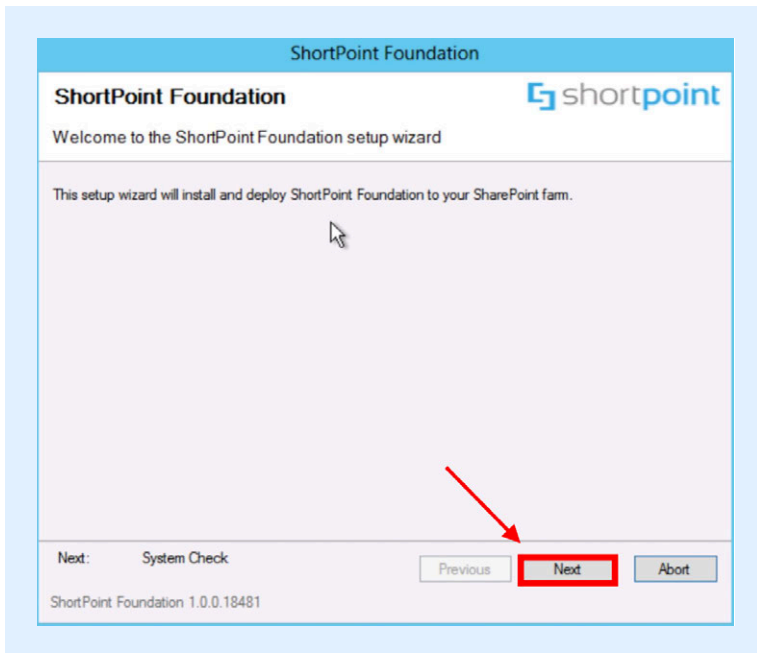**support.shortpoint.com**

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Figure 6.1.2 ShortPoint Foundation setup wizard

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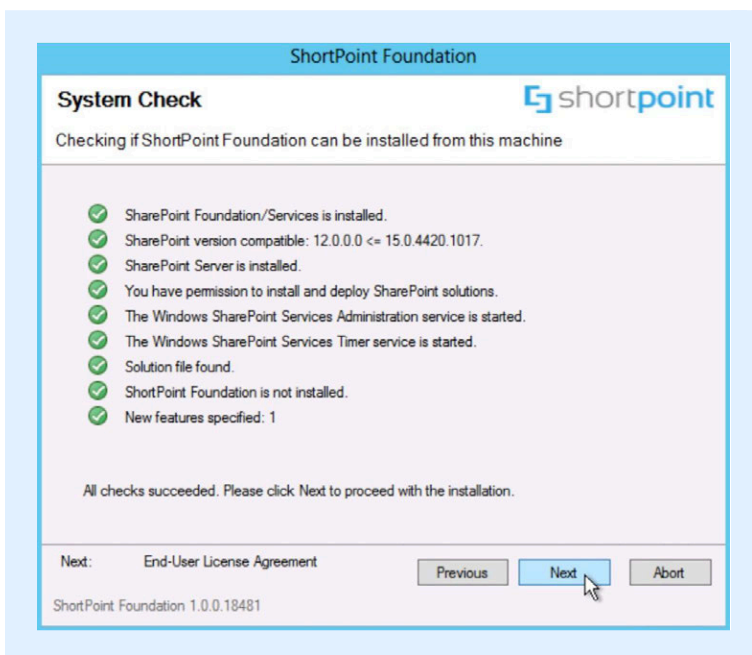
Then, click **Next**.

Figure 6.1.3 System Check

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**.

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**.
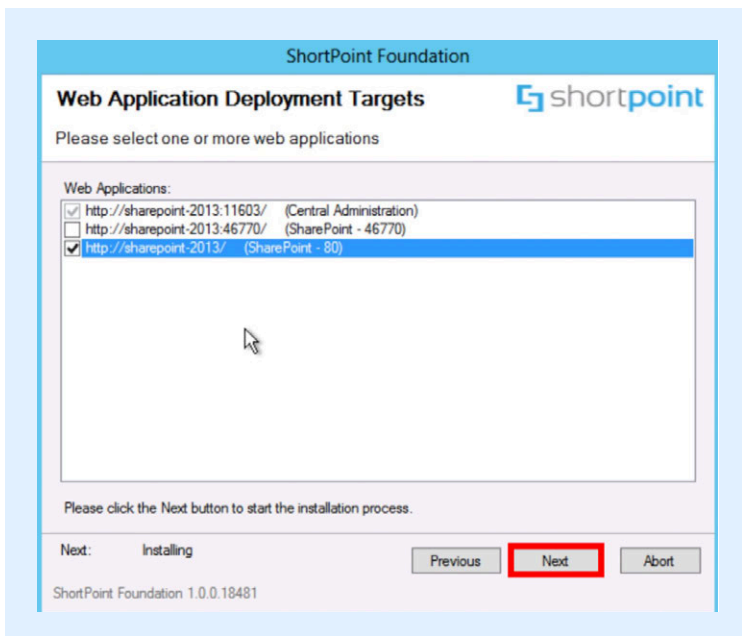

Figure 6.1.5 Web Application Deployment

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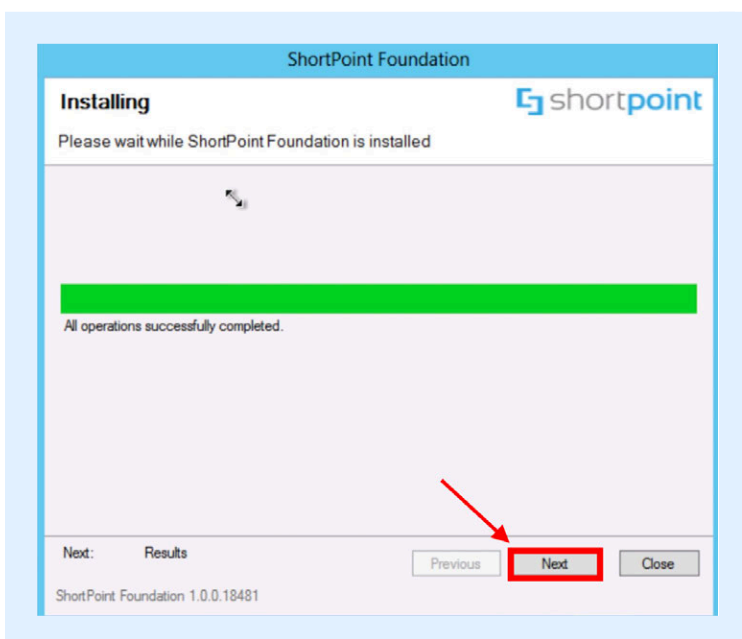

Figure 6.1.6 Installing ShortPoint

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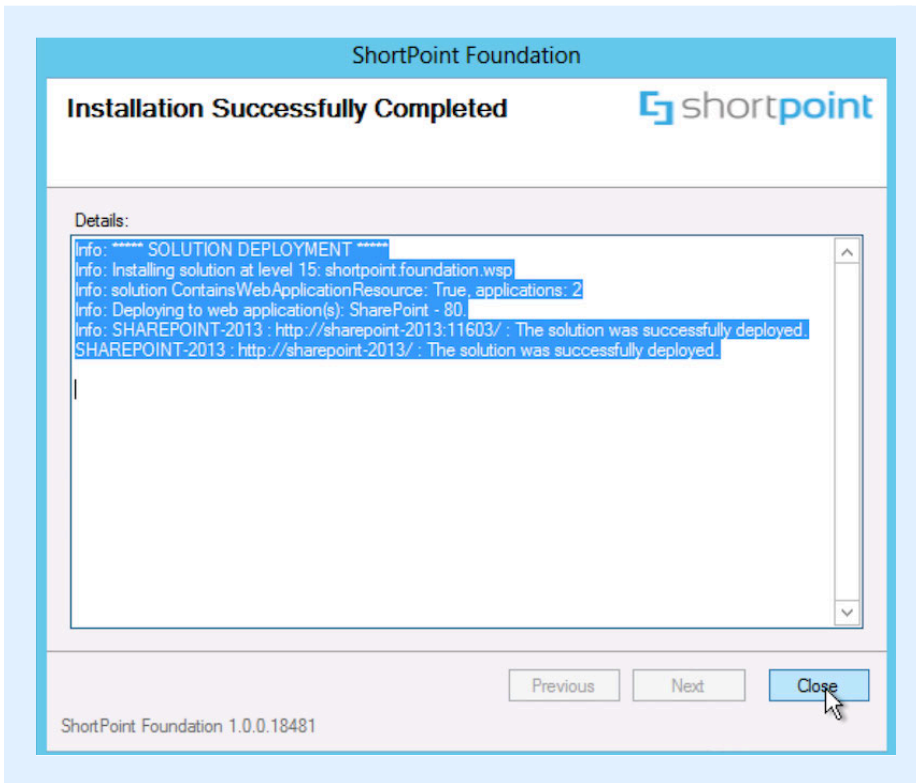

Figure 6.1.7 Successfully Installed

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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**.
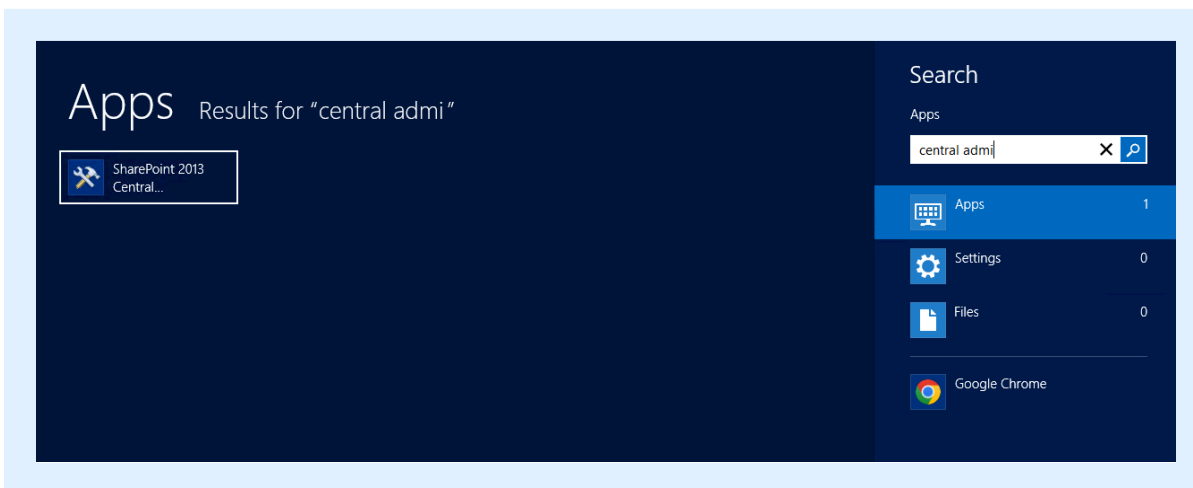

Figure 7.1.1 SharePoint 2013 Central Administration

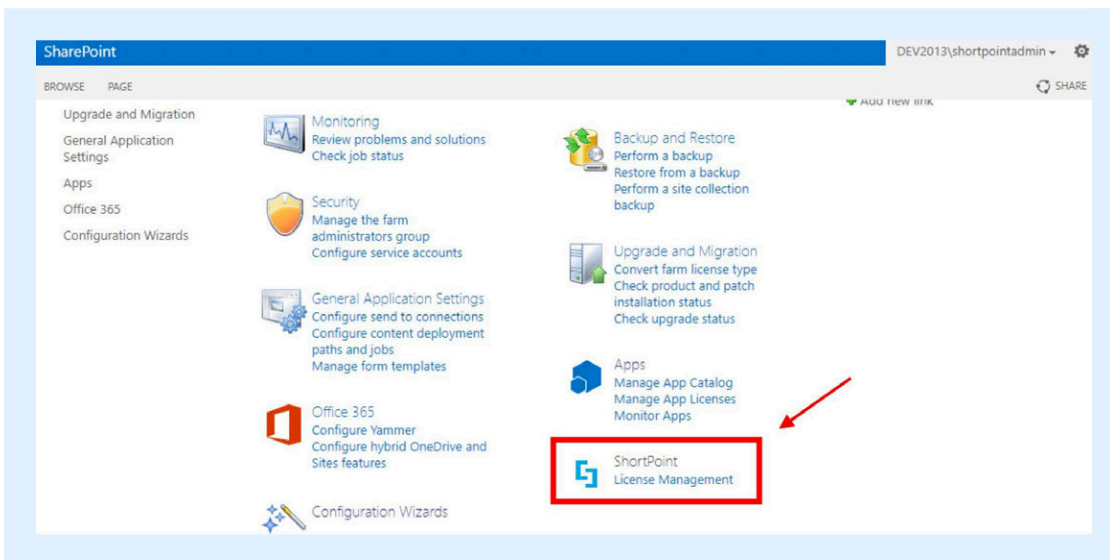Once there, click **License Management** under the ShortPoint section.

Figure 7.1.2 ShortPoint License Management

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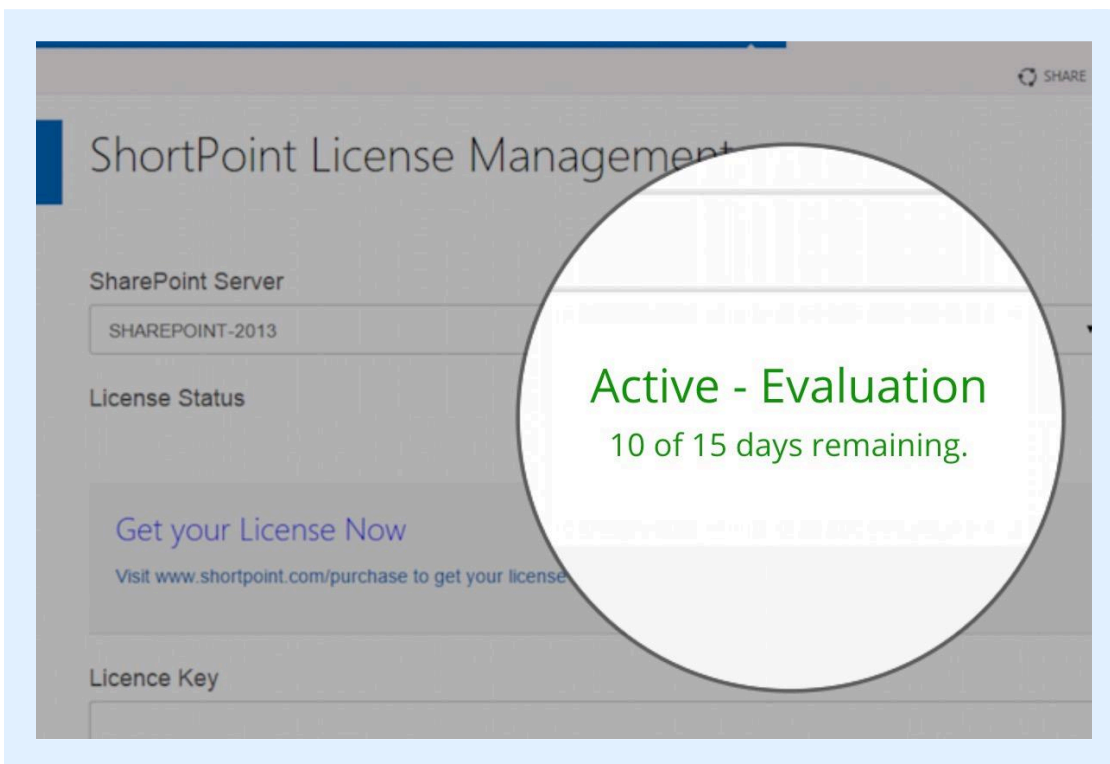

Figure 7.1.3 Active ShortPoint License

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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.

Figure 7.2.1 Cogwheel button

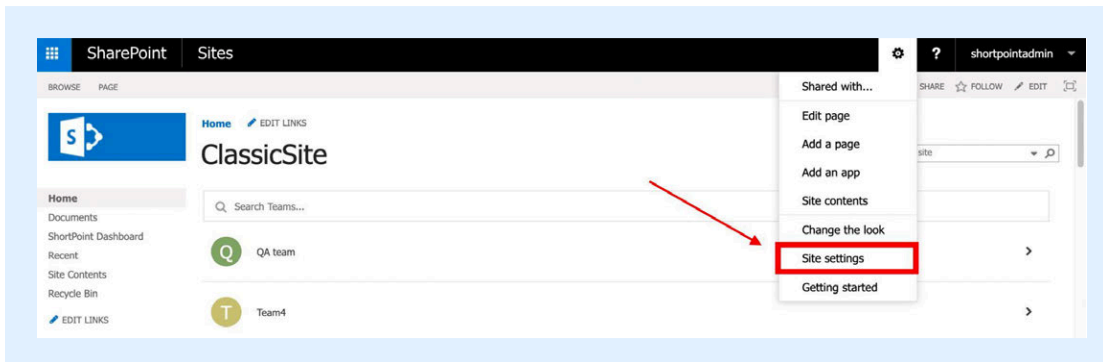From the dropdown, click **Site Settings**.

Figure 7.2.2 Site Settings button

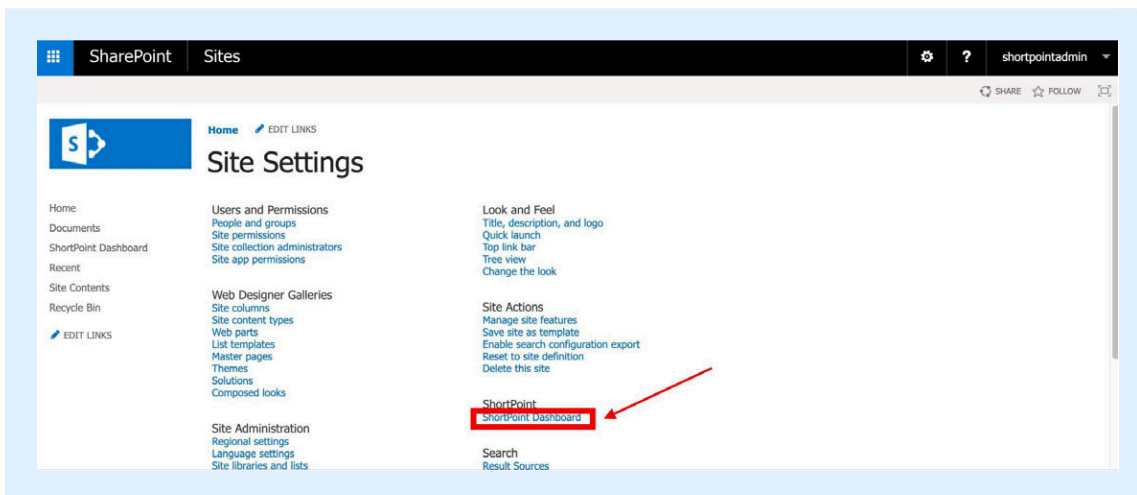Under ShortPoint, click **ShortPoint Dashboard**.

Figure 7.2.3 ShortPoint Dashboard button

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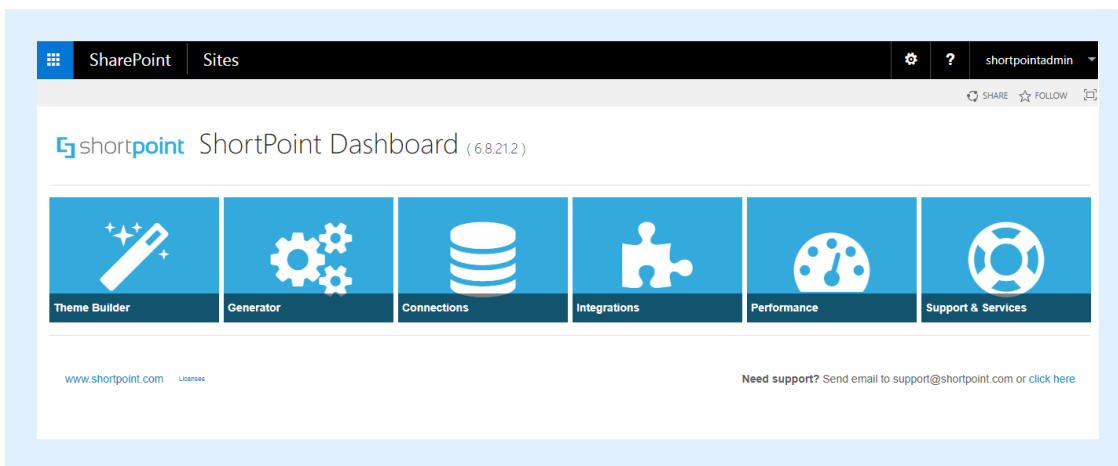

Figure 7.2.4 ShortPoint Dashboard

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**.

Figure 8.1.1 SharePoint 2013 Central Administration

![shortpoint logo]

Under Application Management, click **Manage web applications**.
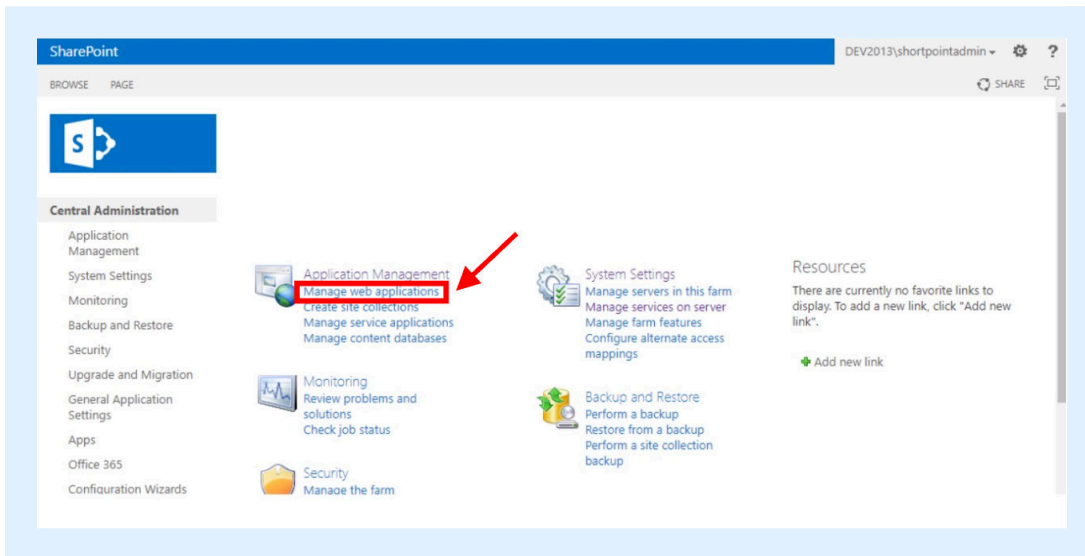

Figure 8.1.2 Manage Web Applications button

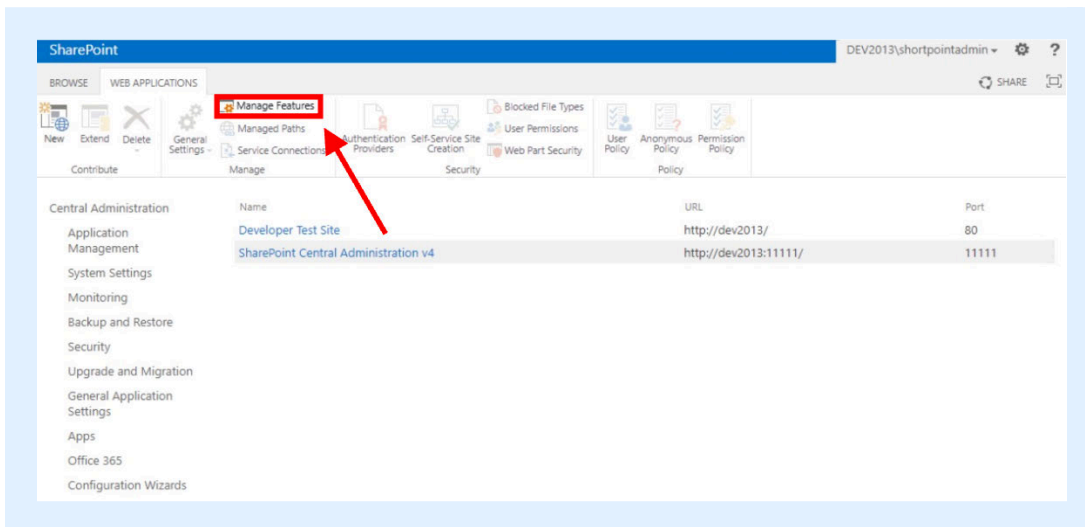On the next page, click **Manage Features**.

Figure 8.1.3 Manage features button

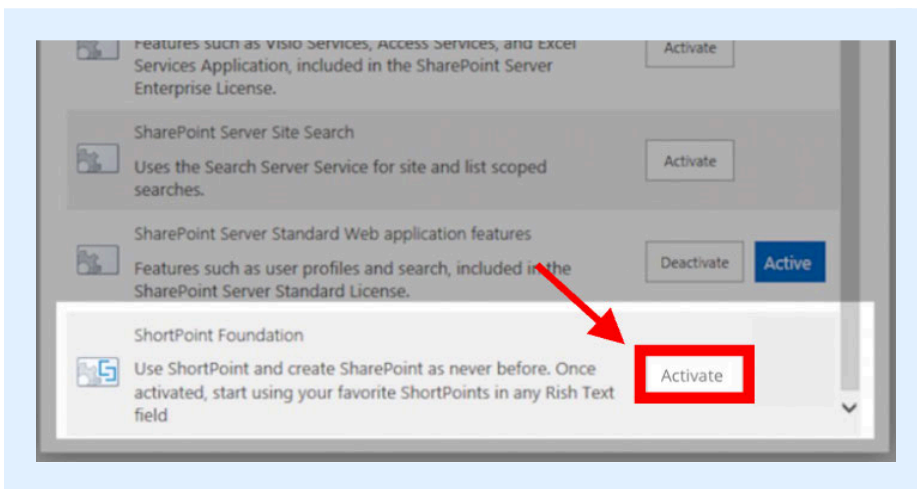Look for ShortPoint Foundation and click **Activate**.

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.
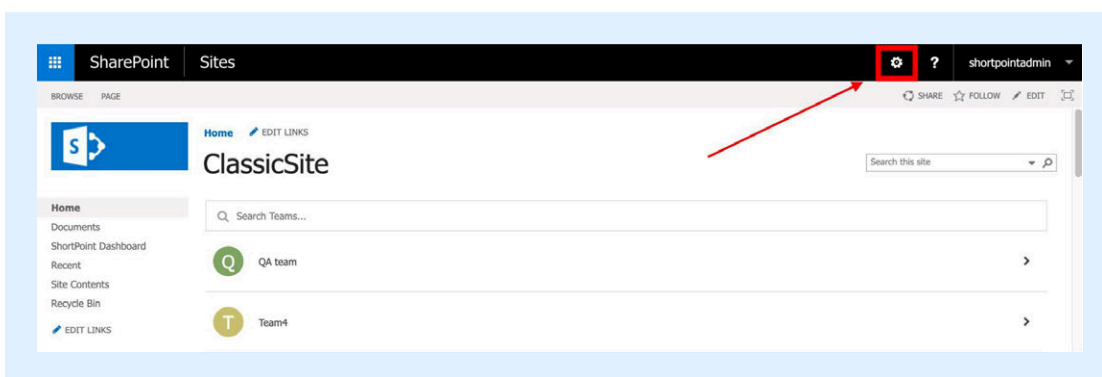

Figure 8.2.1 Cogwheel button

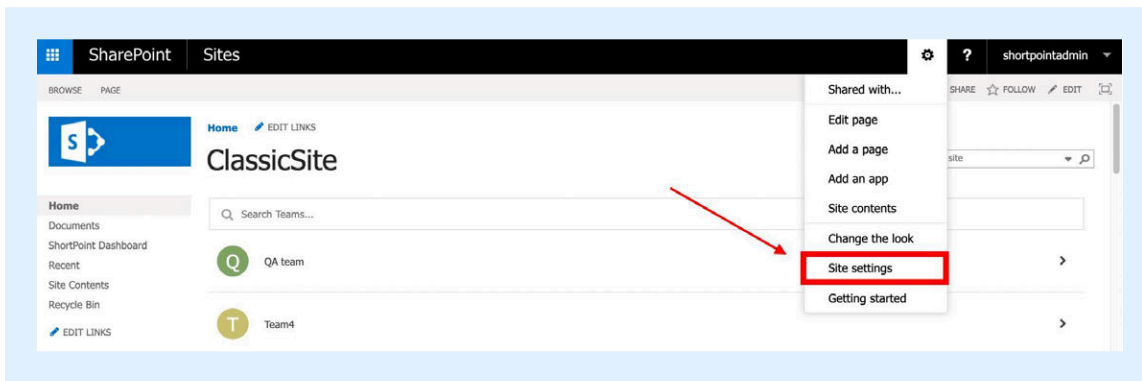From the dropdown, click **Site Settings**.

Figure 8.2.2 Site Settings button

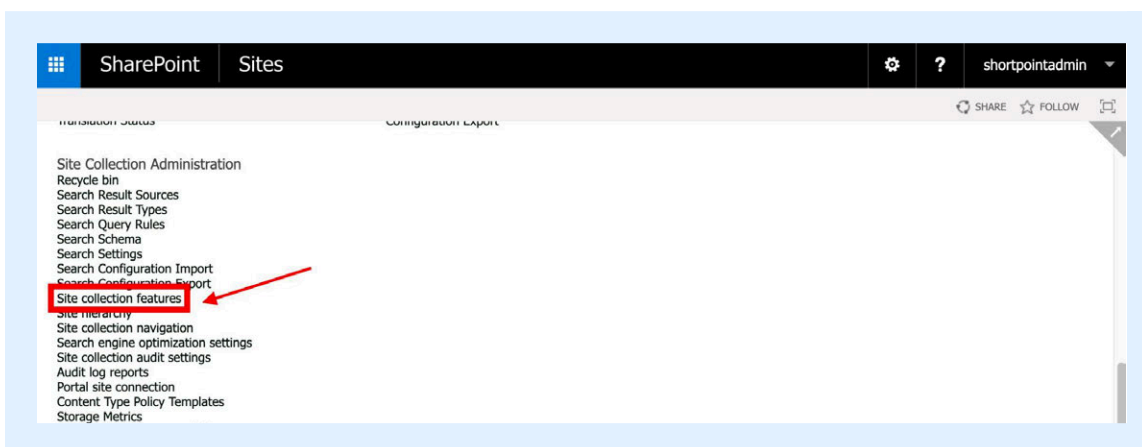Under Site Collection Administration, click **Site collection features**.

Figure 8.2.3 Site collection features button

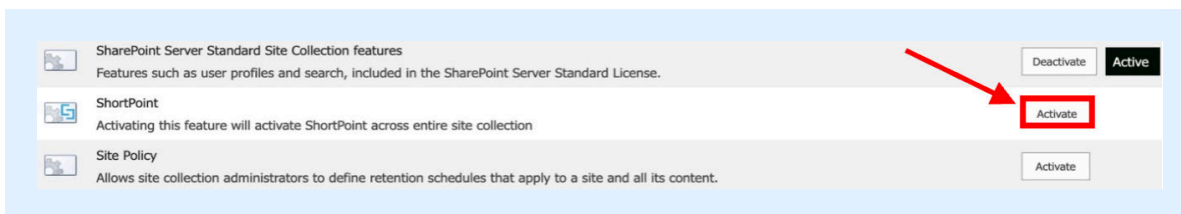On the Site collection features page, look for ShortPoint and click **Activate**.

Figure 8.2.4 Activate button

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.
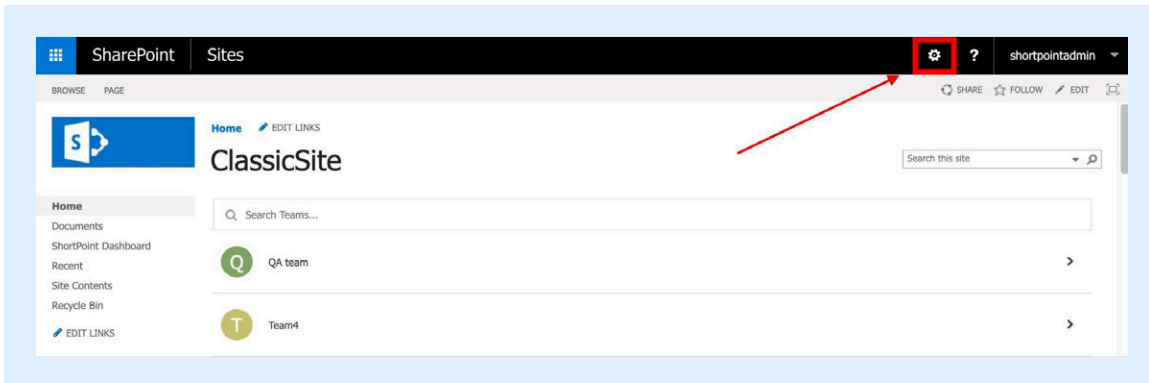

Figure 8.3.1 Cogwheel button

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

Figure 8.3.2 Site Settings button

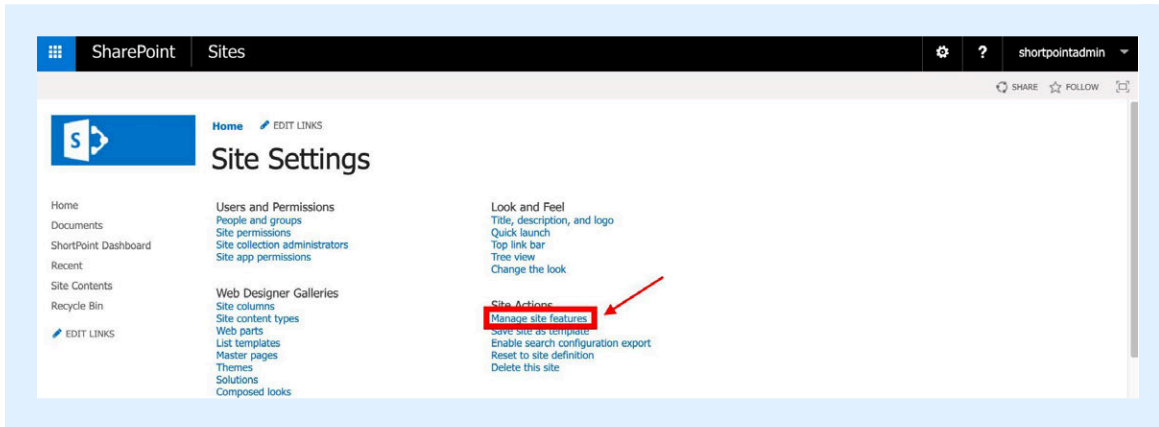Under Site Actions, click **Manage Site Features**.

Figure 8.3.3 Manage site features button

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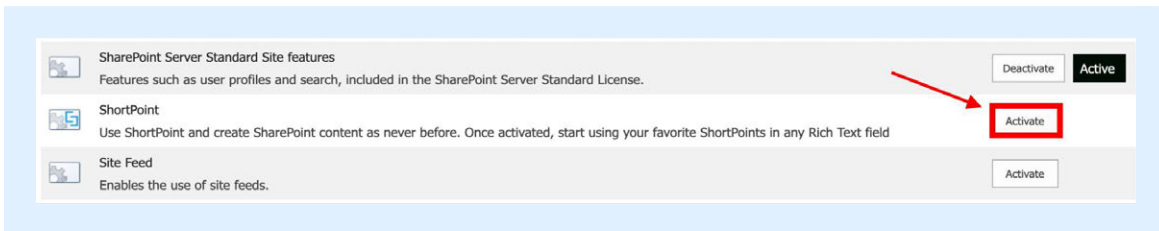

Figure 8.3.4 Activate button

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.
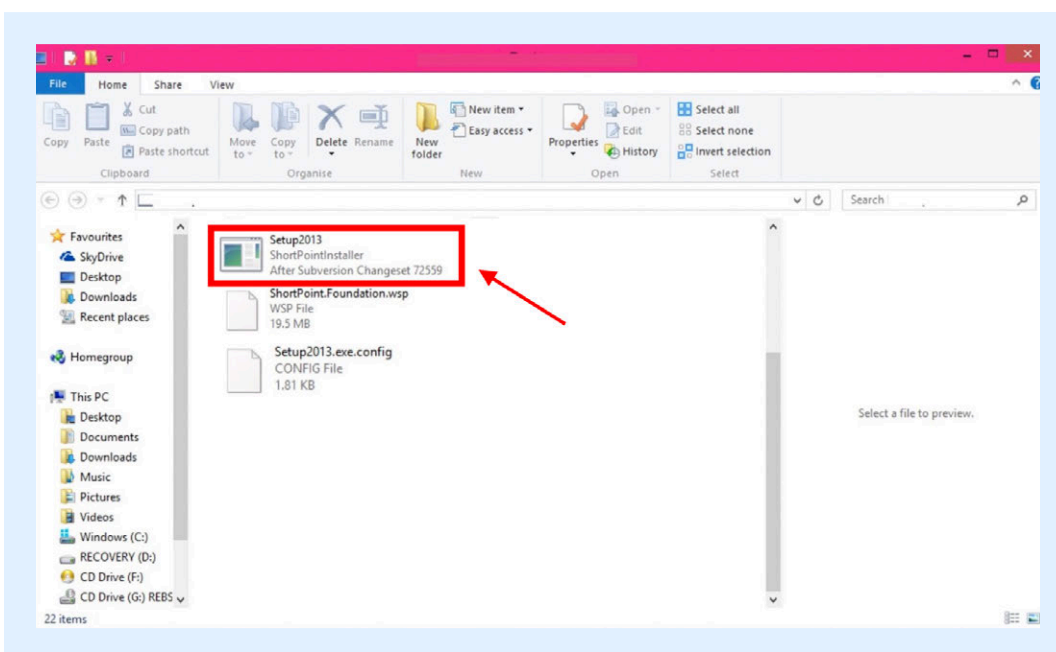

Figure 9.1.1 Setup.exe

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

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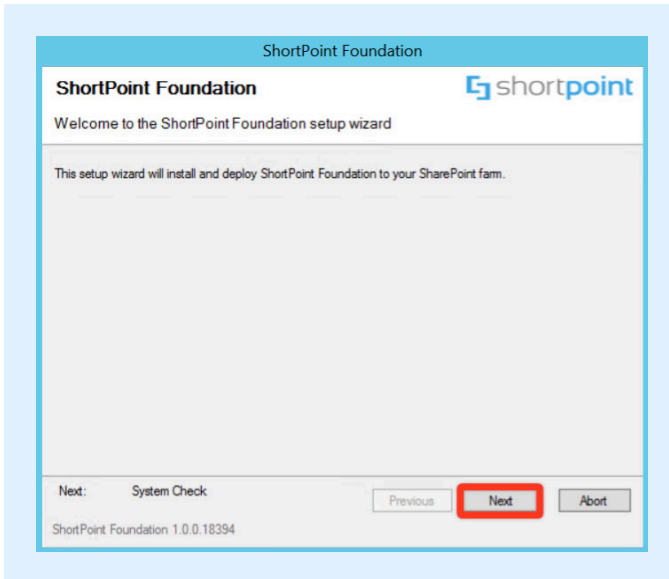
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Figure 9.1.2 ShortPoint Foundation setup wizard

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**.
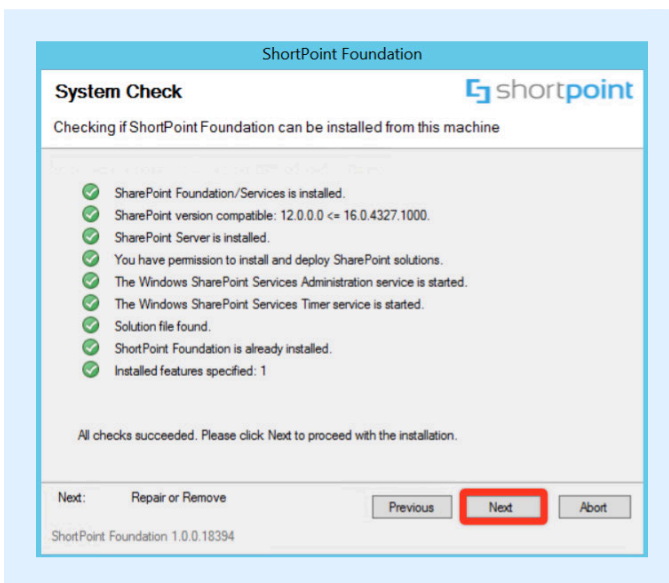

Figure 9.1.3 System Check

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**.
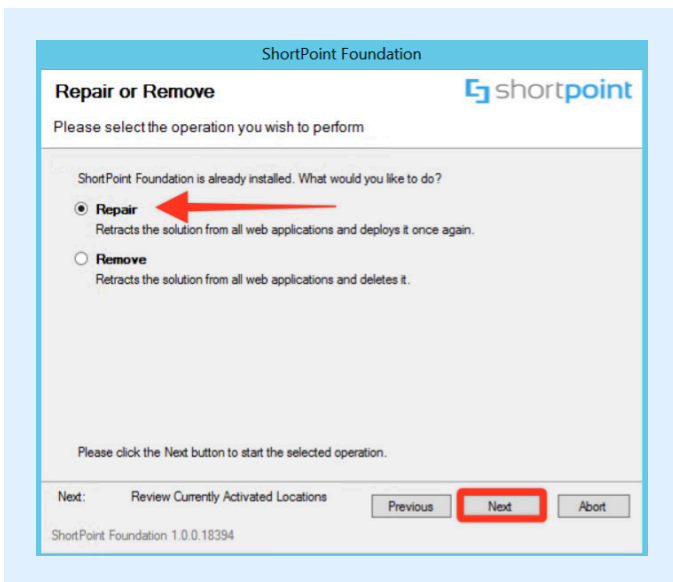

Figure 9.1.4 Repair option

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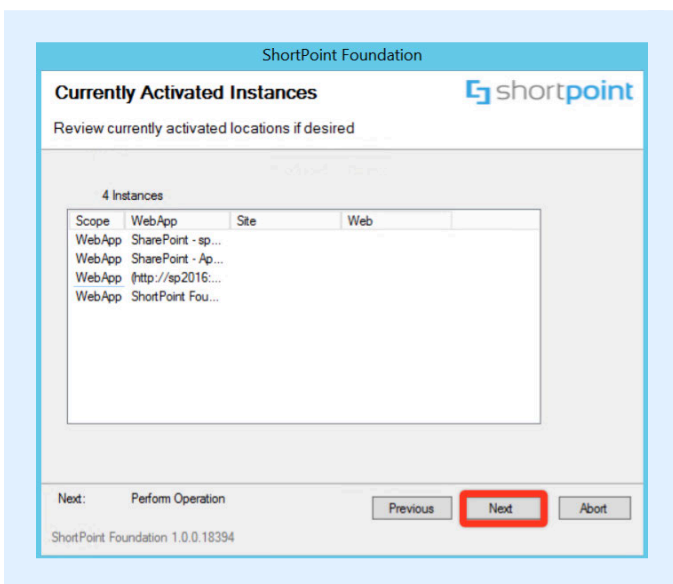

Figure 9.1.5 Currently Activated Instances

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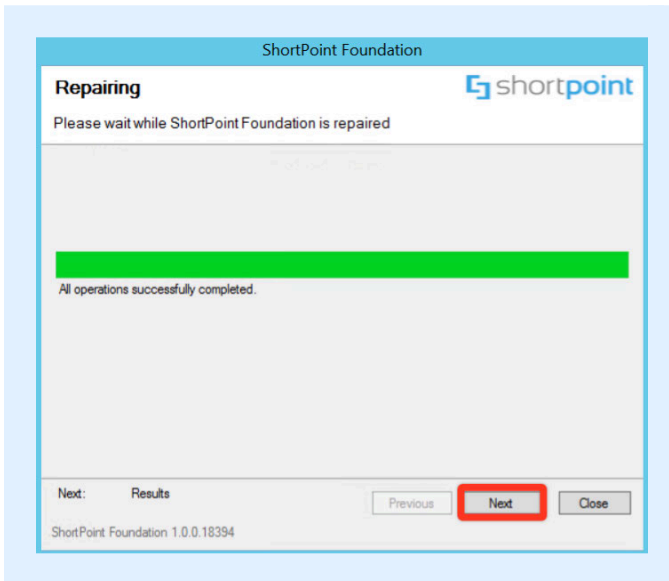

Figure 9.1.6 Upgrade ongoing

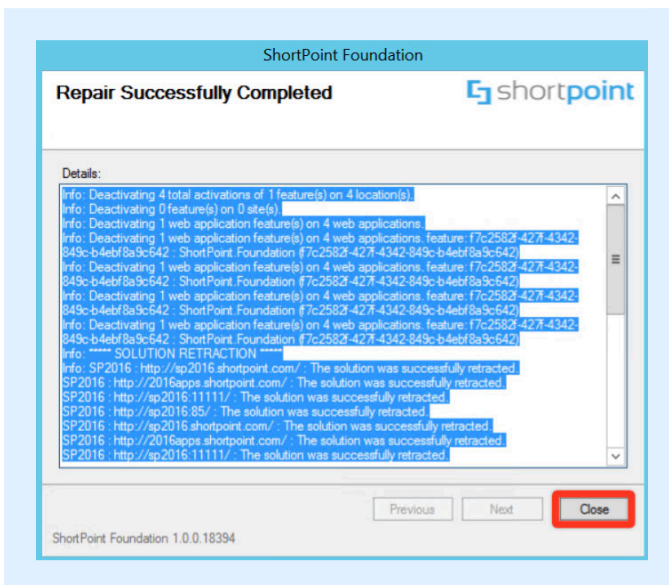You now have the latest ShortPoint upgrade. Click the **Close** button.

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 - **support.shortpoint.com**
🌐 Website - **shortpoint.com**

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