Admin Guide.

Installation and Activation

ShortPoint SPFx Installation and Activation for SharePoint 2019

ENVIRONMENT

This guide is for SharePoint 2019 users

SHORTPOINT SPFx VERSION

This guide is suitable for installing ShortPoint SPFx version 7.x.x.x and higher

Version 1.4

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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 SPFx on.

1.1.1 Farm Administrator

You need to be a Farm Administrator to create and/or use an App Catalog. The App Catalog is where you will upload the ShortPoint SPFx file.

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 upload ShortPoint SPFx to the App Catalog.*

1.1.2 Site Collection Administrator

You need to be a Site Collection Administrator. To check, go to your SharePoint Admin Center and select **Active Sites** from the side panel.
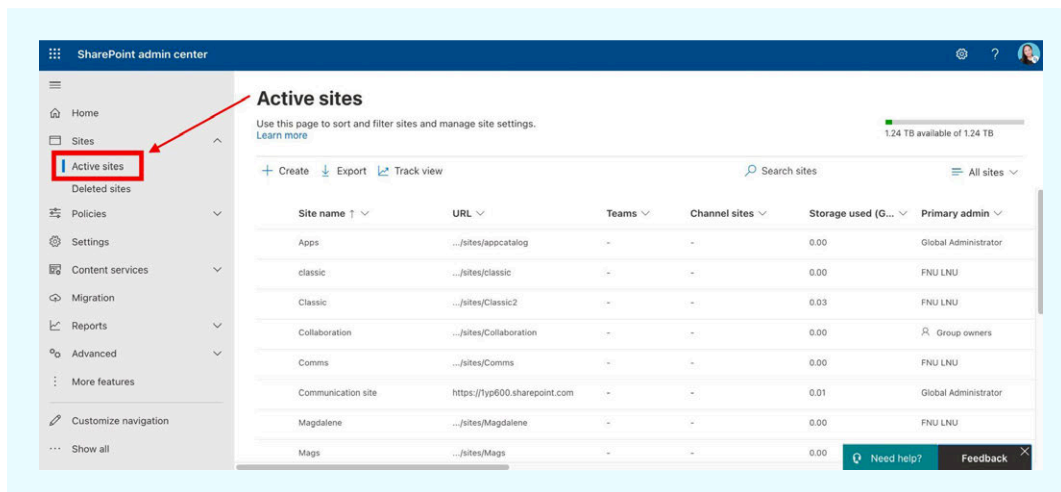
Figure 1.1.2.1 Active Sites

Once there, select the Site Collection where you want ShortPoint to be installed. Under the **Permissions** tab, 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.
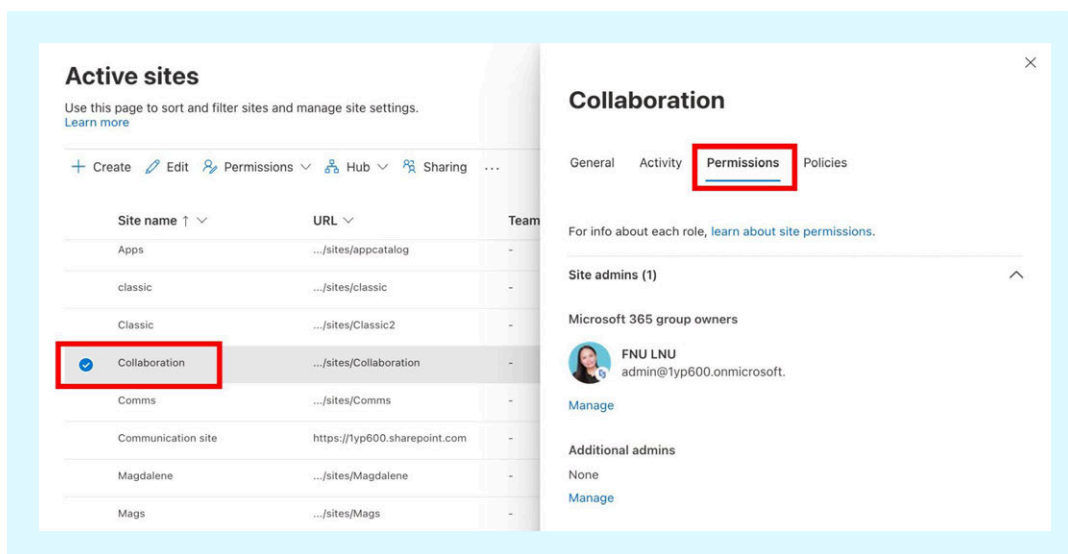
Figure 1.1.2.2 Permissions Tab

Section 2

Pre-Installation

This section details all the prerequisites you will need to install ShortPoint. There are six pre-installation steps in total. Follow them closely before proceeding to the installation section.

2.1 Submit the ShortPoint Trial Request

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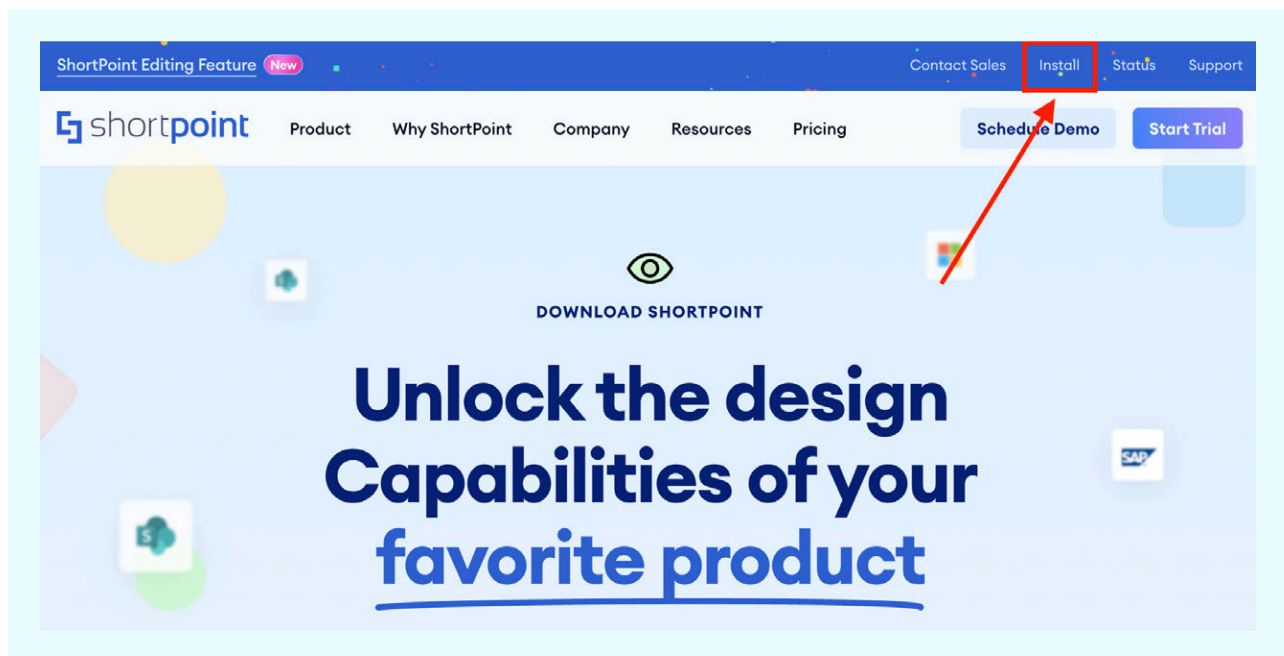

Figure 2.1.1 Install button
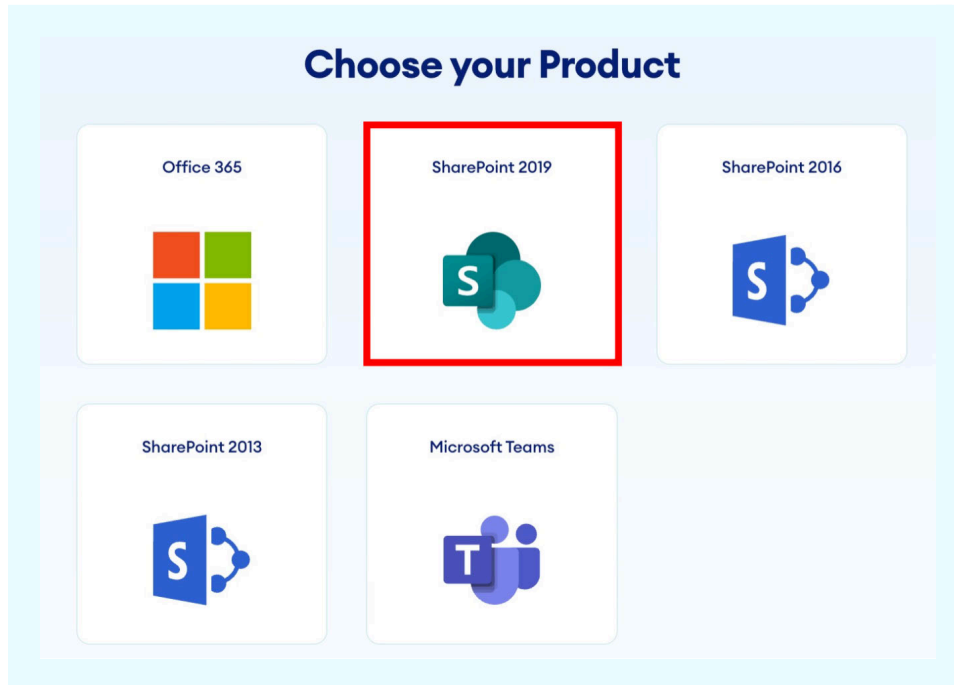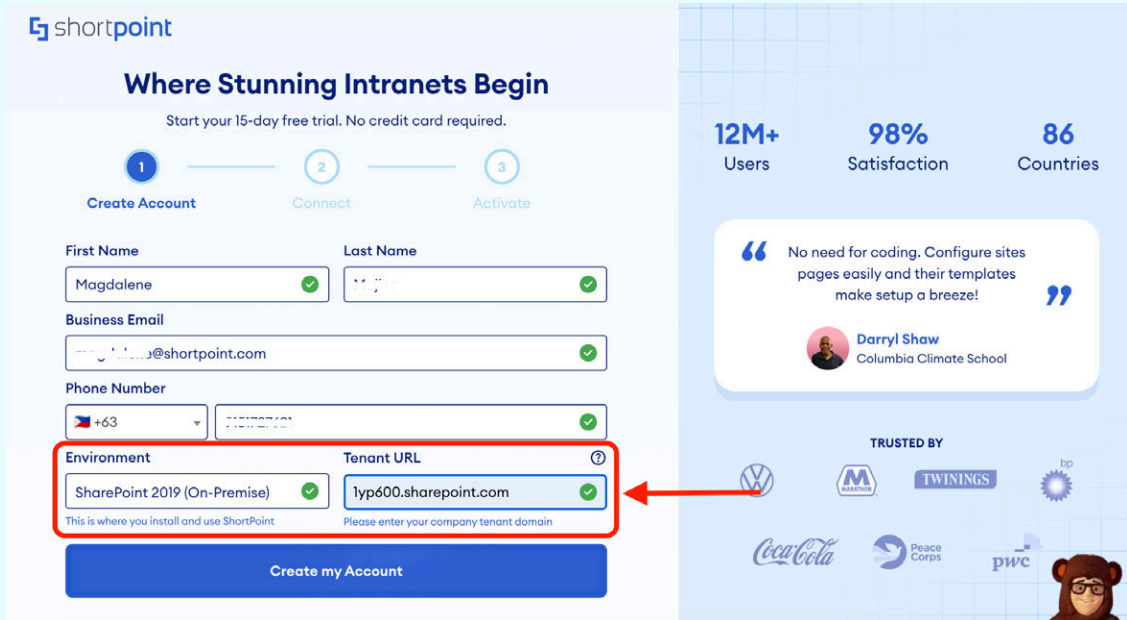
Scroll down and click **SharePoint 2019**.

Figure 2.1.2 SharePoint 2019

Click **Download ShortPoint SPFx for SharePoint 2019 On-Premise**.

Figure 2.1.3 Download button

Fill in the necessary information. Just make sure that you choose the correct SharePoint environment (SharePoint 2019 (One-Premise)).

Figure 2.1.4 Fill the form

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

Figure 2.1.5 Download ShortPoint for SharePoint 2019 button

2.2 Extract the ShortPoint SPFx 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. Click the folder to open the file.
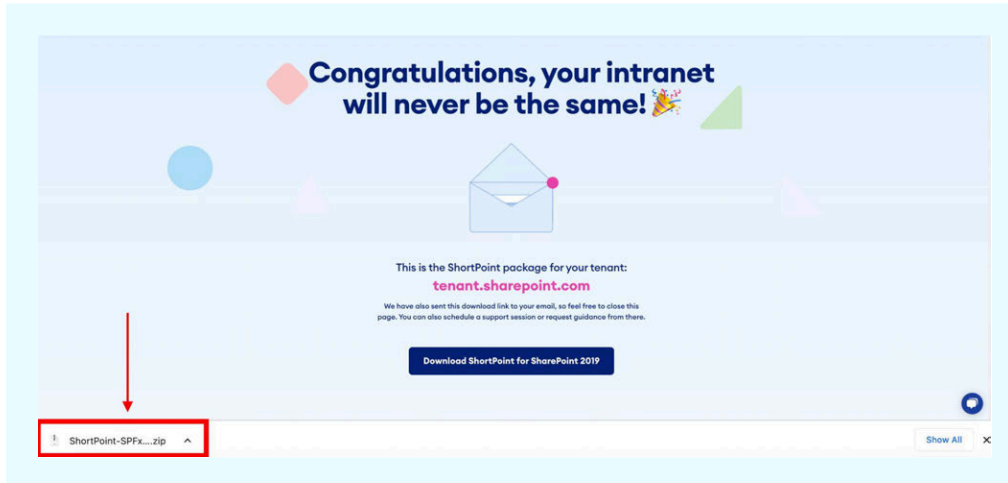

Figure 2.2.1 ShortPoint SPFX.zip file

You will see a readme.txt, a PDF installation guide, and the shortpoint-spfx.sppkg file in the ZIP archive. Click the **shortpoint-spfx.sppkg** file once to select it.
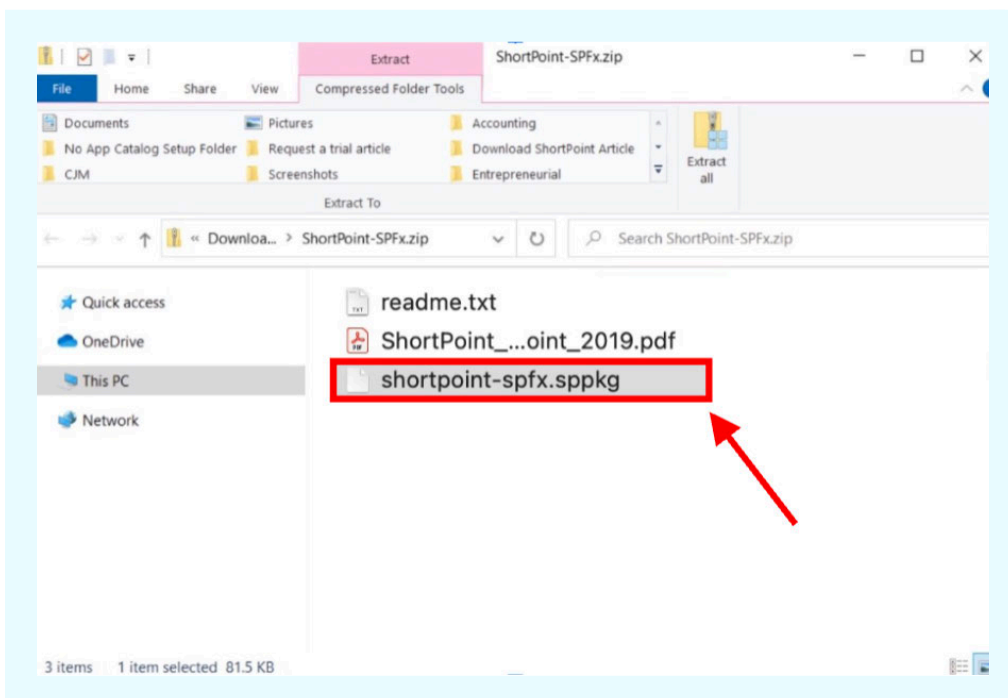

Figure 2.2.2 The shortpoint-spfx.sppkg file

On the top, under Compressed Folder Tools, select the folder where you want the *shortpoint-spfx.sppkg* file to be extracted. This will extract the file to your selected folder.
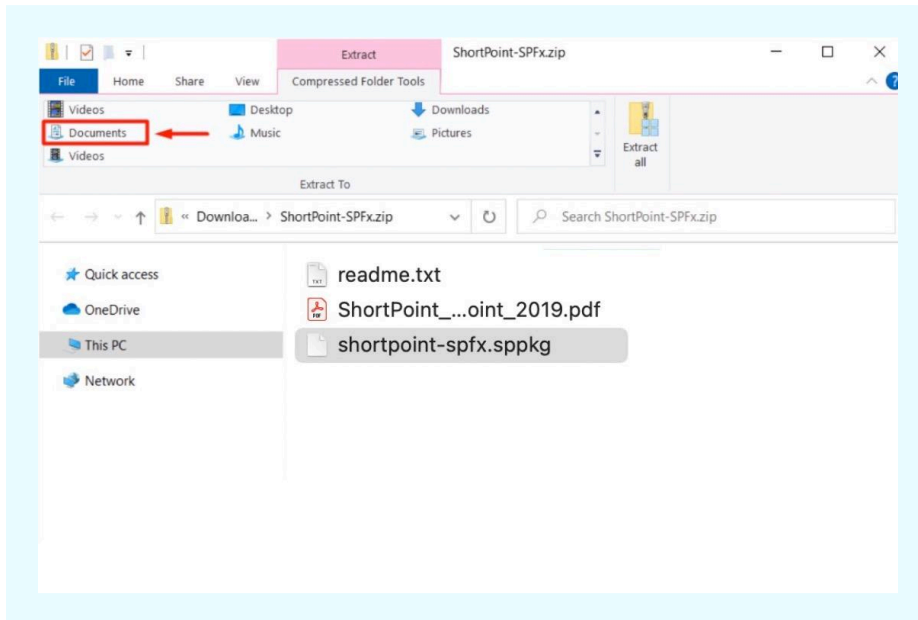

Figure 2.2.3 Selecting a folder to extract the shortpoint-spfx.sppkg file

To make sure that the file is extracted properly, open the folder where you extracted the file and check if the *shortpoint-spfx.sppkg* file is there.
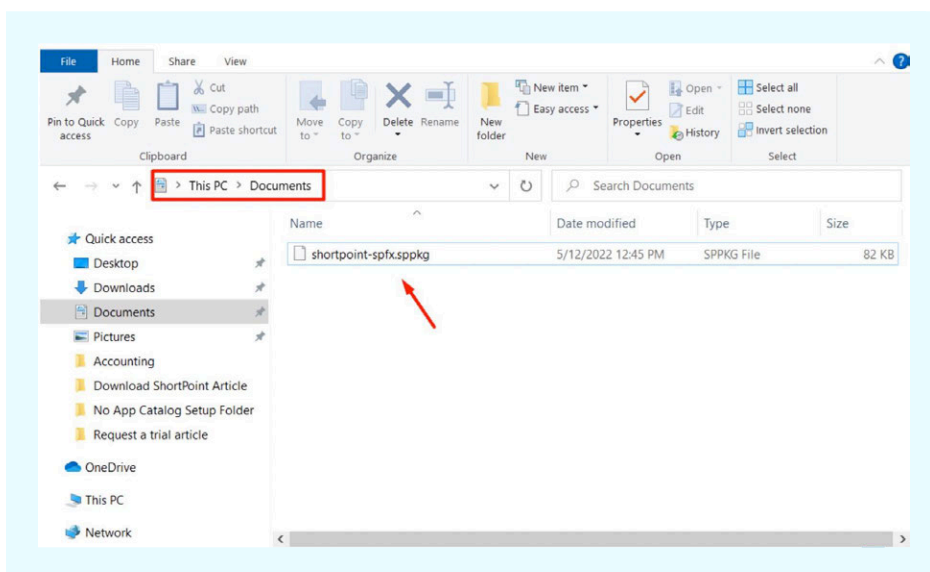

Figure 2.2.4 Checking the extracted shortpoint-spfx.sppkg file

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2.3 Configure the Subscription Settings (Optional)

NOTE: This step is optional. If you have already configured the subscription settings, proceed to *Section 2.4*.

There are two parts you must accomplish to configure the subscription settings. They are configure subscription settings service application and configure app management service application.

2.3.1 Configure Subscription Setting Service Application

From your SharePoint Server 2019 farm, open **SharePoint 2019 Central Administration**.
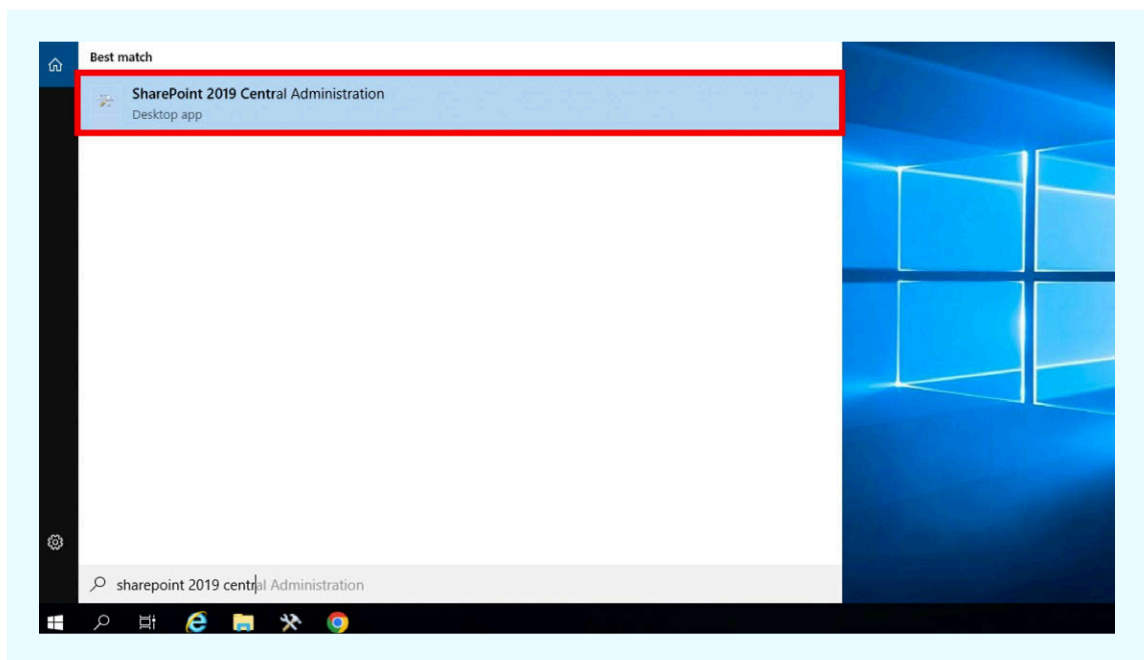

Figure 2.3.1.1 SharePoint 2019 Central Administration

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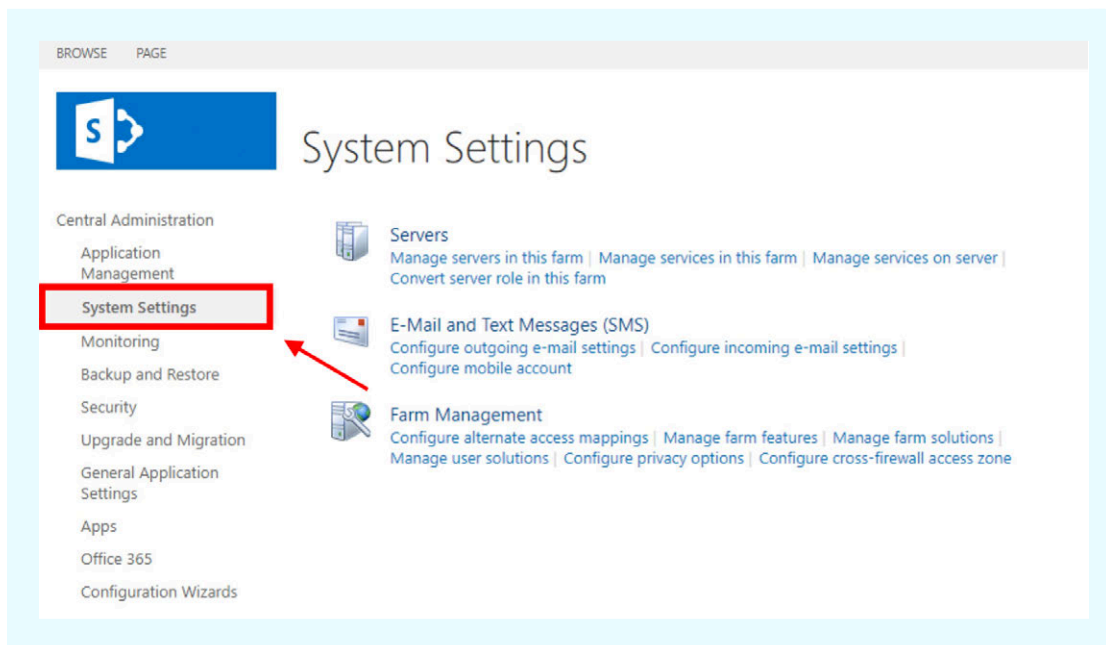Select **System Settings** from the side panel.

Figure 2.3.1.2 System Settings button

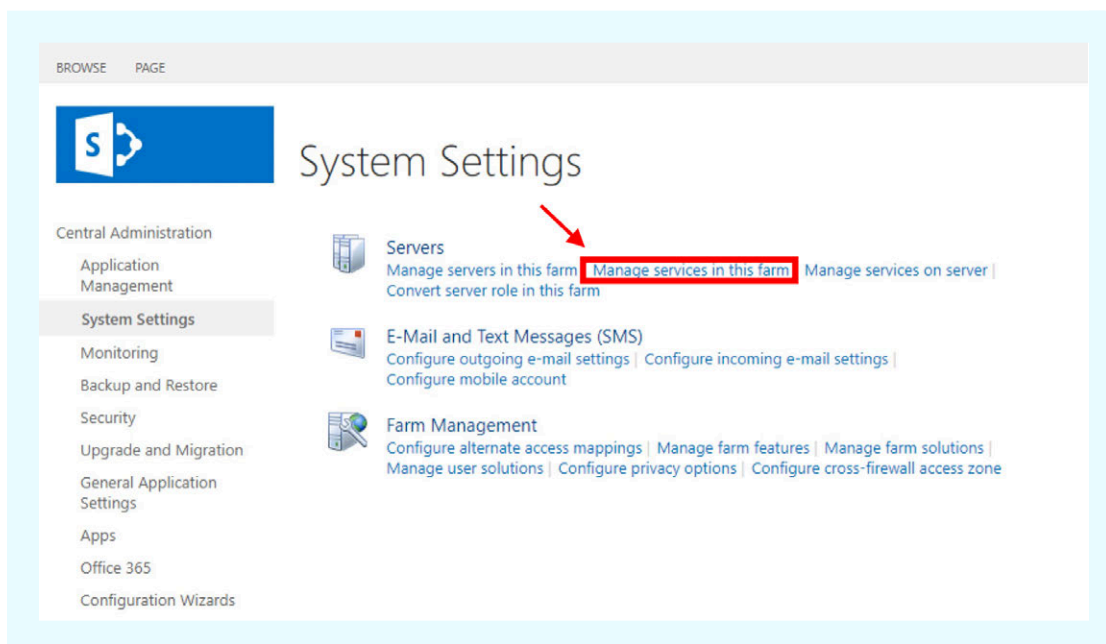Under Servers, click **Manage services in this farm**.

Figure 2.3.1.3 Manage services in this farm button

Click **Enable Auto Provision** for Microsoft SharePoint Foundation Subscription Settings Service.

Figure 2.3.1.4 Enable the Auto Provision button

Next, use the search bar to look for SharePoint 2019 Management Shell. Right-click on the app and select **Run as administrator**.
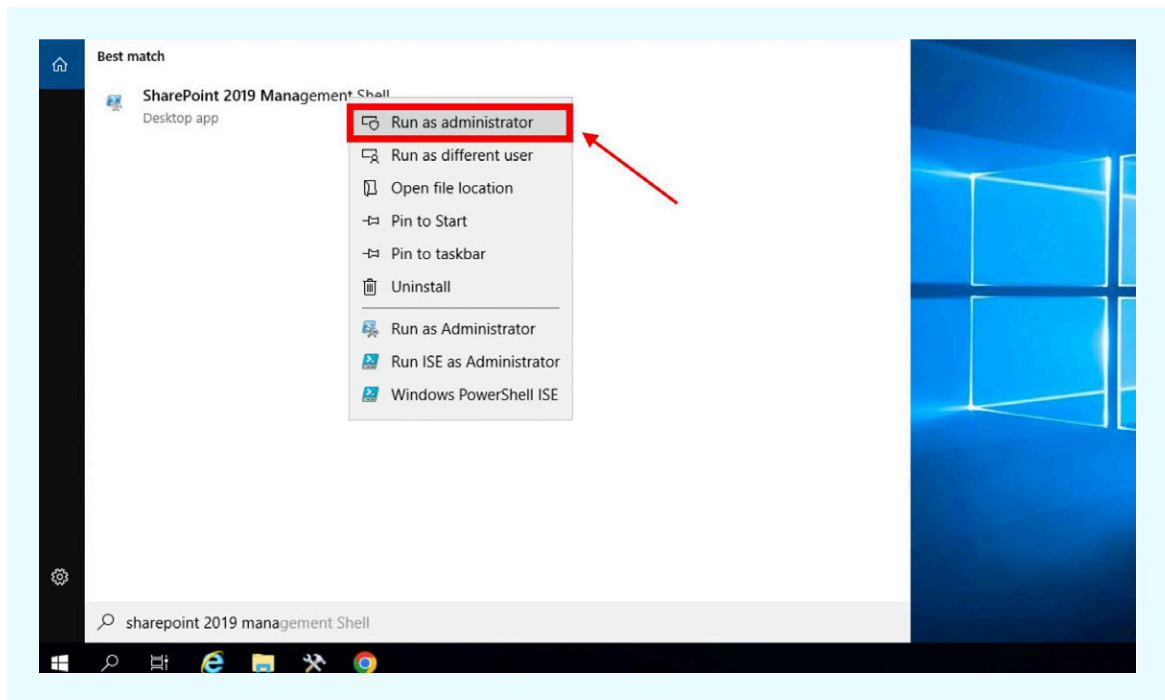

Figure 2.3.1.5 Run as administrator button

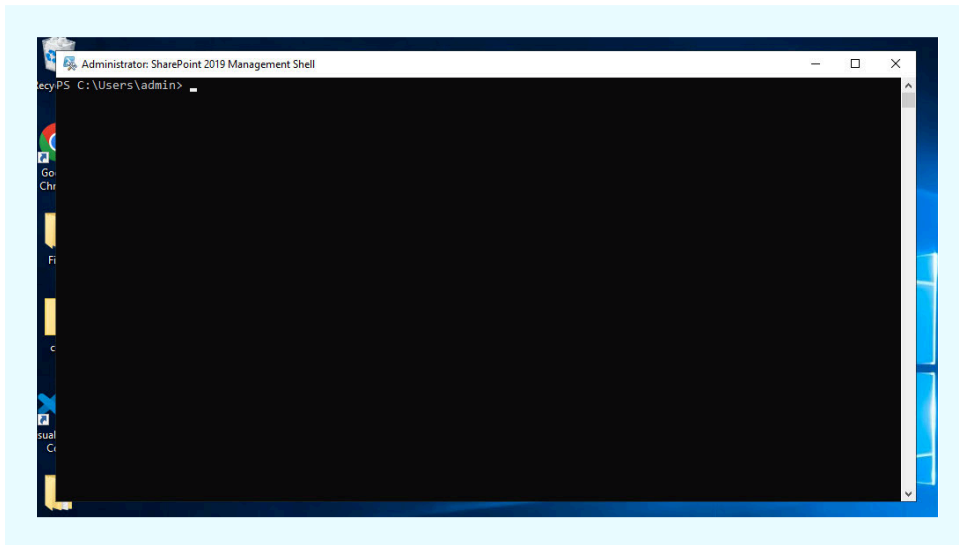You will be redirected to **Administrator: SharePoint 2019 Management Shell**.

Figure 2.3.1.6 SharePoint 2019 Management Shell

Run the command below and hit **Enter** on your keyboard:

$sa = New-SPSubscriptionSettingsServiceApplication -ApplicationPool 'SharePoint Web Services Default' -Name 'Subscriptions Settings Service Application' -DatabaseName 'Subscription'
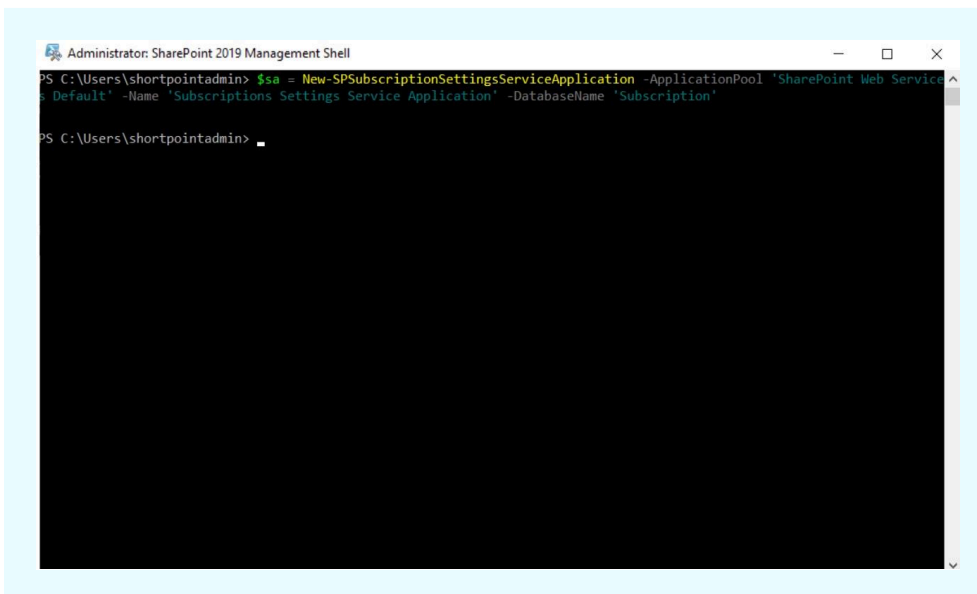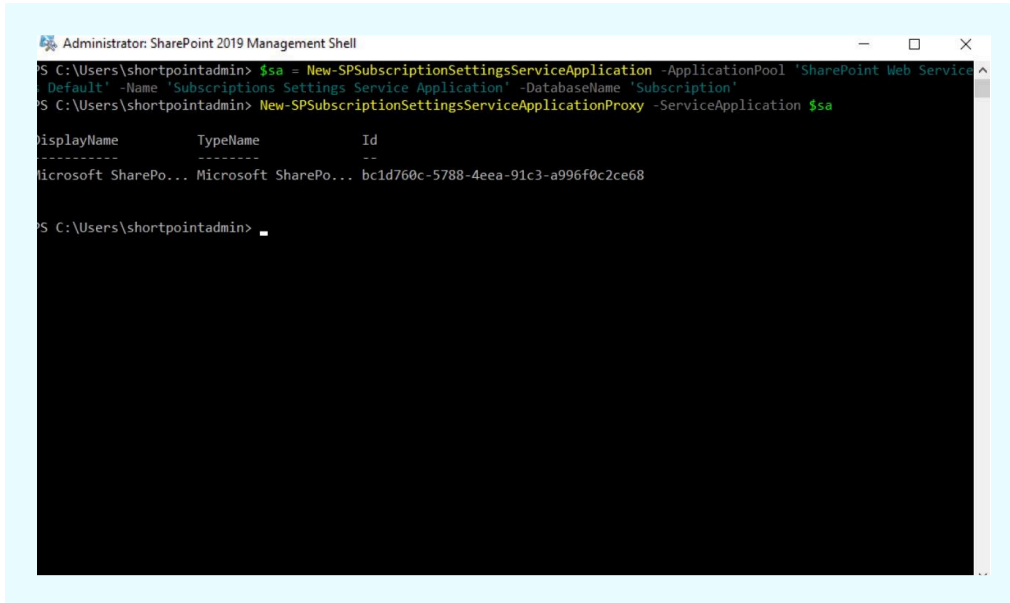

Figure 2.3.1.7 First SharePoint 2019 Management Shell command

Run the command below and hit **Enter** again:

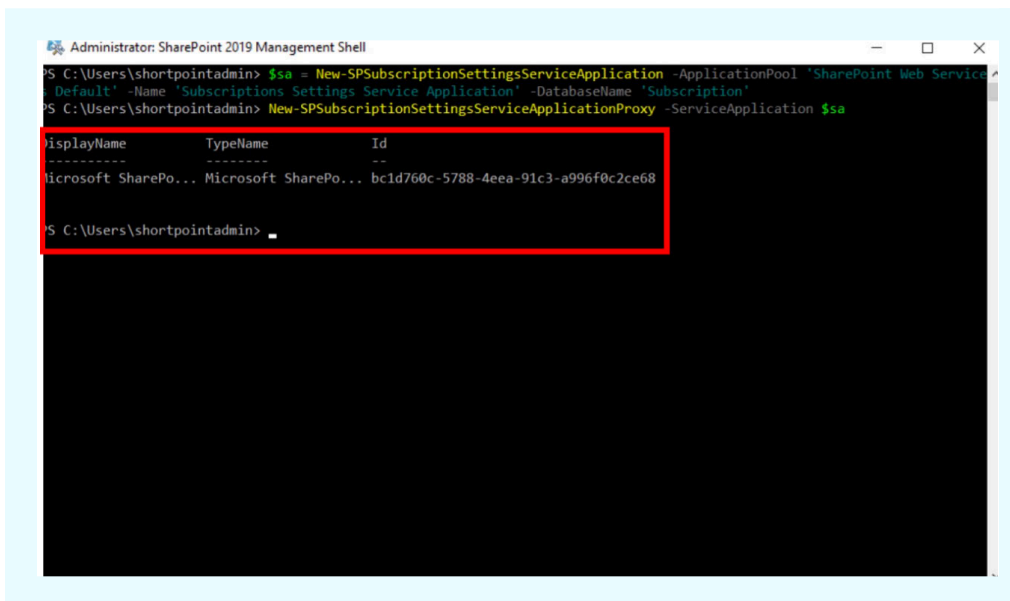**New-SPSubscriptionSettingsServiceApplicationProxy -ServiceApplication $sa**

Figure 2.3.1.8 Second SharePoint 2019 Management Shell command

After running these commands, you should see the server **DisplayName, TypeName, and ID** in a table format.

Figure 2.3.1.9 Display Name, Type Name, and Id

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Once done, you must verify if the subscription settings have been configured successfully. To do that, select **Application Management** from SharePoint 2019 Central Administration.
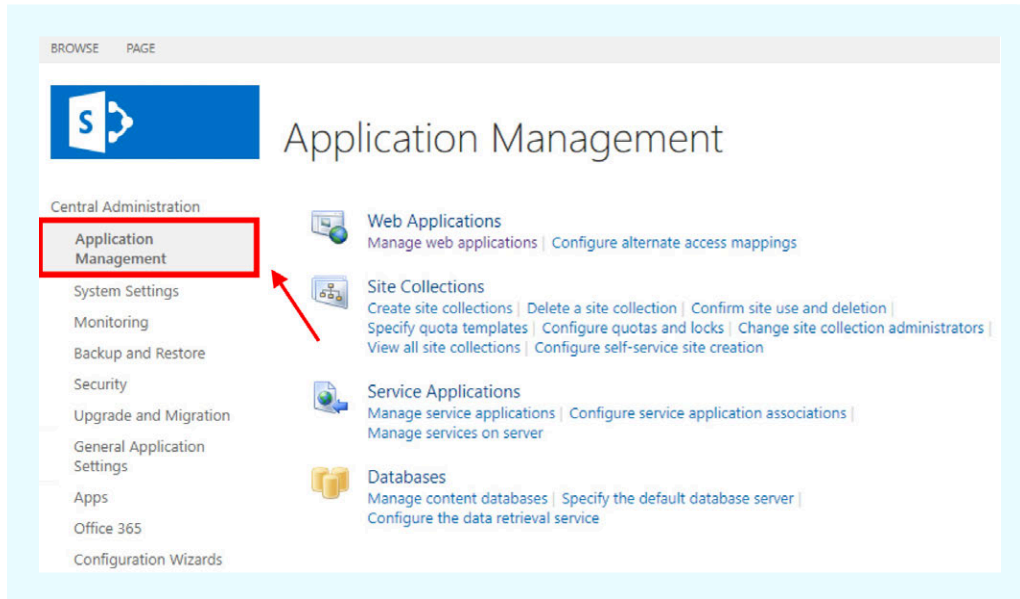

Figure 2.3.1.10 Application Management

Under Service Applications, click **Manage Service Applications**.
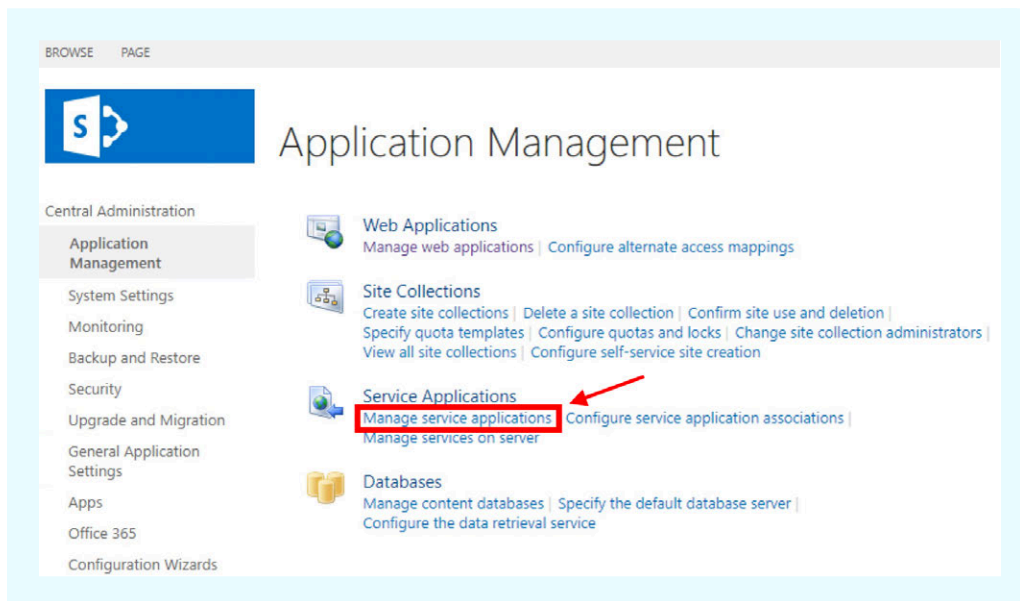
Figure 2.3.1.11 Manage service applications button

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You should now see the **Subscription Settings Service Application** and the **Microsoft SharePoint Foundation Subscription Settings Service Application Proxy**.

Figure 2.3.1.12 Subscription Setting Service Application

2.3.2 Configure App Management Service Application

Open the Windows launcher and use the search box to locate **SharePoint 2019 Central Administration**. Click it to open.
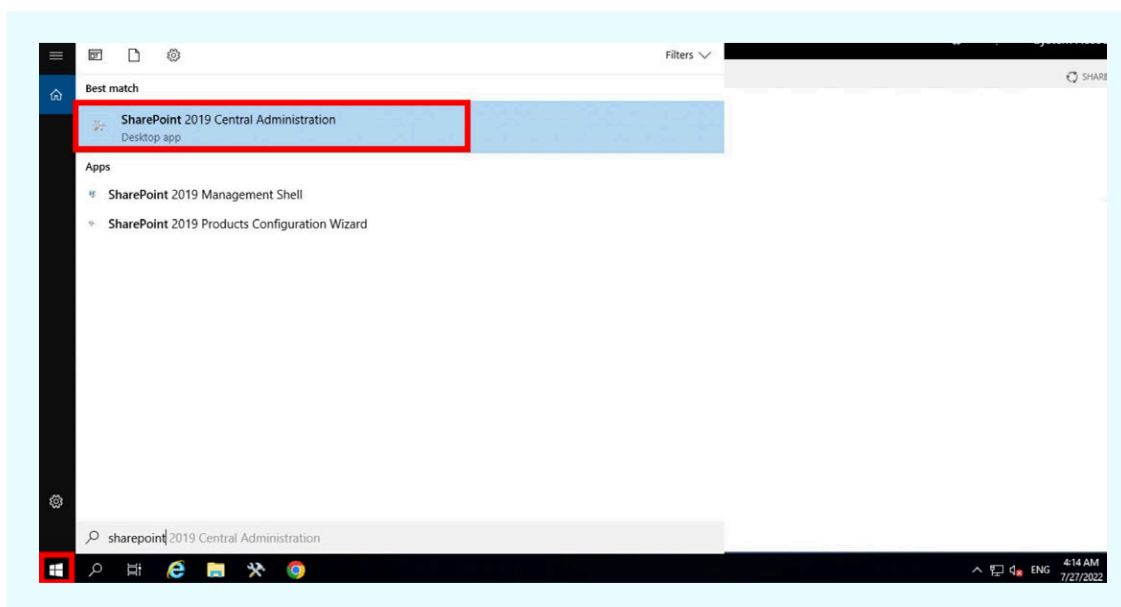
Figure 2.3.2.1 SharePoint 2019 Central Administration button

Select **Application Management** from the side panel.
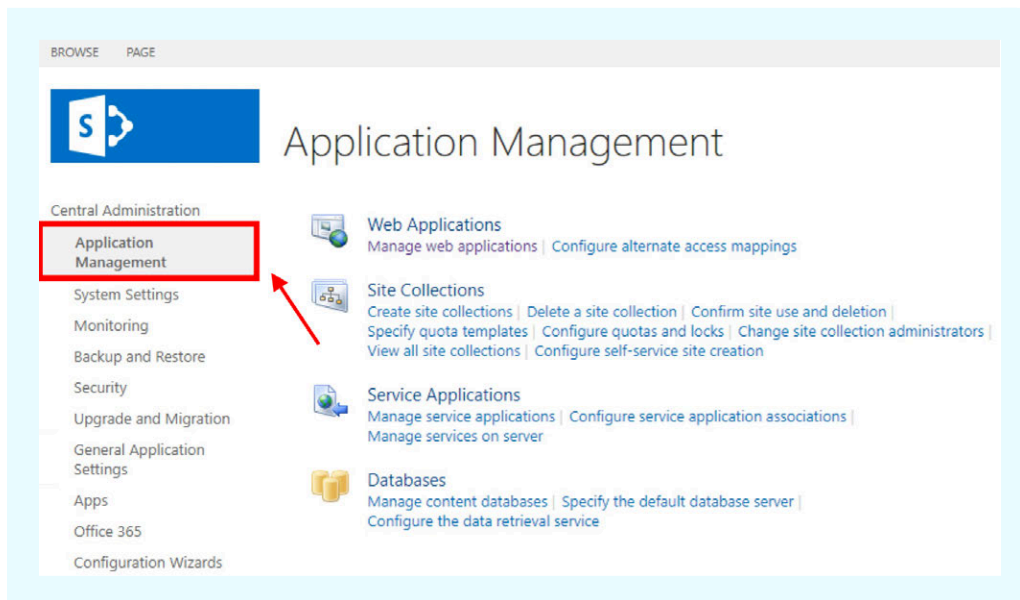
Figure 2.3.2.2 Application Management

Under Service Applications, click **Manage service applications**.
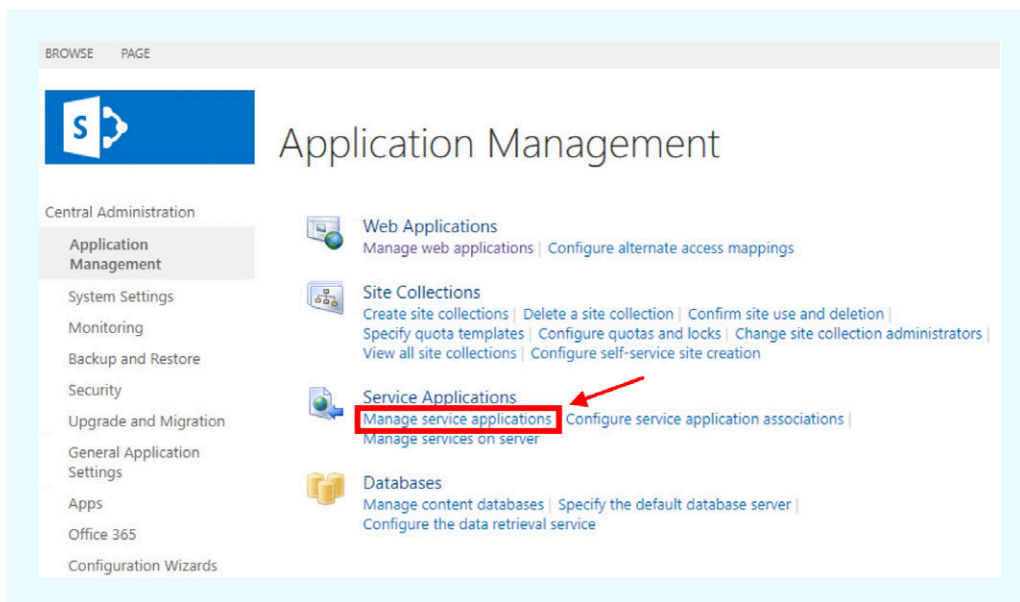
Figure 2.3.2.3 Manage service applications button

On the Manage service applications page, click **New.**
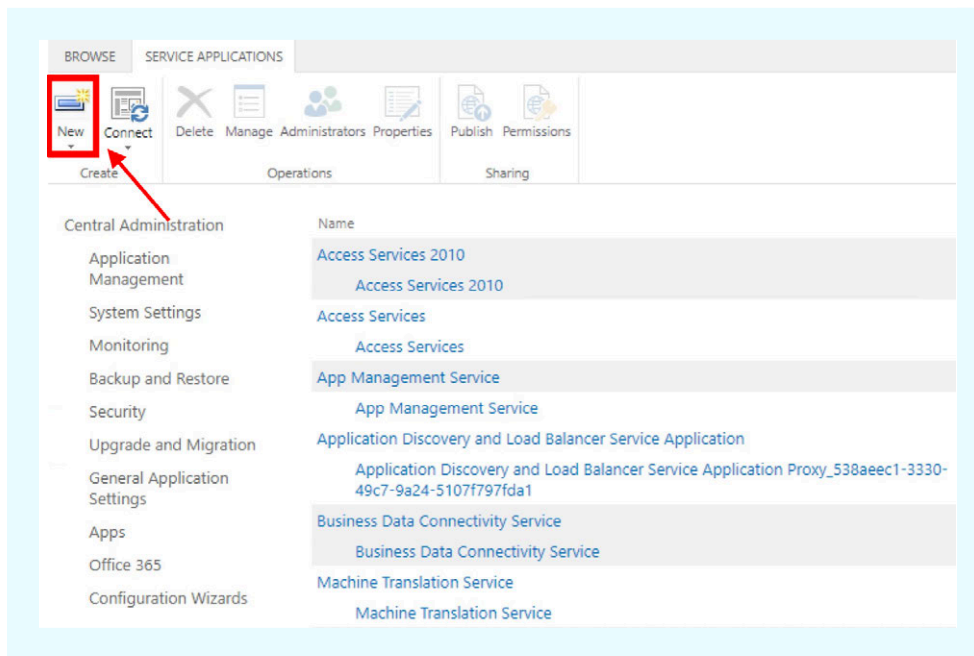
Figure 2.3.2.4 New button

From the dropdown, choose **App Management Service**.
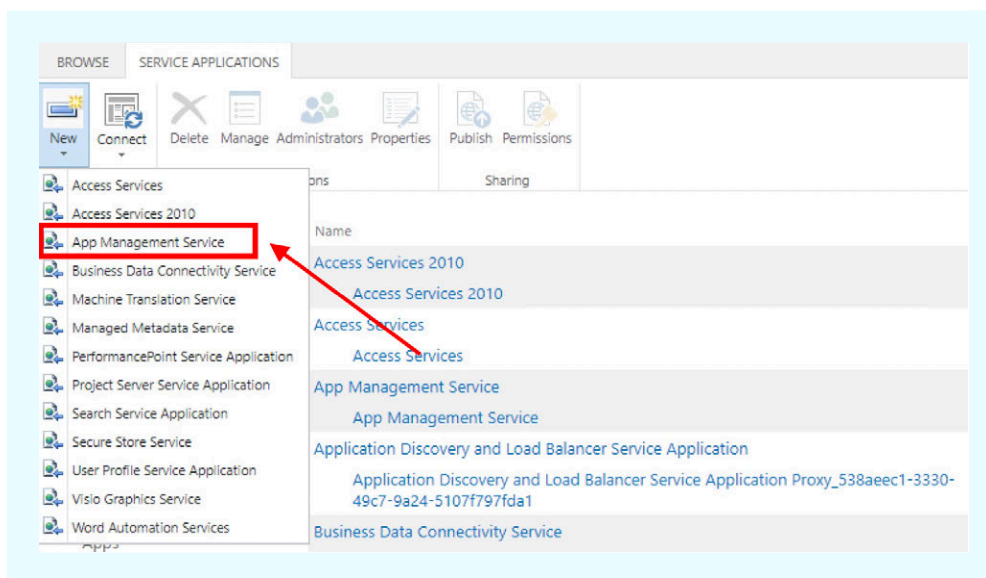
Figure 2.3.2.5 App Management Service button

Type a name for the service application in the **Service Application Name box**.
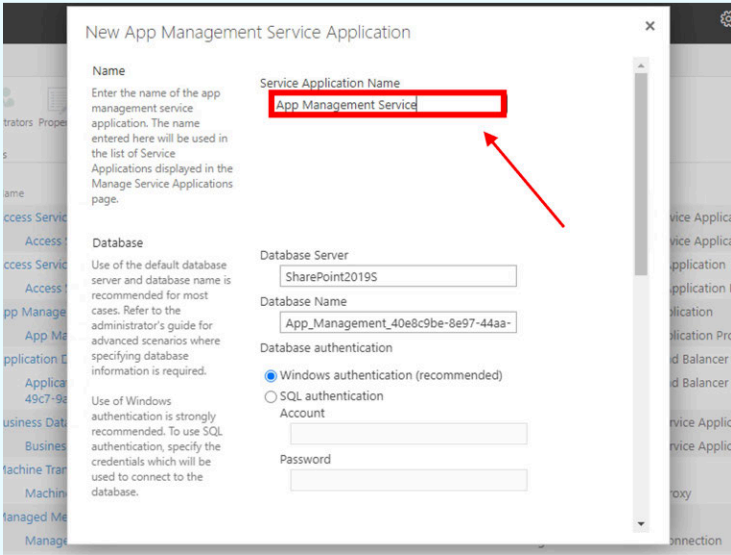
Figure 2.3.2.6 Service Application Name

Scroll down to see the Application Pool section. Choose **Use existing application pool** and from the drop-down, select **SharePoint Web Services Default**.
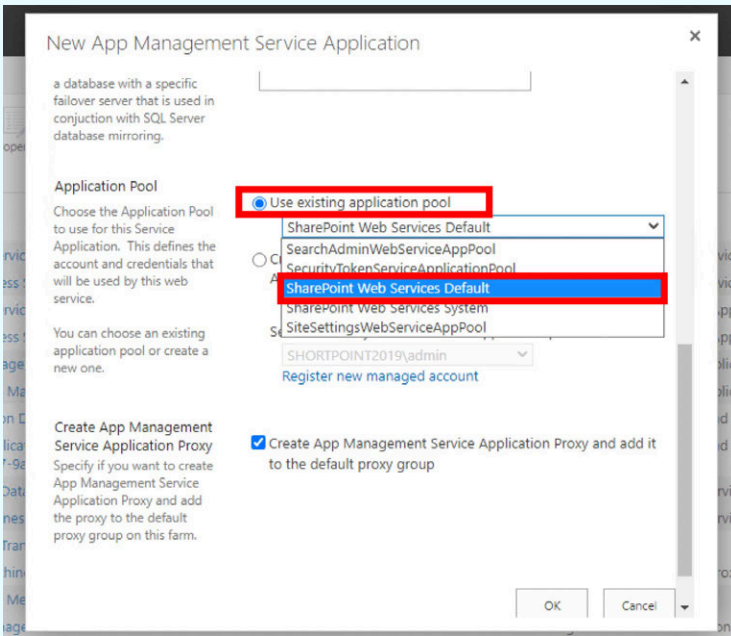
Figure 2.3.2.7 Application Pool section

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To check if it is successfully created, go back to Manage service applications and look for **App Management Service Application** and **App Management Service Application Proxy**.

Figure 2.3.2.8 Application Management Service Application

And you're done! You can now proceed to the next section.

2.4 Setup SharePoint 2019 Farm App Catalog (SPFx)

Open the Windows launcher and use the search box to locate **SharePoint 2019 Central Administration**. Click it to open.
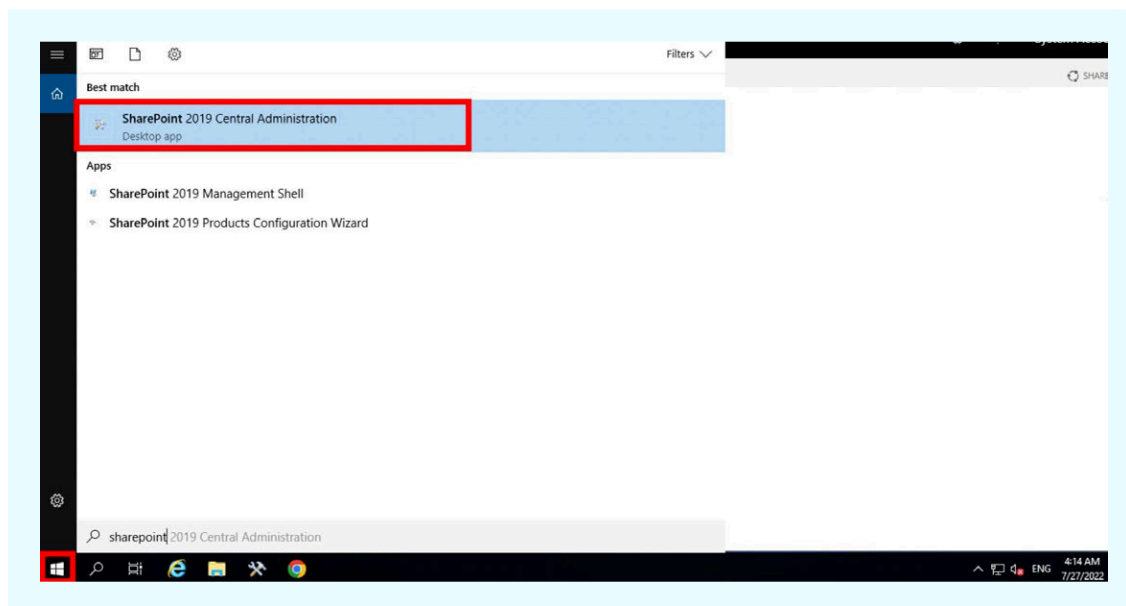
Figure 2.4.1 SharePoint 2019 Central Administration

Once there, select **Apps** from the side panel.

Figure 2.4.2 Apps button in the Sharepoint 2019 Central Administration

Under App Management, click **Manage App Catalog**.

Figure 2.4.3 Manage App Catalog button

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On the Manage App Catalog page, select the **Create a new app catalog site** option and click **OK**.
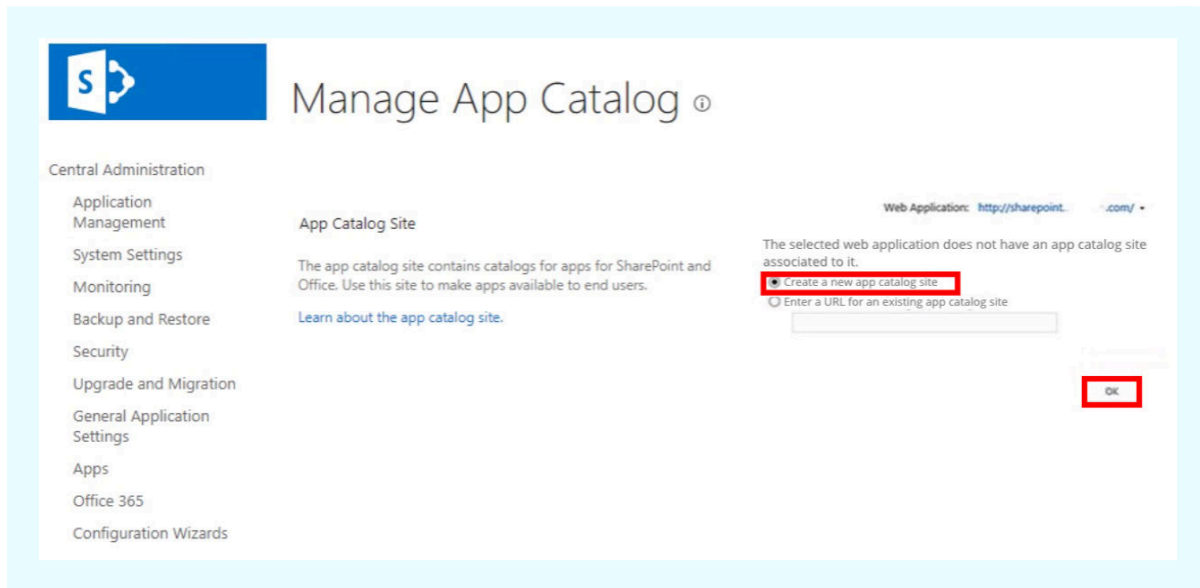
Figure 2.4.4 Create a new app catalog site option

Select your **Web Application** from the drop-down and fill in the necessary details to create the App Catalog.

Below are the details you need to add:

Title	This will serve as the name of your App Catalog Site Collection
Description	This will describe the purpose of your site.
URL	This contains the URL of the site.
Primary Site Collection Administrator	This will specify the user who will manage the App Catalog. Take note that only one user is allowed and security groups will not be permitted.

Once you are done, click **Create**.
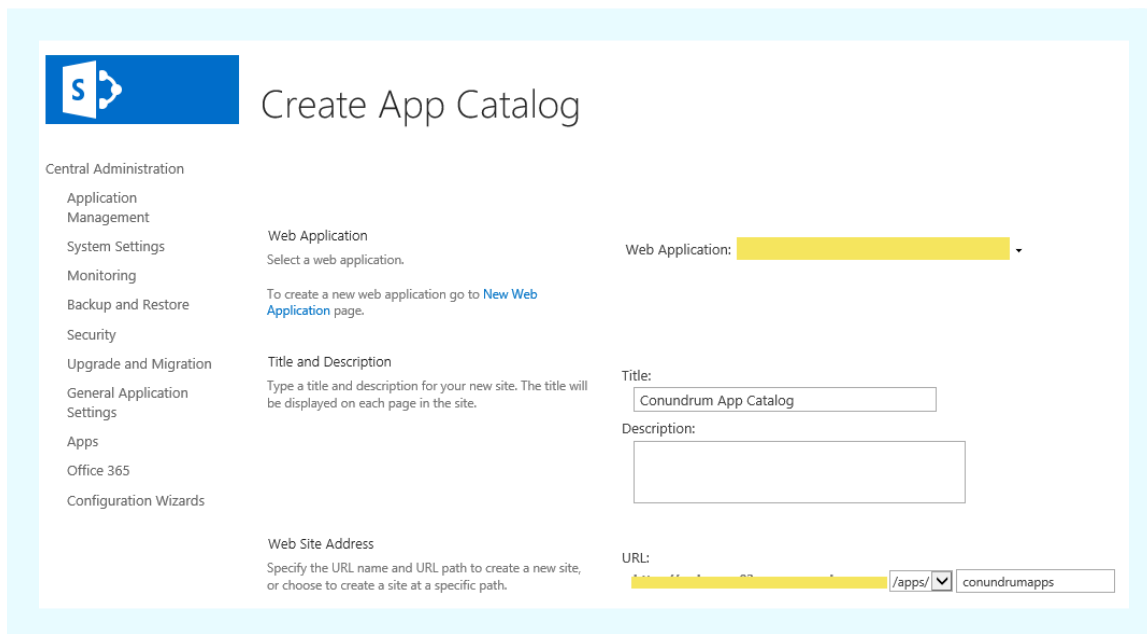
Figure 2.4.5 Create App Catalog page

To check if you have successfully created the App Catalog, select **Apps** again from the side panel.
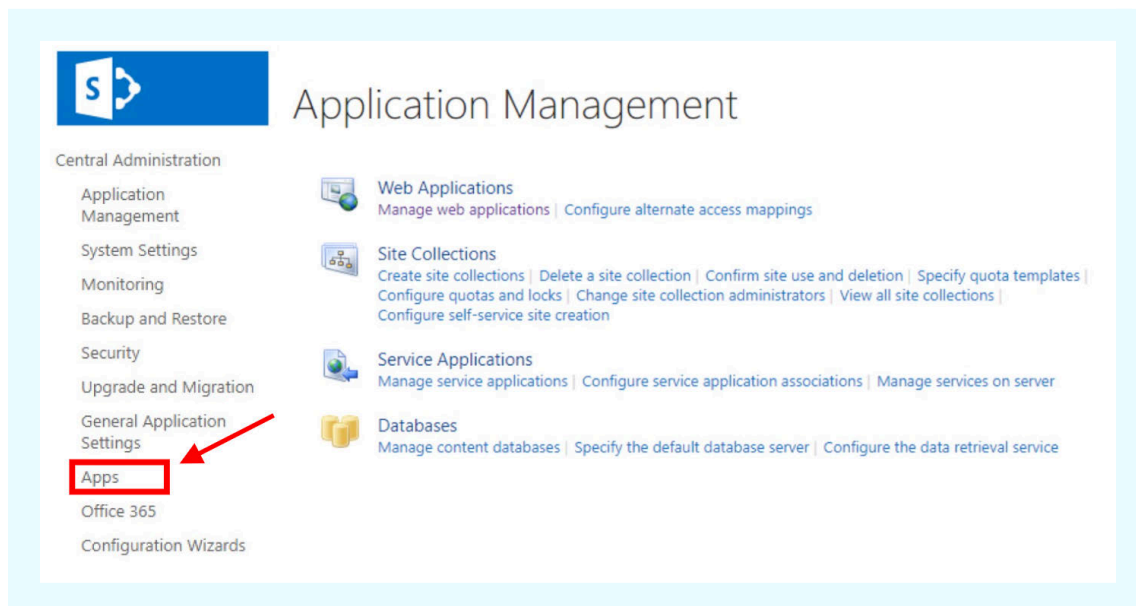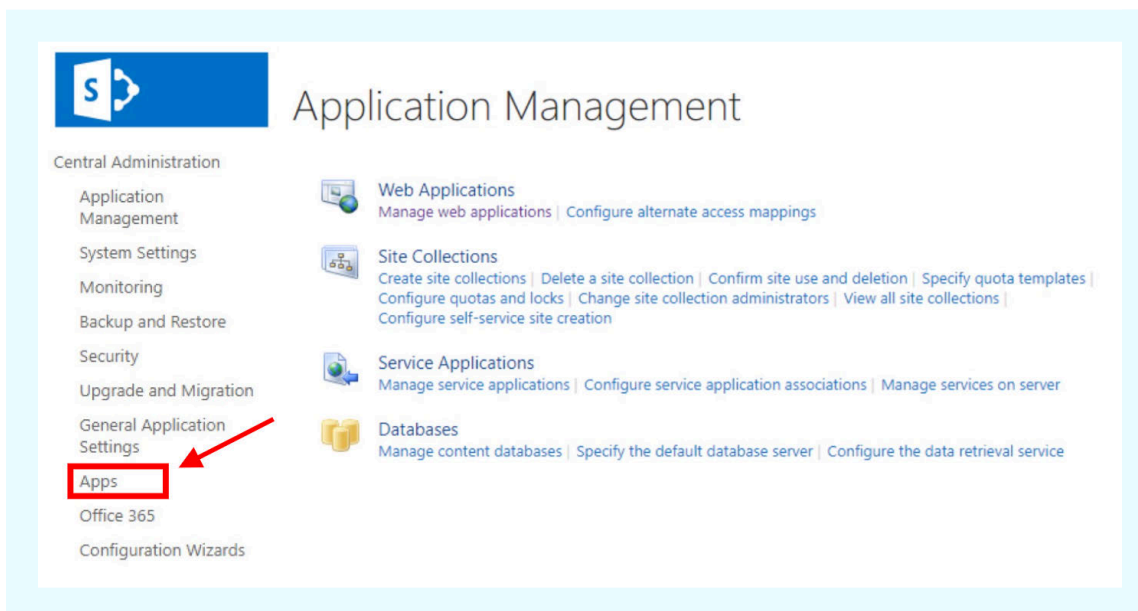

Figure 2.4.6 Apps button in the Sharepoint 2019 Central Administration

Then, click **Manage App Catalog**.

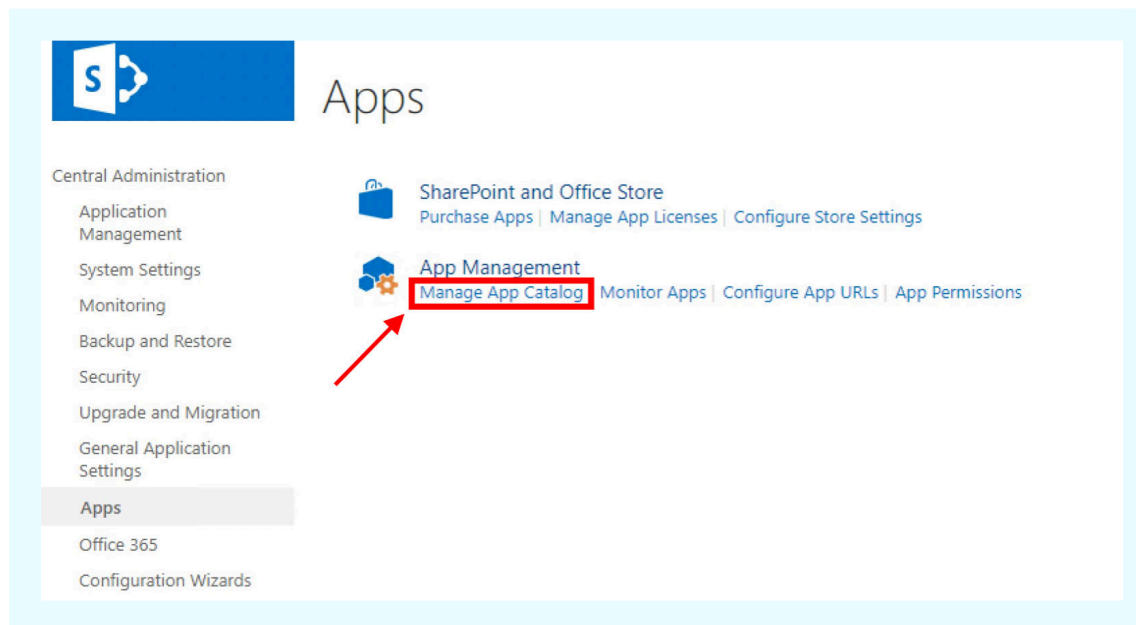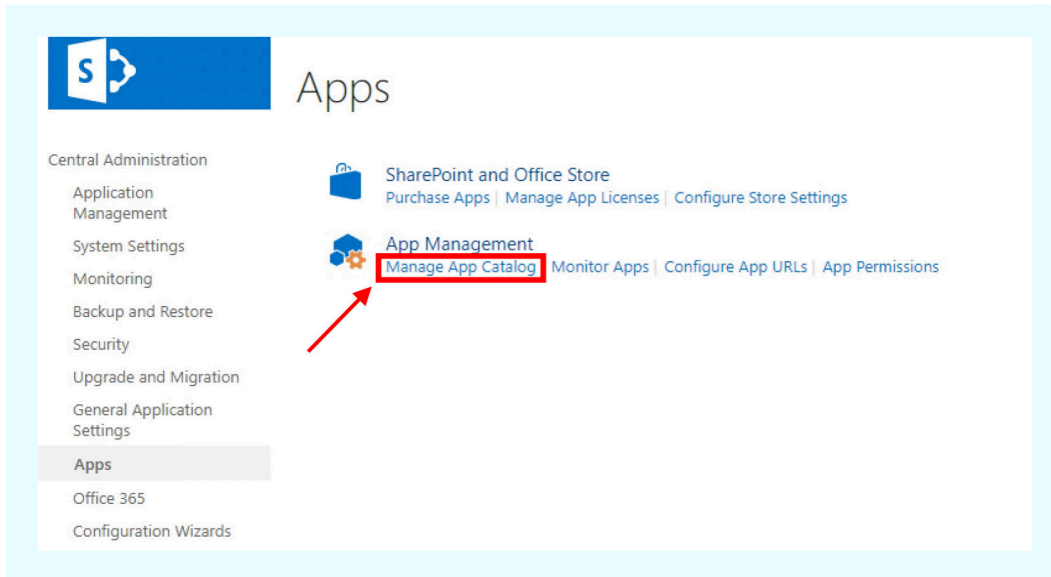Figure 2.4.7 Manage App Catalog button

You will now be able to see your App Catalog site details on the Manage App Catalog page.
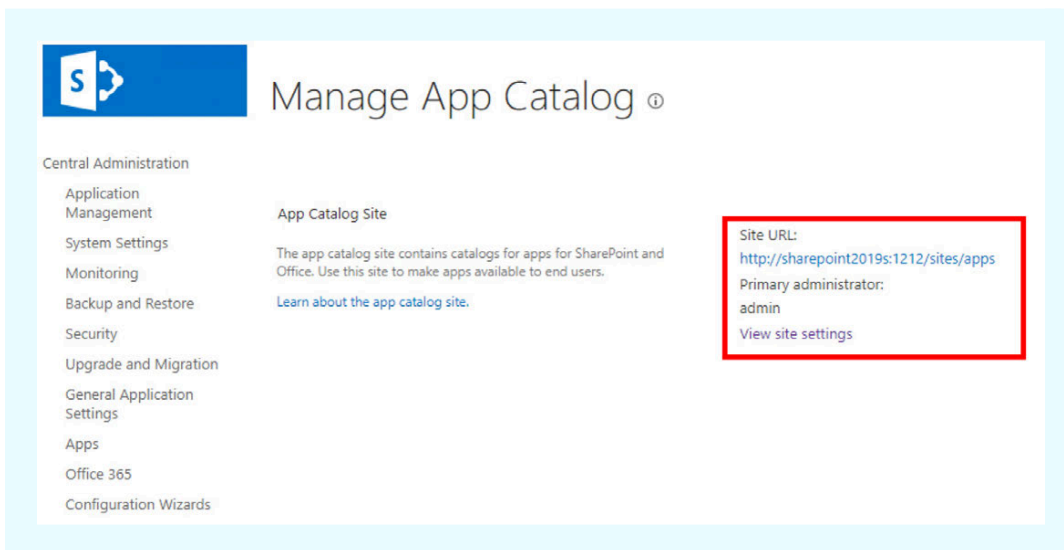
Figure 2.4.8 App Catalog site details

NOTE: *Make sure that you have the English language pack installed. (You don't need to have a site created with this language pack. It just needs to be installed for ShortPoint to work correctly).*

2.5 Enable Scripting Capabilities with Powershell (Optional)

By default, scripting capabilities are not enabled for modern and classic pages. To enable scripting capabilities, you must use **SharePoint 2019 Management Shell**. You must also have access to your **SharePoint Farm Server** and you need to be a **Farm Server Administrator**.

First, use the search box to look for **SharePoint 2019 Management Shell.** Right-click on the app and select **Run as administrator**.

Figure 2.5.1 Run Administrator button

A pop-up window will appear asking you if you want to allow the app to make changes to your device. Click **Yes**.

Figure 2.5.2 Yes button User Account Control

You will be redirected to Administrator: SharePoint 2019 Management Shell.
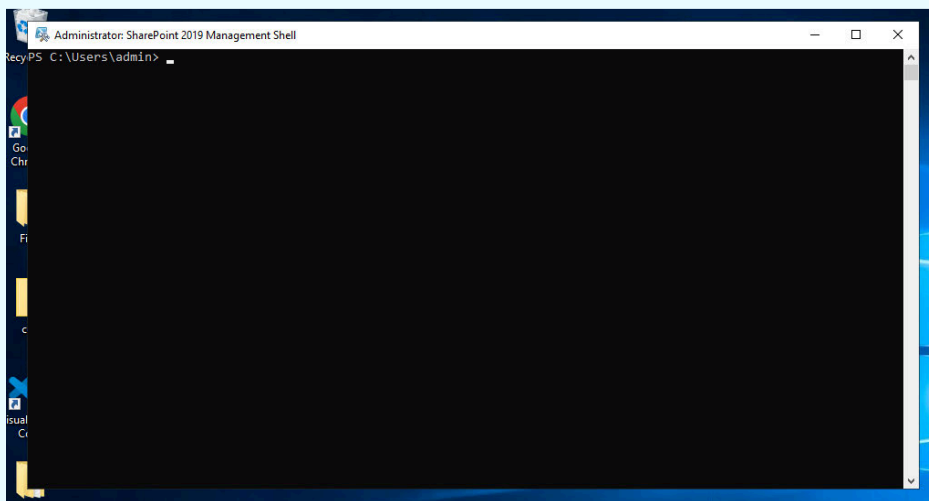
Figure 2.5.3 SharePoint 2019 Management Shell

Type the command below to enable scripting capabilities:

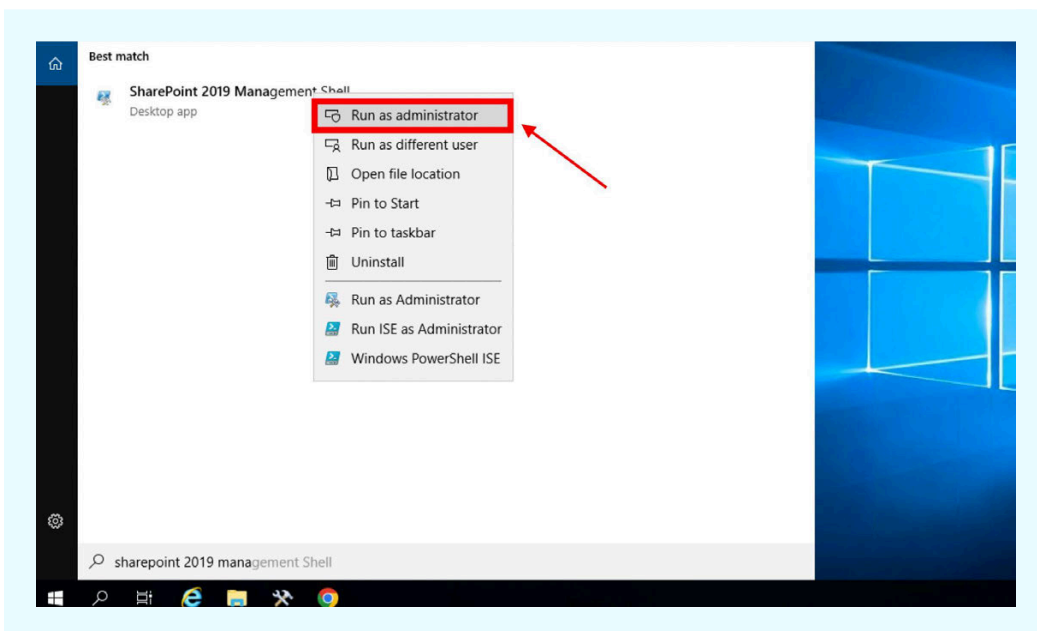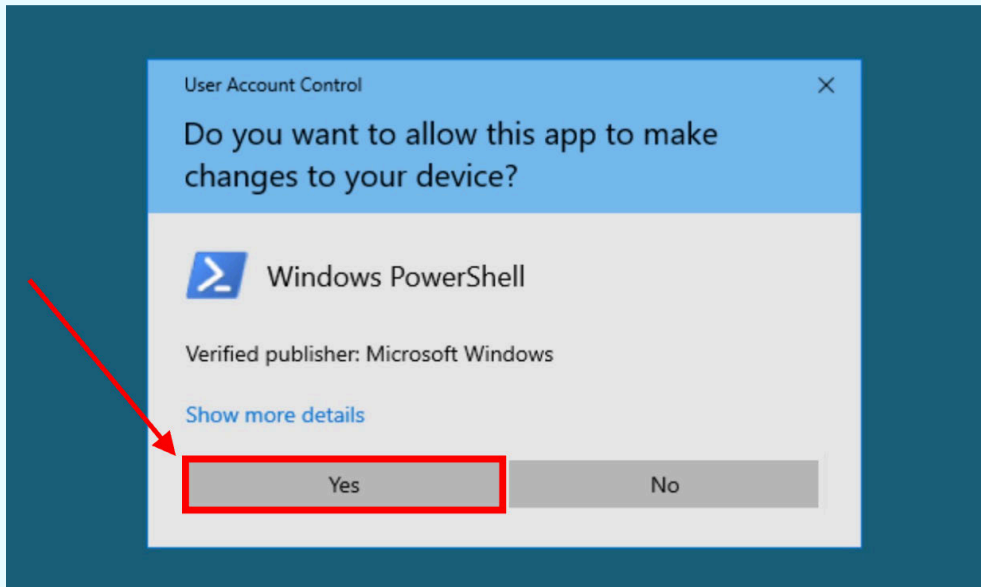**(Get-SPSite-Identity"https://your-host/sites/modern-site").DenyPermissionsMask=[Microsoft.SharePoint.SPBasePermissions]::EmptyMask**

Replace **your-host** with your hostname.
Replace **modern-site** with the path of your modern site.

For example:
(Get-SPSite-Identity"https://**shortpoint2019**/sites/**portal**").DenyPermissionsMask=[Microsoft.SharePoint.SPBasePermissions]::EmptyMask

After typing this command, hit **Enter** using your keyboard.

Figure 2.5.4 SharePoint 2019 Management Shell command

Then, to prevent SharePoint from resetting custom script settings to its original value, run the following command in PowerShell:

Set-SPOTenant -DelayDenyAddAndCustomizePagesEnforcement $True

That's it! You now have scripting capabilities enabled.

2.6 Enable IIS 6 Metabase Compatibility

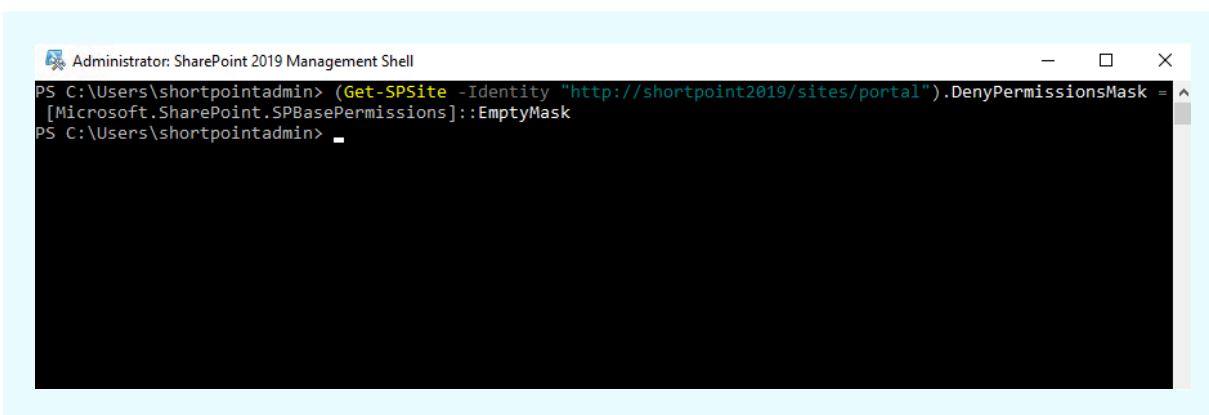There are two ways to configure IIS 6 Metabase Compatibility in your environment. One is through Windows PowerShell and the other is through Windows Server Manager. Select the option that you are most familiar and comfortable with.

2.6.1 Option 1: Enable IIS 6 Metabase Compatibility with PowerShell

Look for the **Windows PowerShel**l application through the search box on your Windows taskbar. Right-click on the app and select **Run as an administrator**.
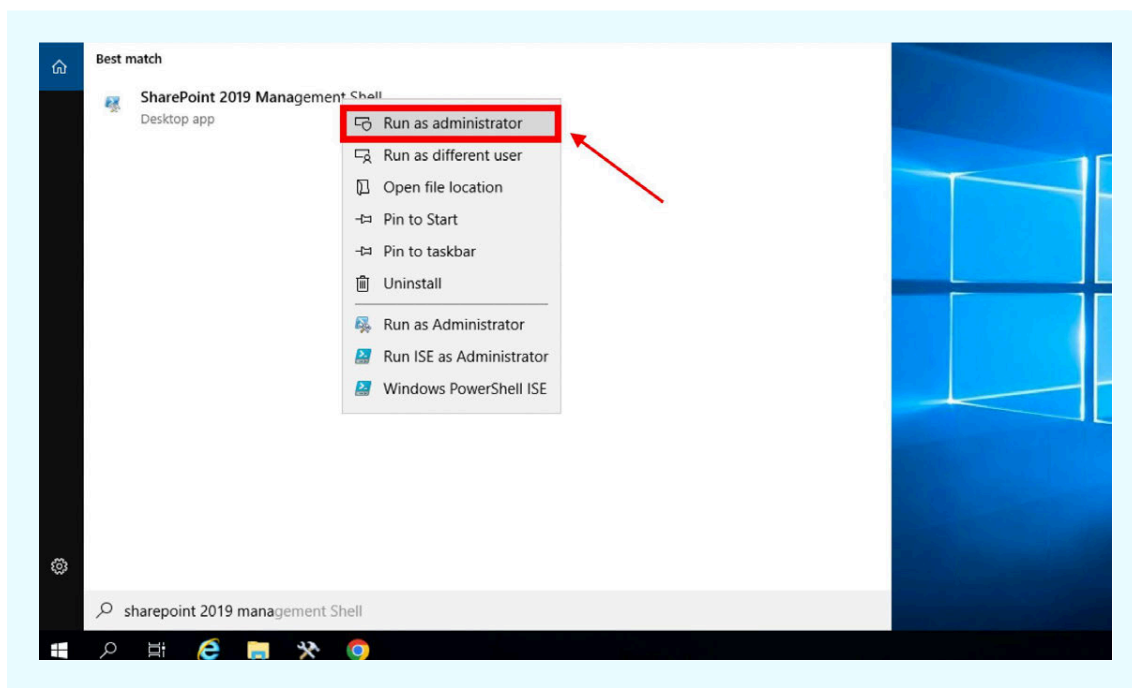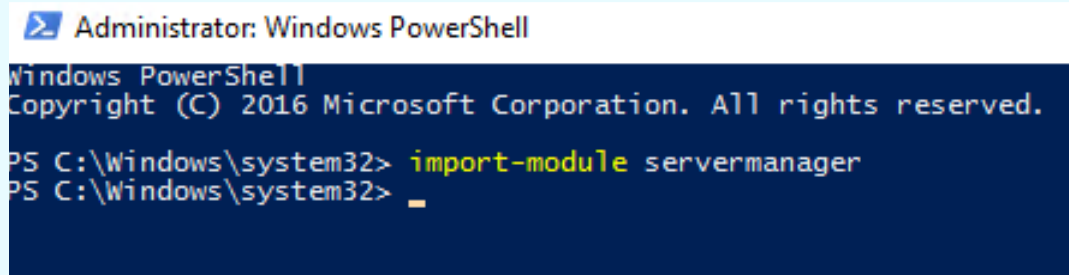
Figure 2.6.1.1 Run Administrator button

A PowerShell administrator window will appear. Type the command **import-module servermanager** and hit **Enter**.
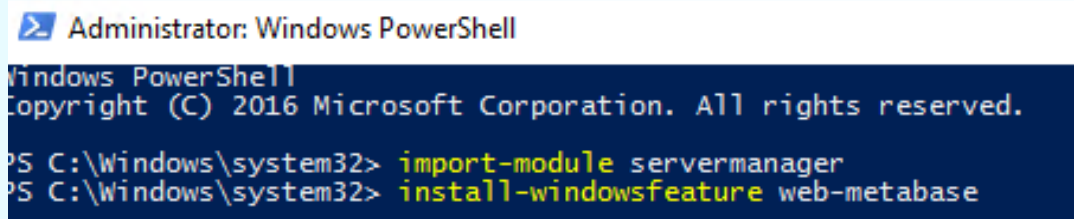
Figure 2.6.1.2 import-module servermanager command

Then, type the command **install-windowsfeature web-metabase** and press **Enter** to complete the process.

Figure 2.6.1.3 install-windowsfeature web-metabase command

Once completed, you may proceed to **Section 3.1** of this guide.

2.6.2 Option 2: Enable IIS 6 Metabase Compatibility using Windows Server Manager

Open the **Windows Start Menu**, select **Administrative Tools,** and open **Server Manager**.
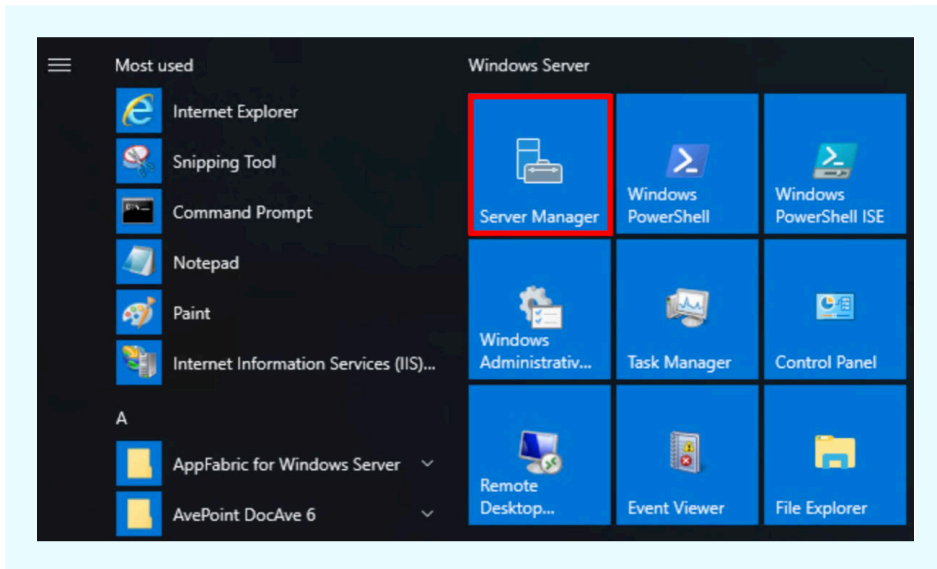

Figure 2.6.2.1 Server Manager

On the top left portion of the Servers Manager window, you will find a navigation pane. Click **Manage** and select **Add Roles and features** from the dropdown to launch the wizard window.
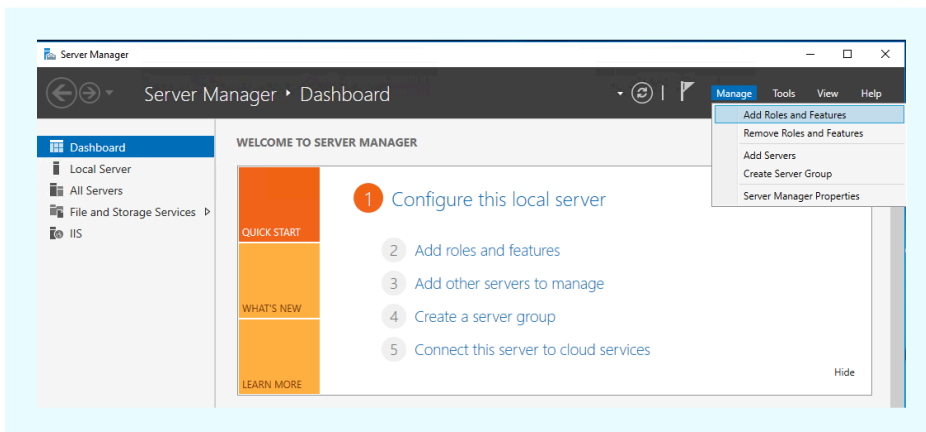

Figure 2.6.2.2 Add Roles and Features

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On the Add Roles and Features wizard, hit the **Next** button until you reach the **Server Roles** options. In the *Select Role Services* pane, scroll down to the **Web Server IIS** section, expand *Management Tools*, and select the tick box to enable **IIS 6 Management Compatibility**. Also, select to enable all its sub-features.
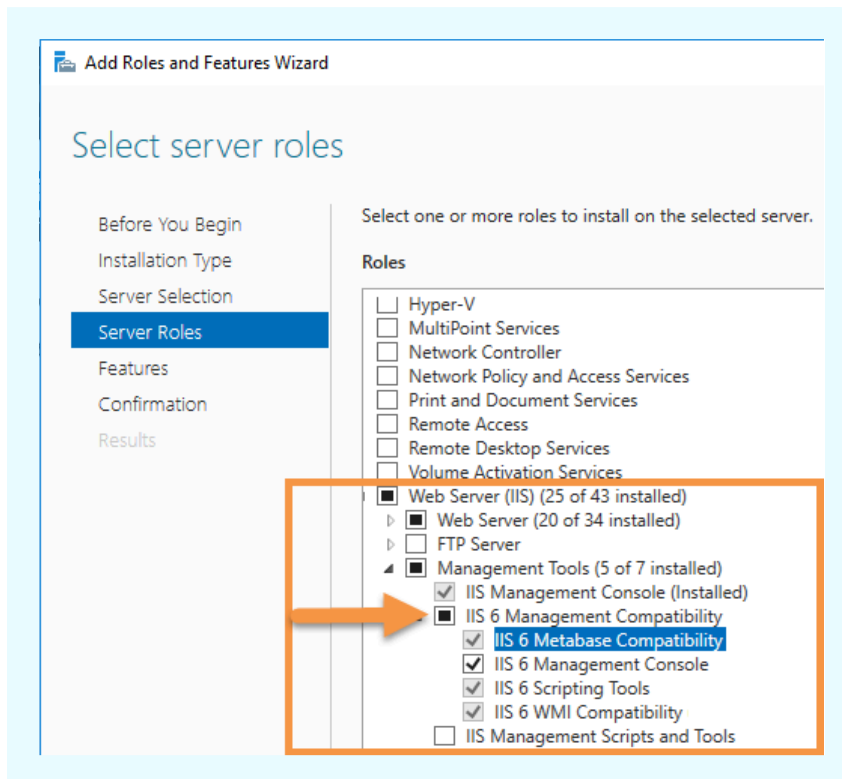

Figure 2.6.2.3 Server Roles options

Click **Next** on the succeeding windows until you reach the *Confirm Installations Selections* pane and press **Install**. Once the installation is complete, you click **Close**.

Congratulations, you now have IIS 6 Metabase Compatibility enabled in your environment. You may now proceed to **Section 3.1** of this guide.

Section 3

Installing ShortPoint SPFx

This section walks you through the steps of installing ShortPoint. There are three major steps: uploading ShortPoint SPFx to the tenant app catalog, adding ShortPoint SPFx to SharePoint sites, and running ShortPoint installation from Dashboard.

3.1 Upload ShortPoint SPFx to the App Catalog

Open the Windows launcher and use the search box to locate **SharePoint 2019 Central Administration**. Click it to open.
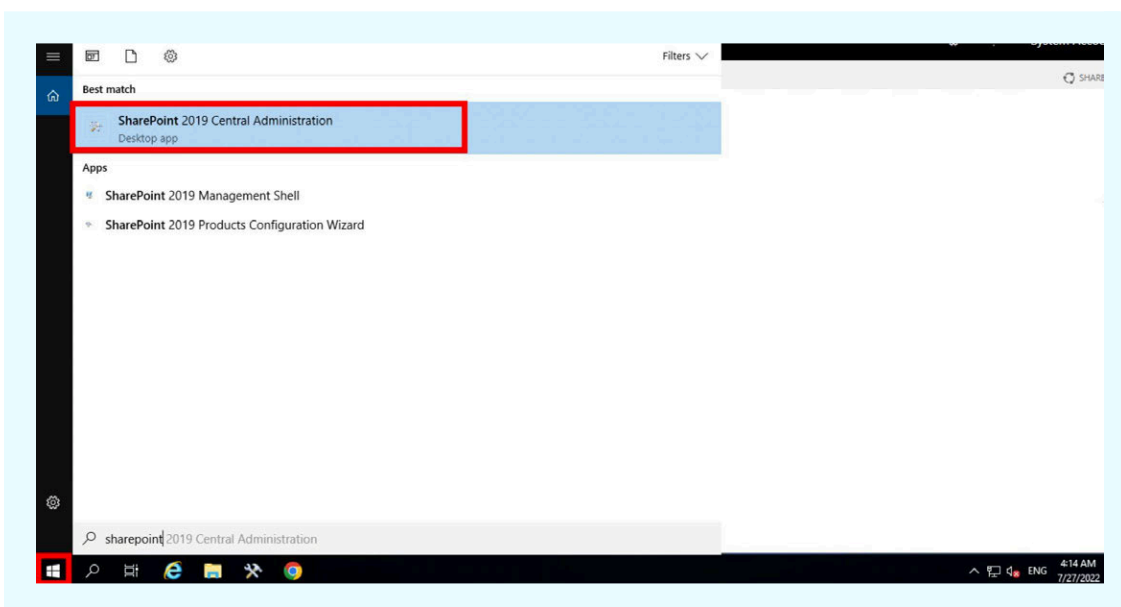
Figure 3.1.1 SharePoint 2019 Central Administration

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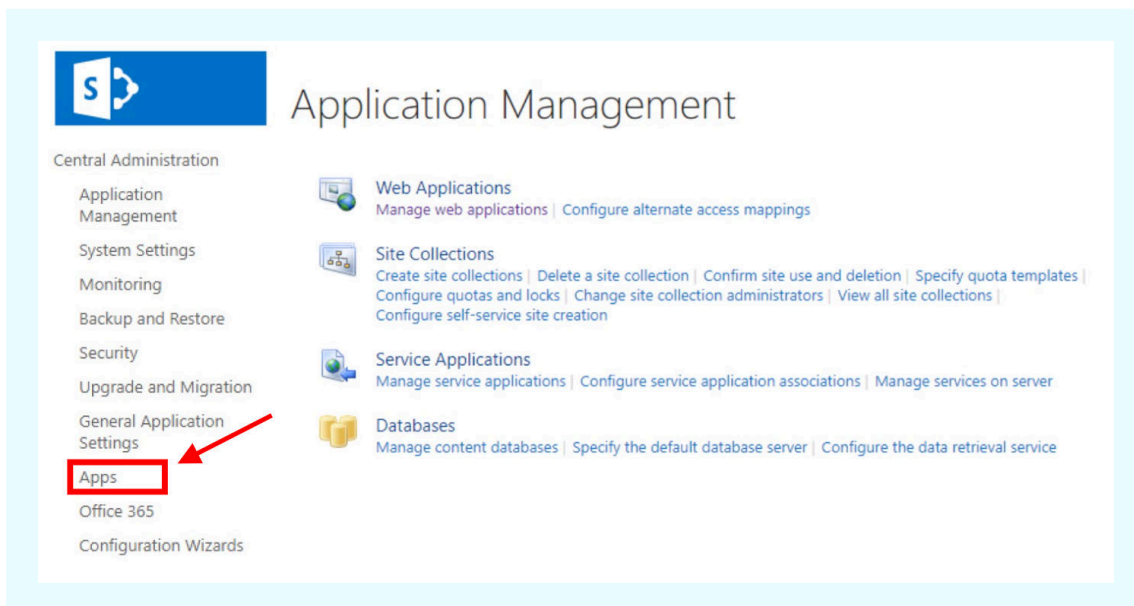Once there, select **Apps** from the side panel.

Figure 3.1.2 Apps button

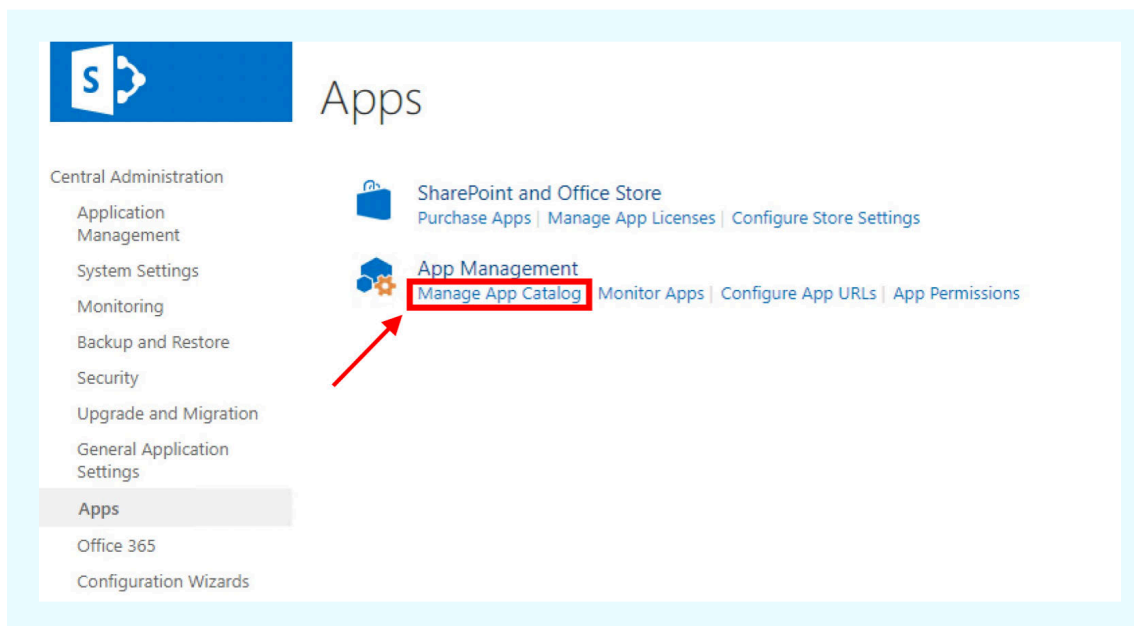Under App Management, click **Manage App Catalog**.

Figure 3.1.3 Manage App Catalog button

Click the link under Site URL.

Figure 3.1.4 Site URL

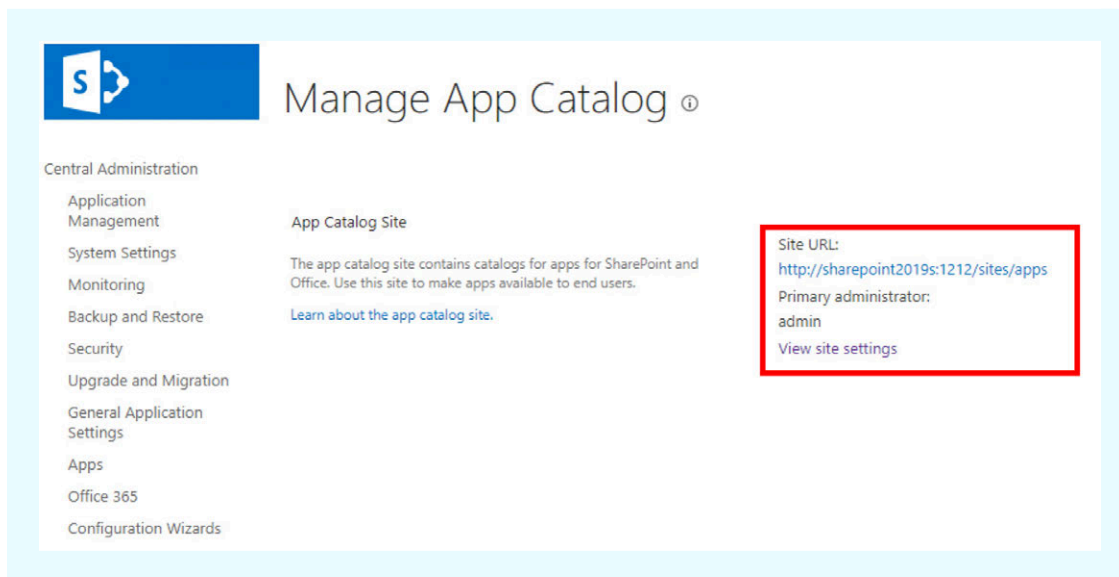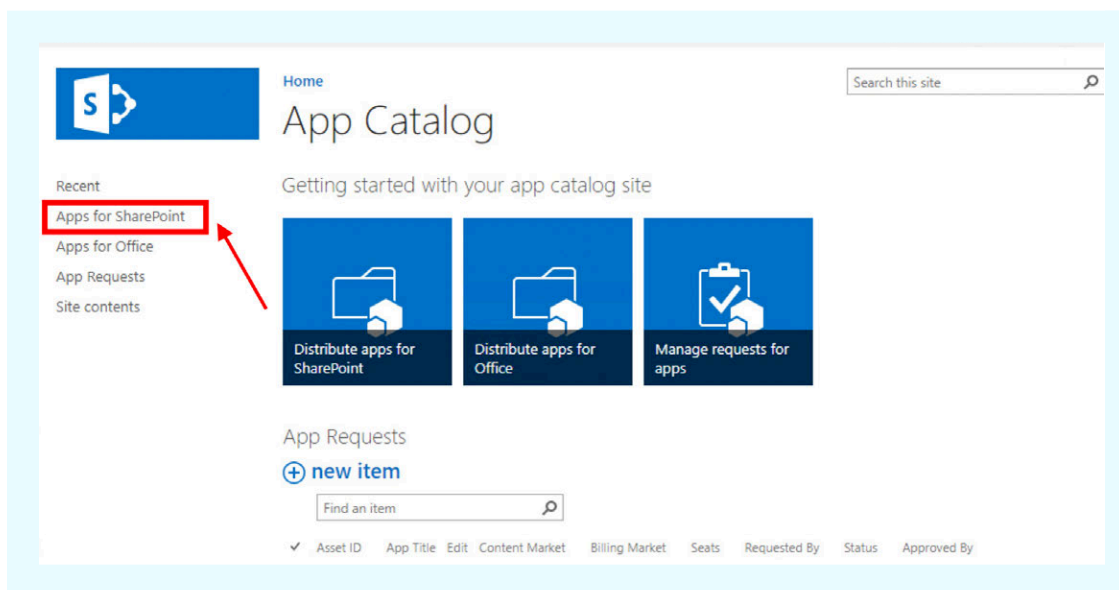On the App Catalog page, select **Apps for SharePoint** from the side panel.

Figure 3.1.5 Apps for SharePoint button

Click **New**.
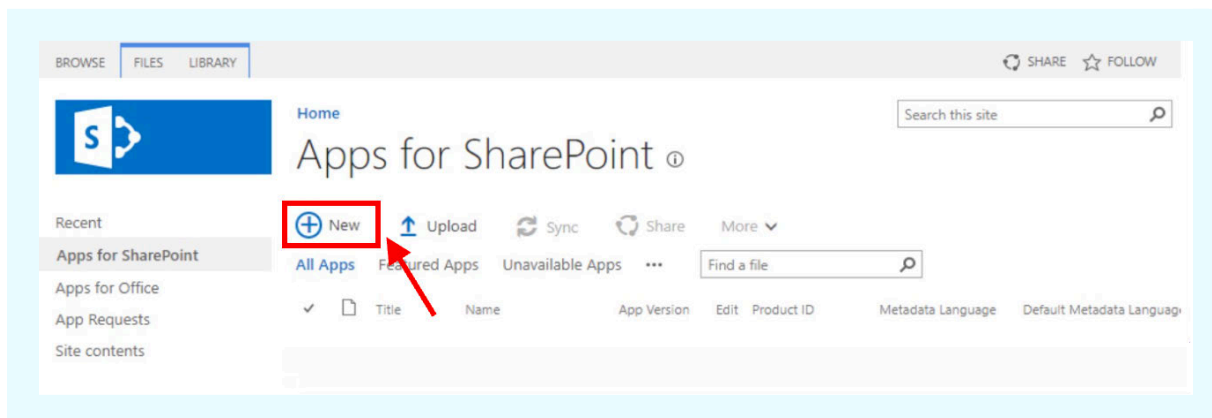
Figure 3.1.6 New button

A pop-up window will appear. Click **Choose Files**.
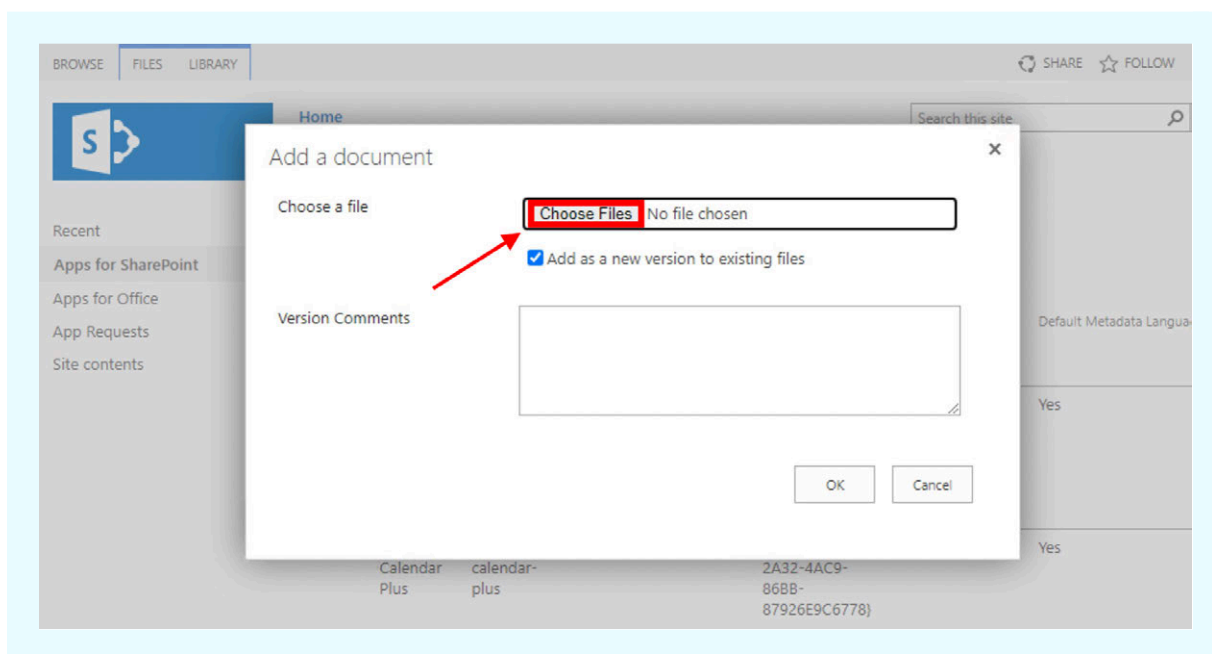
Figure 3.1.7 Choose files button

Look for the **shortpoint-spfx.sppkg** file you extracted earlier and click **Open**.

Figure 3.1.8 shortpoint-spfx.sppkg file

Then, click **OK**.

After the upload is completed successfully, you will be prompted to deploy the solution. Click **Deploy**.
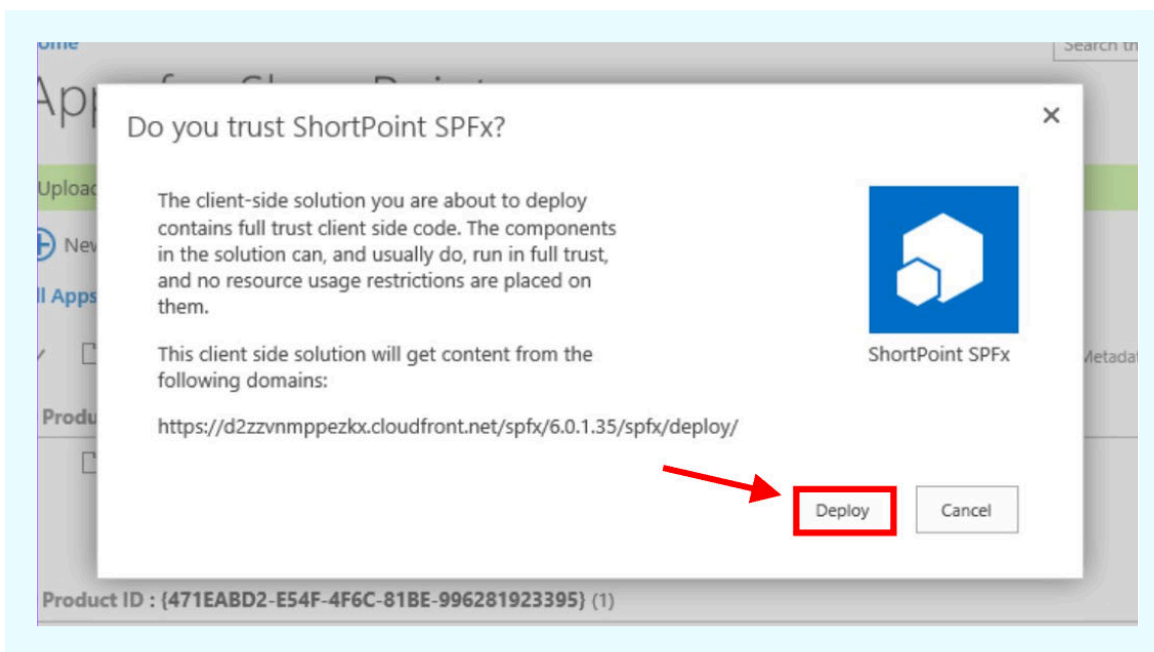
Figure 3.1.9 Deploy button

You will then see a message indicating that the upload was completed successfully.
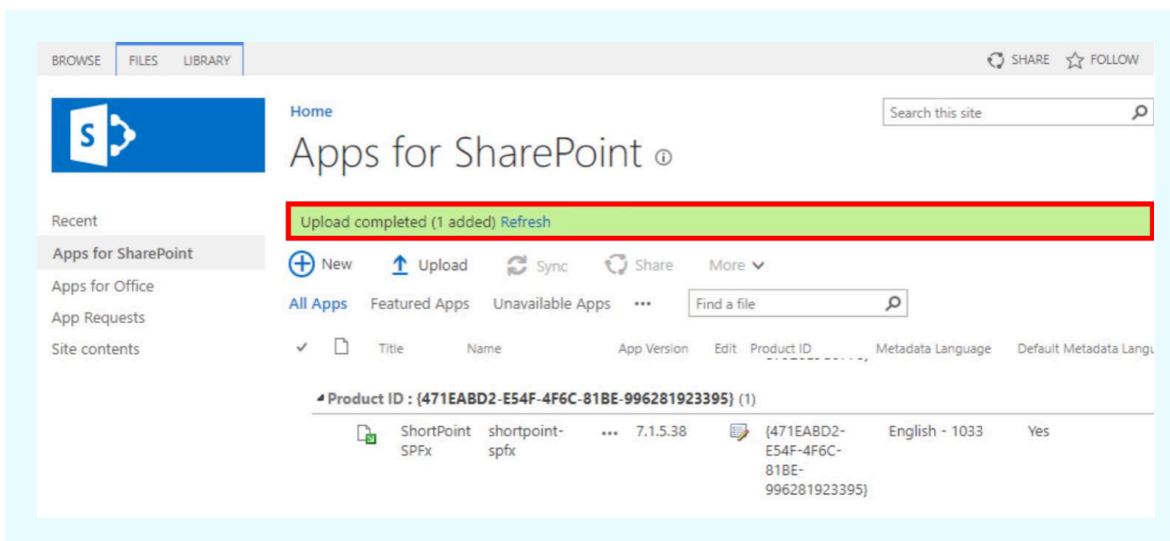
Figure 3.1.10 Upload completed message

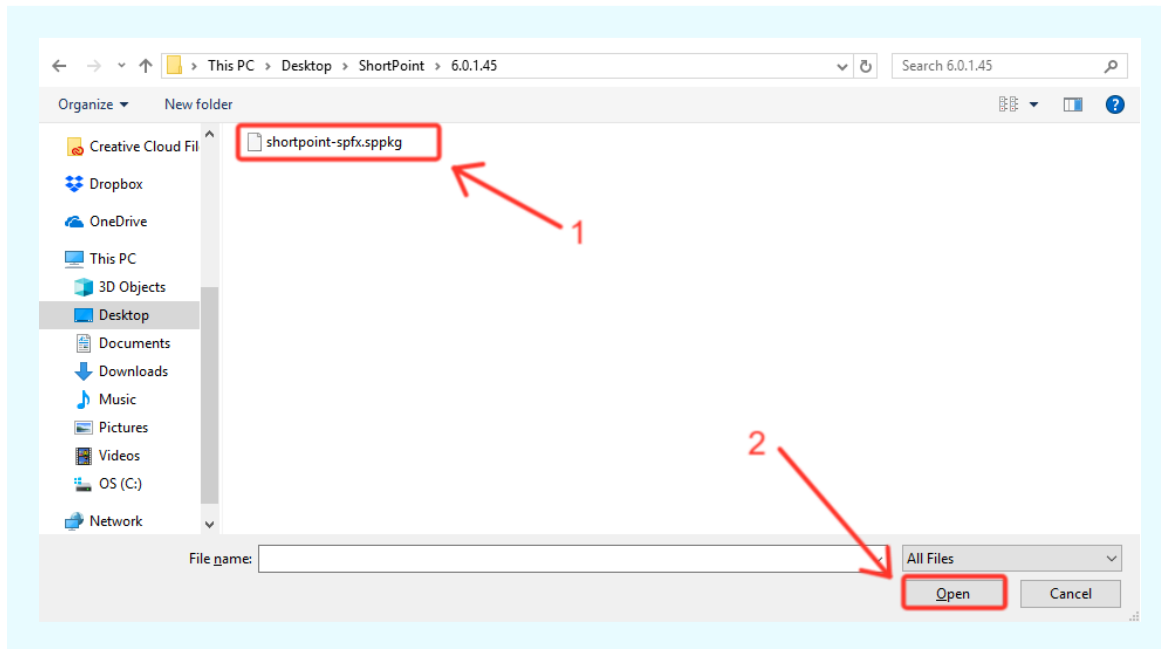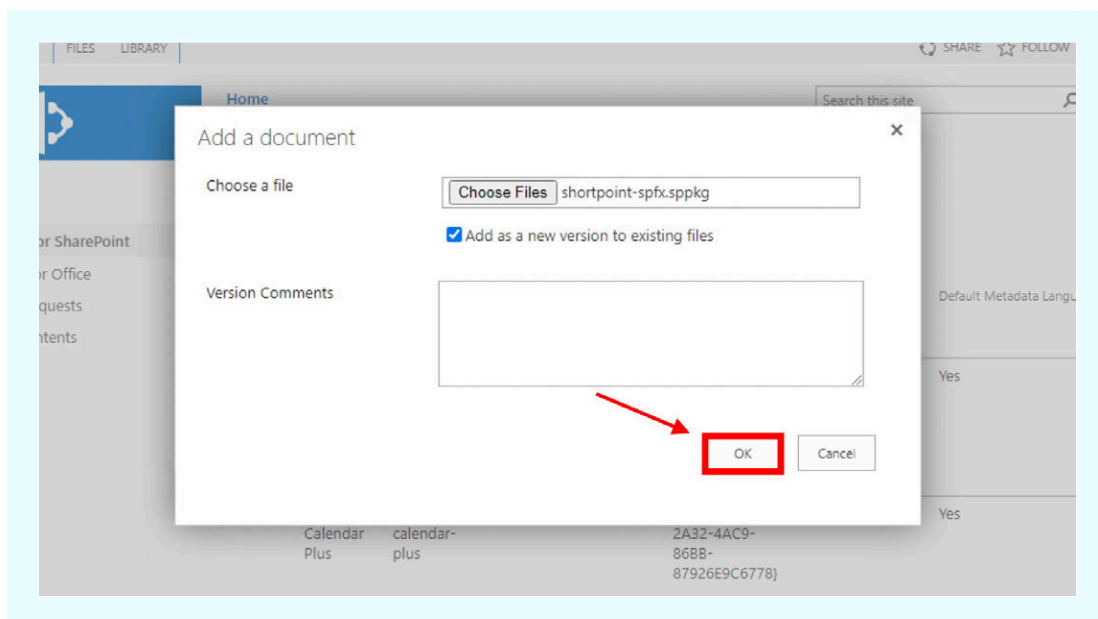You will also see ShortPoint SPFx in your App Catalog. Make sure that you see **Yes** under the Deployed column to ensure that it has been deployed successfully.
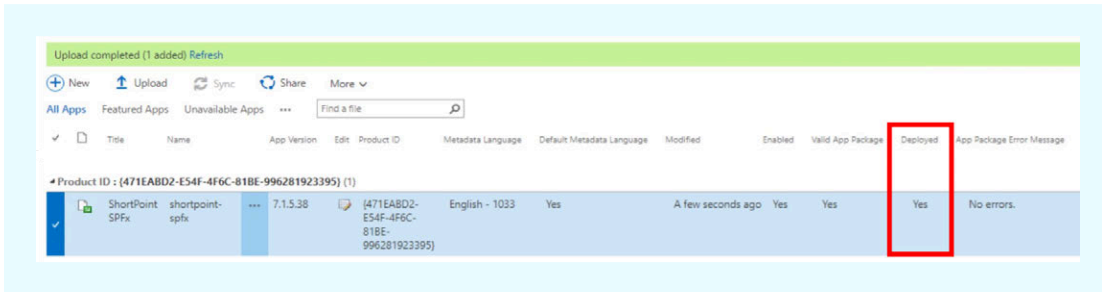
Figure 3.1.11 Deployed successfully

3.2 Add ShortPoint SPFx to Site Contents

Open the site you want to install ShortPoint SPFx on. Click the **cog wheel** in the Suite Bar and choose **Site Contents** from the drop-down.
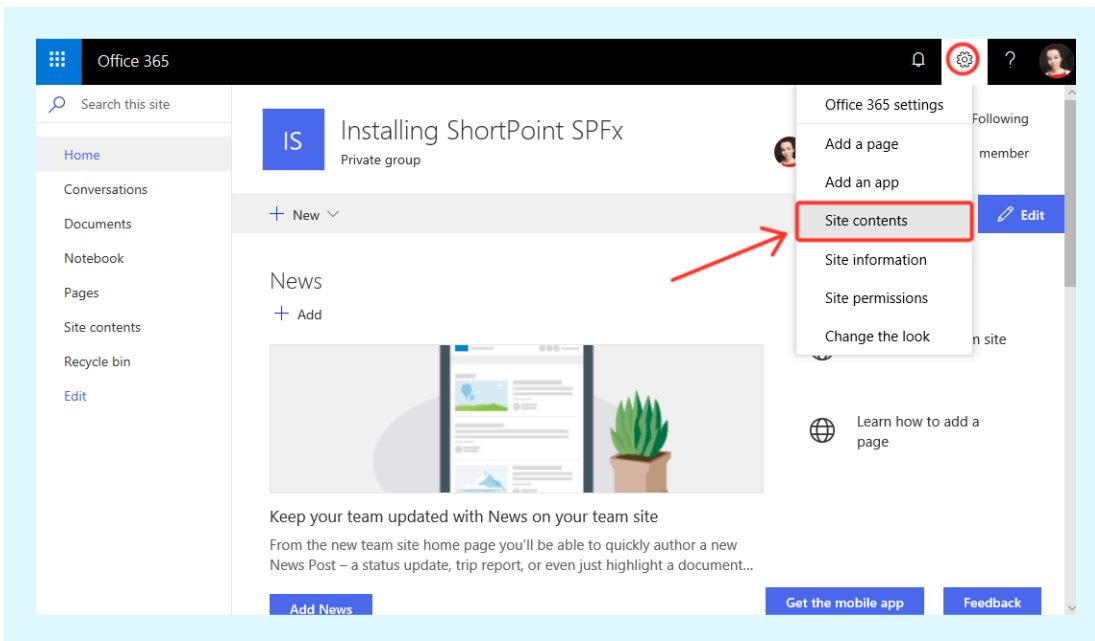
Figure 3.2.1 Site contents button

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Depending on the SharePoint experience you have (Modern or Classic), you will be shown different interfaces.

3.2.1 Modern Experience

Click **(1) New**, and from the drop-down, choose **(2) App**.

Figure 3.2.1.1 Adding an App to Site Contents (Modern Experience)

Under My Apps, you will be able to see all the apps you can add. Locate ShortPoint SPFx and click **Add**.
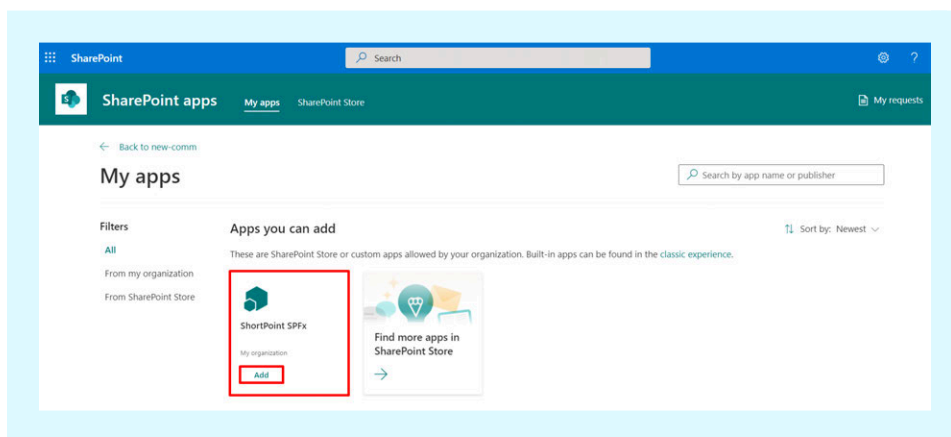
Figure 3.2.1.2 Add button (Modern experience)

A green pop-up message will appear saying that the app was Added successfully. Click the **Site contents page**.
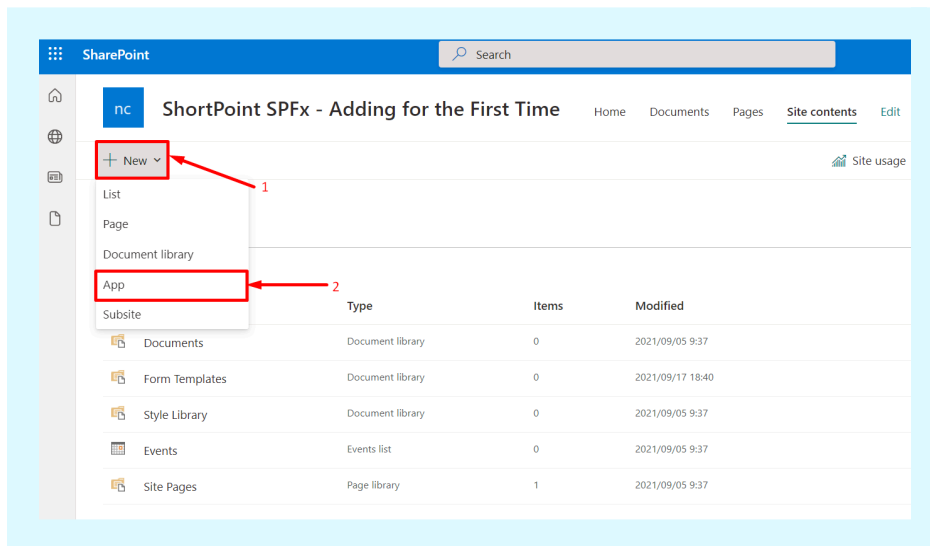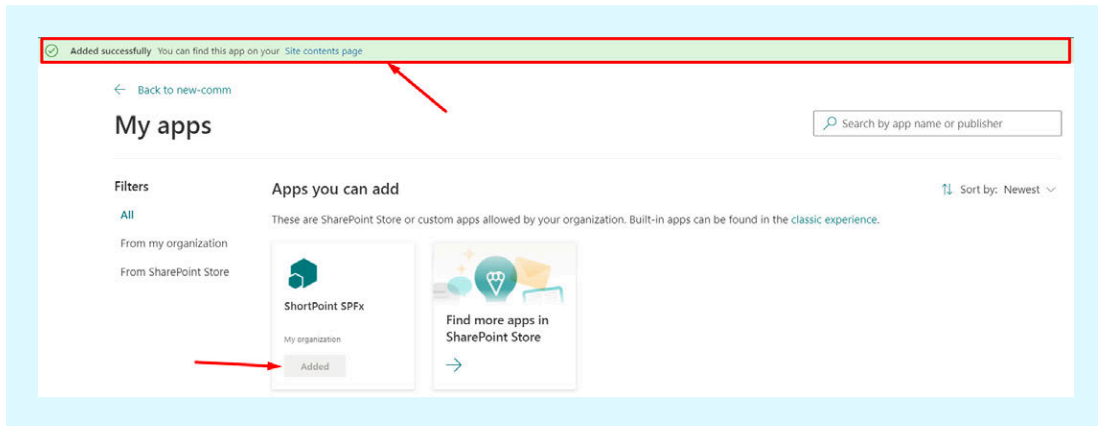

Figure 3.2.1.3 Site contents page button (Modern experience)

You will now see **ShortPoint SPFx** and **ShortPoint SPFx - Install Now!** on your Site contents. Take note that it can take some time for ShortPoint SPFx and ShortPoint SPFx - Install Now! to become available. Wait for at least 10 minutes or refresh the page if the icons are dimmed (disabled) after they are added.

Figure 3.2.1.4 ShortPoint SPFX app and ShortPoint SPFx - Install Now! (Modern experience)

3.2.2 Classic Experience

Click **Add an app**.

Under Apps you can add, click **ShortPoint SPFx**.
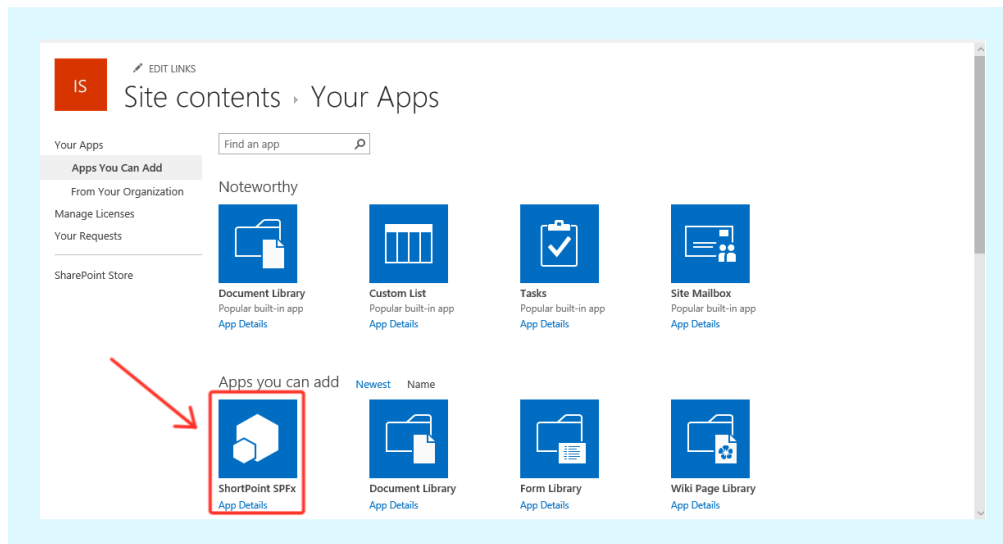
Figure 3.2.2.2 ShortPoint SPFx button (Classic experience)

After clicking, you will be redirected to your Site Contents page. You will now see **ShortPoint SPFx** and **ShortPoint SPFx - Install Now!** on your Site contents. Take note that it can take some time for ShortPoint SPFx and ShortPoint SPFx - Install Now! to become available. Wait for at least 10 minutes or refresh the page if the icons are dimmed (disabled) after they are added.
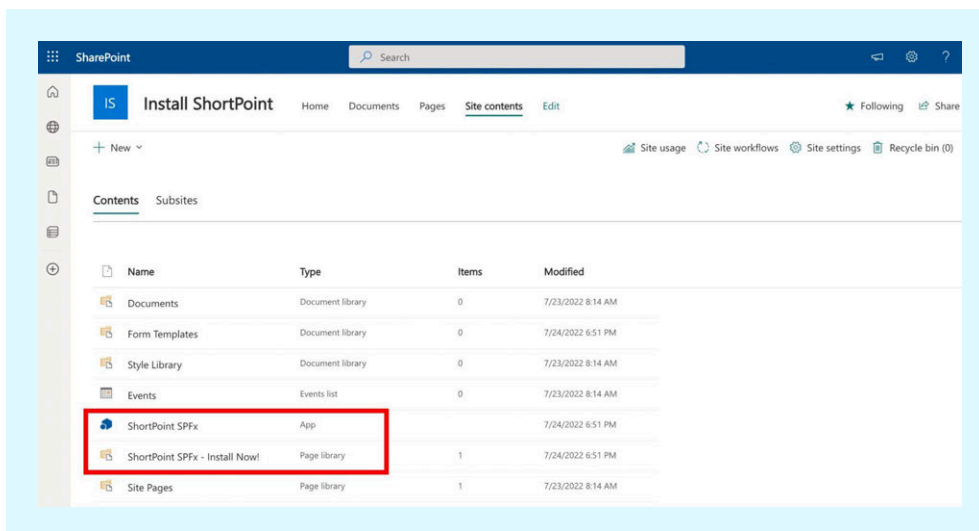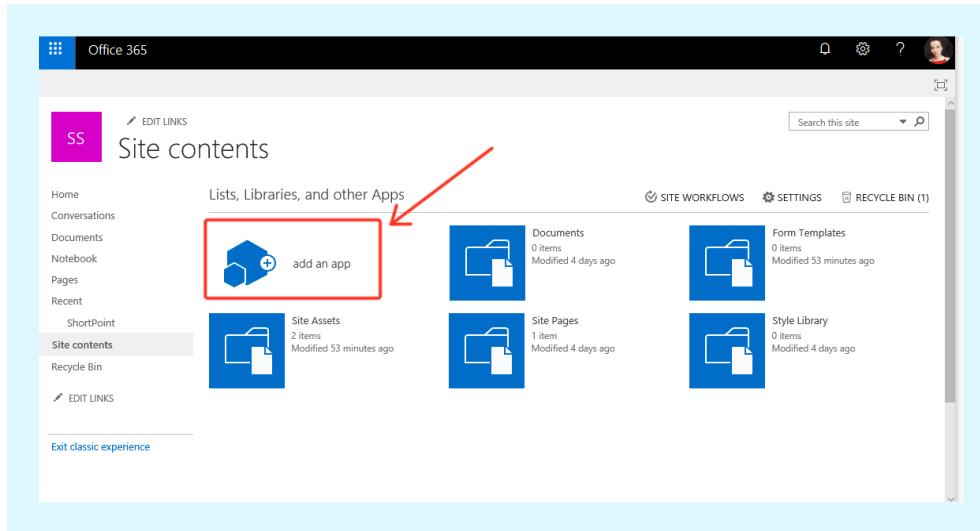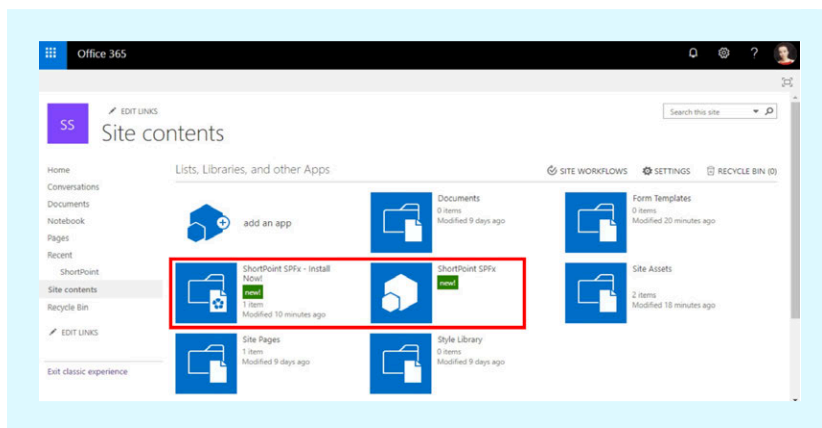

Figure 3.2.2.3 ShortPoint SPFx and ShortPoint SPFx - Install Now! (Classic experience)

3.3 Run ShortPoint SPFx Installation from Dashboard

From the site contents page, click **ShortPoint SPFx - Install Now!** This will redirect you to the ShortPoint Dashboard.

Figure 3.3.1 ShortPoint SPFx - Install Now! (Modern experience)

Figure 3.3.2 ShortPoint SPFx - Install Now! (Classic experience)

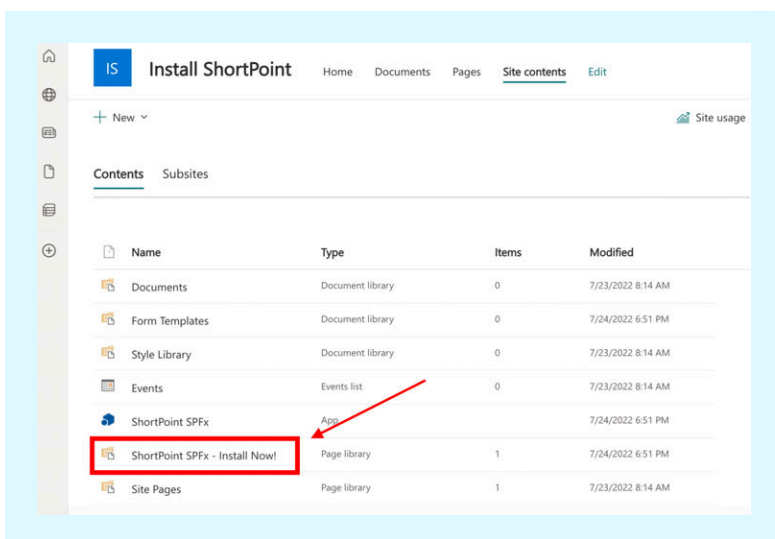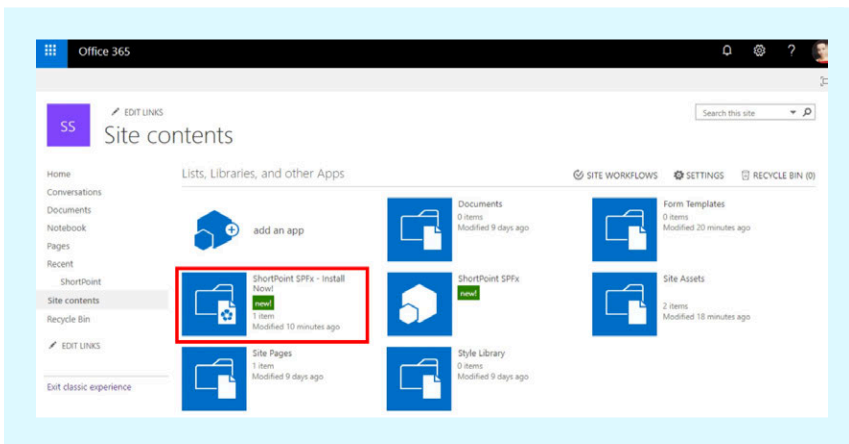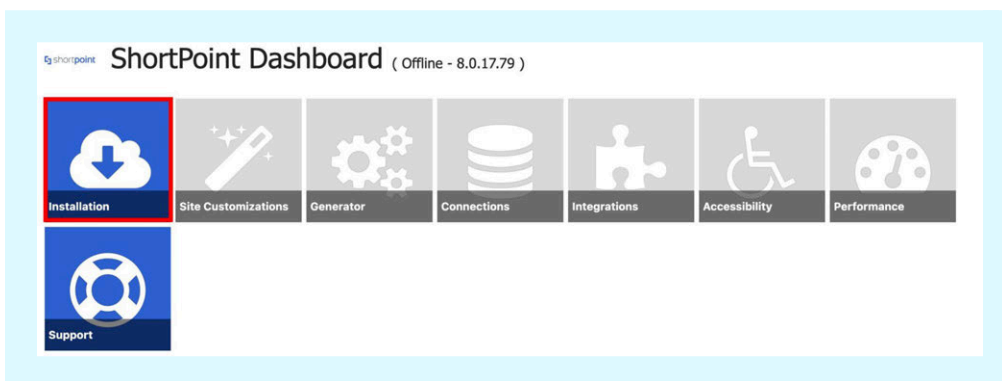On the ShortPoint Dashboard, click **Installation**.

Figure 3.3.3 Installation button in the ShortPoint Dashboard

By default, *Install for Classic Pages* is disabled. But if you wish to install ShortPoint for both Classic and Modern SharePoint pages, you may enable this option. You can also enable *Site Collection Scope Installation* if you wish to install ShortPoint on all sites and subsites within the site collection. After selecting your preference, click **Install**.
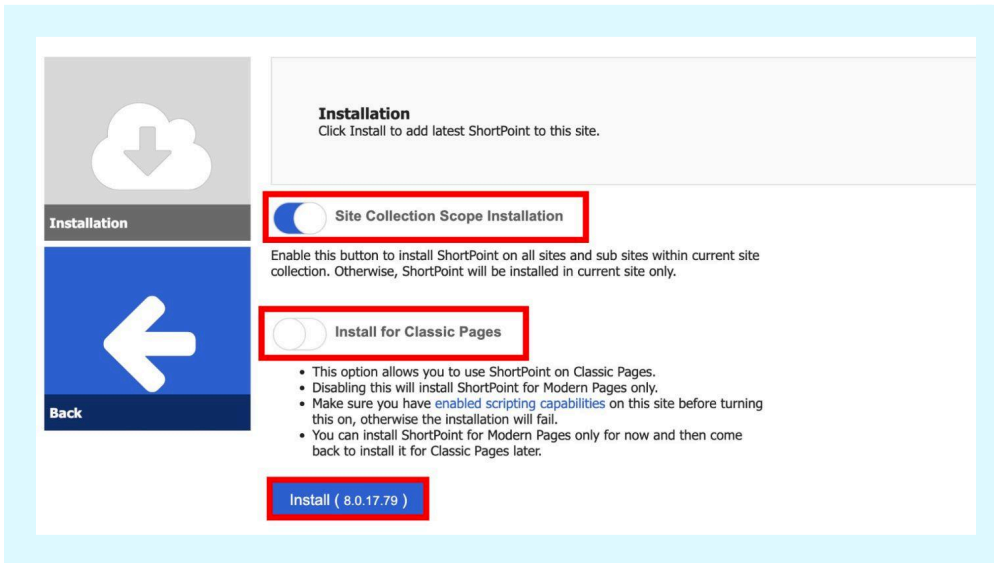
Figure 3.3.4 Site Collection Scope Installation and Classic Page Installation

NOTE: *If you want to enable ShortPoint for classic pages or you have encountered an error saying that scripting capabilities are not enabled, check out Section 2.5 of this guide.*

Once installation is complete, a green pop-up will appear indicating that the installation was completed successfully.
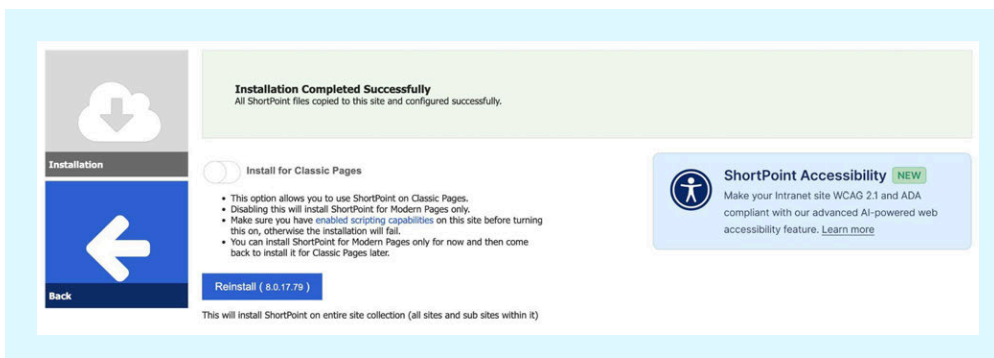
Figure 3.3.5 Installation completed successfully message

Congratulations, you have now installed ShortPoint! You will now see **ShortPoint Dashboard** and **ShortPoint SPFx** on your Site Contents page.
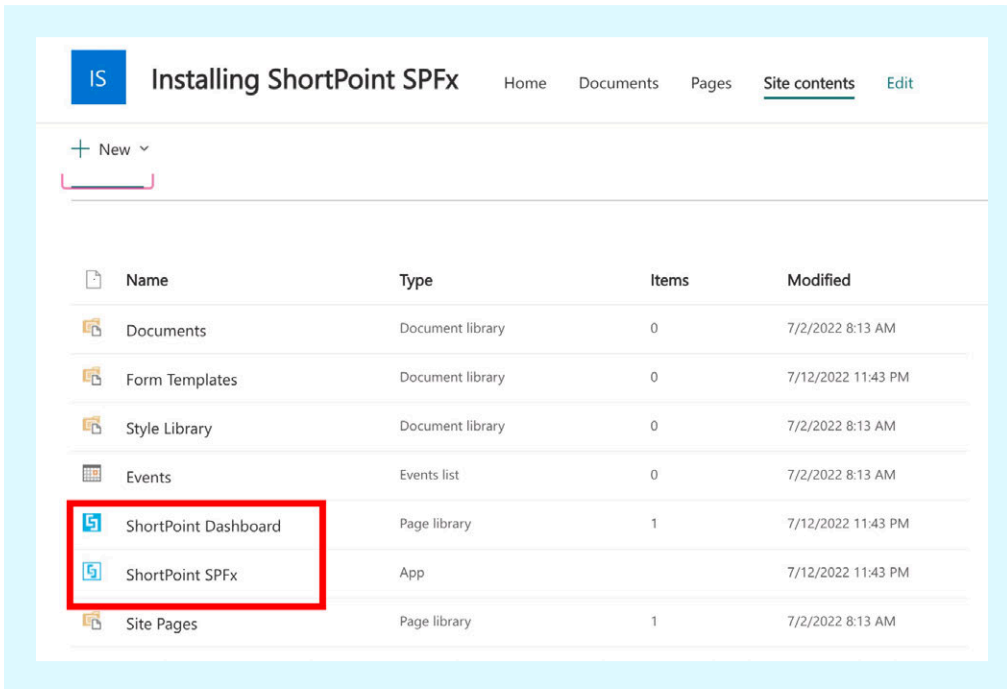

Figure 3.3.6 ShortPoint Dashboard and ShortPoint SPFx in the Site Contents page

NOTE: *The features you can access in ShortPoint depend on the license you have (Trial, Lite, Pro, or Enterprise). For more information, check out* _Licensing Options_*.*

Section 4

Post-Installation

This section discusses license activation, a process you need to do to activate your trial license or if you have purchased a license from ShortPoint.

License Activation

Activation is needed for both trial and full licenses. It also needs to be done after license renewal.

Assigning users, on the other hand, is needed only in case you've purchased the *full license (Lite, Pro, or Enterprise)* or are *renewing* one. If you are on *Trial*, all users with edit permissions are able to try ShortPoint on the site where it is installed.

To activate the ShortPoint SPFx license, you need to go to **Site Contents**, locate **ShortPoint Dashboard**, and click **Licensing**.
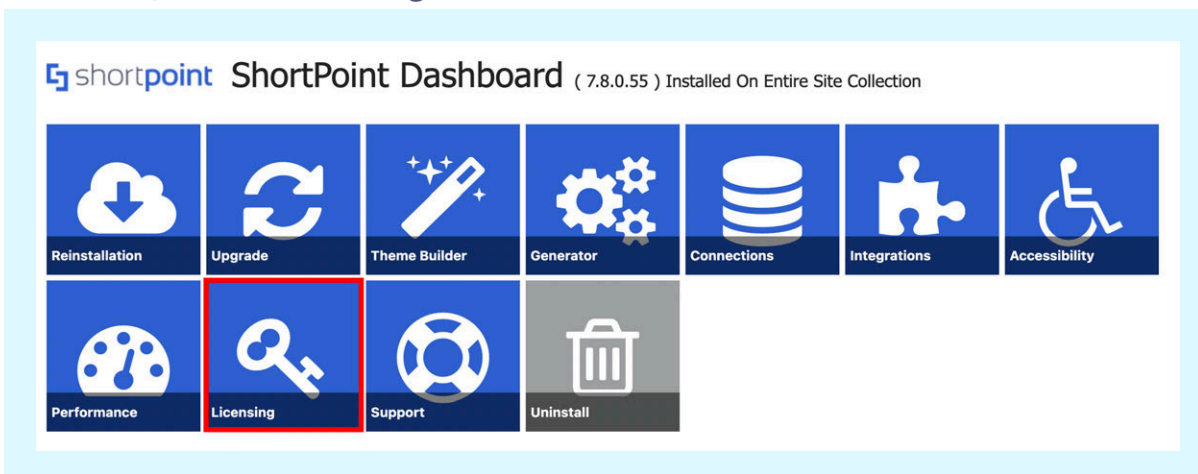

Figure 4.1.1 Licensing button in the ShortPoint Dashboard

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If you signed up for the trial license or have purchased a license (Lite, Pro, or Enterprise), you will see that a new license is available. Click **Activate**.
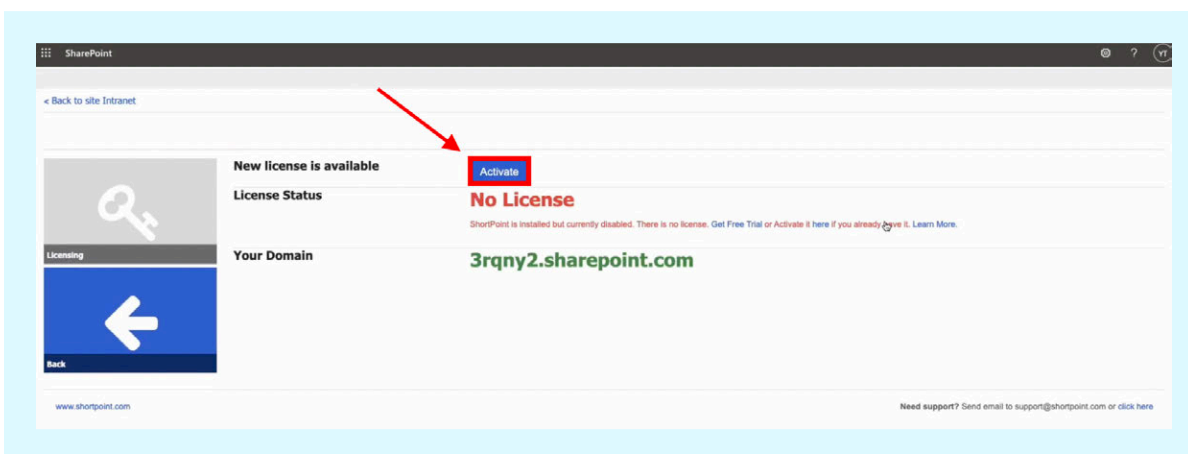

Figure 4.1.2 Activate button

If you are on a trial license, you will see that your License Status is Active - Trial. It will show you how many days are left for your trial, and you will also have the option to buy a license.
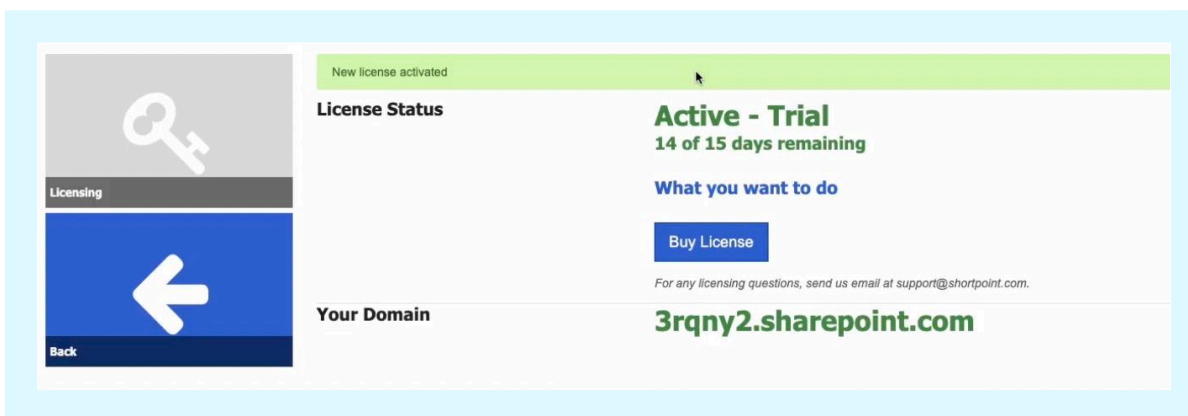

Figure 4.1.3 Active - Trial License Status

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Alternatively, if you have purchased a license (Lite, Pro "OnDemand", or Enterprise "OnDemand"), you will see that you are on Active - OnDemand License. The number of days left before renewal will also appear.
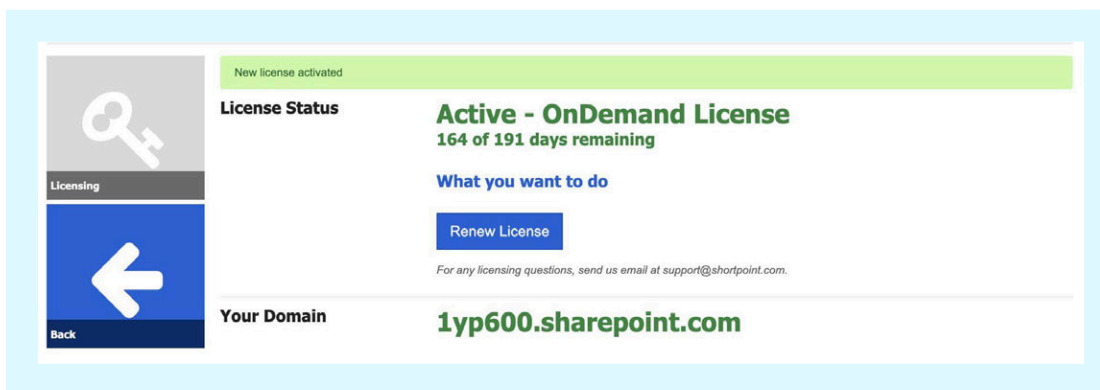

Figure 4.1.4 Active - OnDemand License Status

If it is your first time purchasing an OnDemand license, you will also need to assign ShortPoint Designers to accounts from your environment. Simply type the name of the designer on the search box and click **Save Changes**.
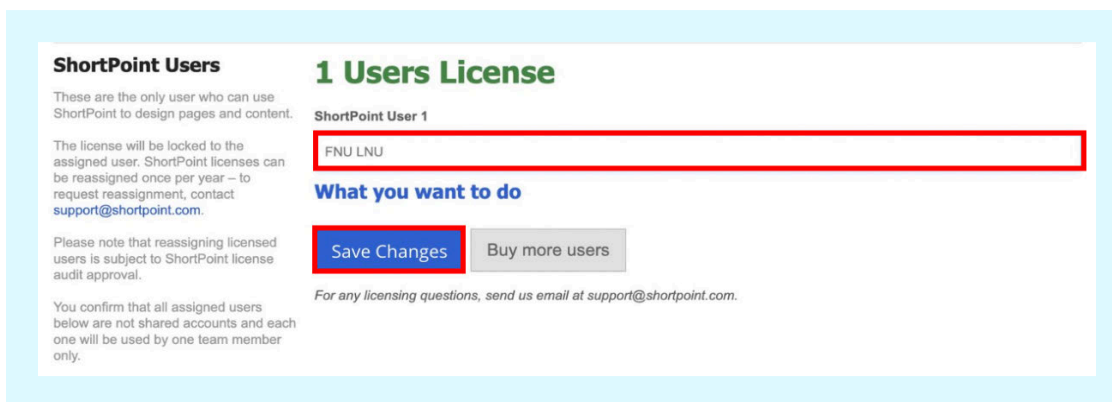

Figure 4.1.5 Assigning ShortPoint Designers

NOTE: *You may only change the ShortPoint Designer and assign it to someone else once a year. For further assistance, you may reach out to support@shortpoint.com.*

That's it! You now have ShortPoint installed.

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Final Remarks.

You have now reached the end of this guide. Thank you for installing ShortPoint SPFx for SharePoint 2019.

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**

Elegant Intranet sites anyone can design.