

Move SharePoint documents and save it's URL , Create shorten URLs using SharePoint Document ID

The Problem

Suppose you have this case

- 1-Important document or page uploaded to a document library in SharePoint site.
- 2-You sent the document URL to thousands of your customers
- 3-For organizing reason the document is moved inside a folder in the document library or the document library itself is moved to other sub site.
- 4-The document link is failed to open by your thousands customers !

Also many problems as the above one another example you need to gave users a **Shorten URL** for a specific page in SharePoint.

The Solution

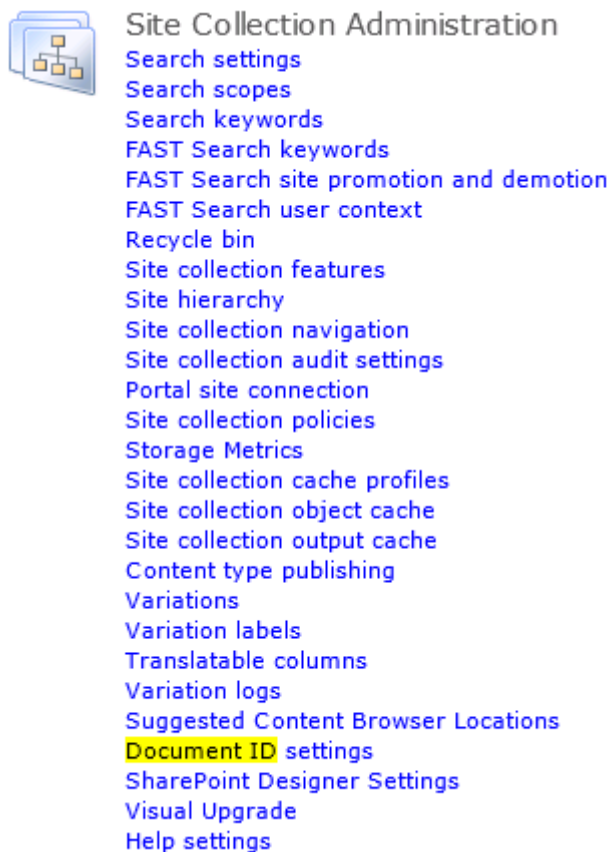
So the feature “**Document ID**” is the solution ! , Document ID introduce a unique URL based on unique ID for each document “shorten link to the document” even you move the document itself from location to another or move the document library from site to another.

How to configure Document ID feature

- 1-Click on site actions>>site settings from the root site , Under the “site collection administration” section, select **site collection feature**.
- 2-Looking for document ID service feature then click **activate** “see image below”

SharePoint Document ID feature

4- Go back to site settings page and click **document ID settings** under the site collection administration “see the image below”.



SharePoint Document ID Settings

5- Enter the letter or number that will use as a prefix for the document ID “see the image below”

6-From the above screen you can check the option “Reset all Document IDs in this Site Collection to begin with these characters.” actually this option will trigger a timer job that run nightly to create document Id for all old documents . Also you can configure the search scope for ID Lookup “we will describe more about search scope in another post “ , click “Ok”.

Configuration of the Document ID feature is scheduled to be completed by an automated process.

☒ Assign Document IDs

Begin IDs with the following characters:

☒ Reset all Document IDs in this Site Collection to begin with these characters.

SharePoint Document ID Settings Configuration

Now the Document ID timer job created , so if you need to start it immediately follow these steps.

SharePoint Document ID Timer Jobs

1-go to Central Administration site and Under Monitoring -> Review job definitions , make sure the view in the top right is selected for All then find “**Document ID enable/disable job**“ -> click on it then click “Run Now” button , you will find also another job “**Document ID assignment job**” this job for add document ID for all old documents , it’s created when you check the option “reset all” – review step “6”

Document ID assignment job	SharePoint - 80	Daily
Document ID enable/disable job	SharePoint - 80	Daily

SharePoint Document ID Timer Jobs

2-Open any document library in the site collection then modify the view to show the new “Document ID” column and upload any file for test

Document ID

WAELEST-1-6

SharePoint Document ID

3-Now you can use this unique URL for any document like that

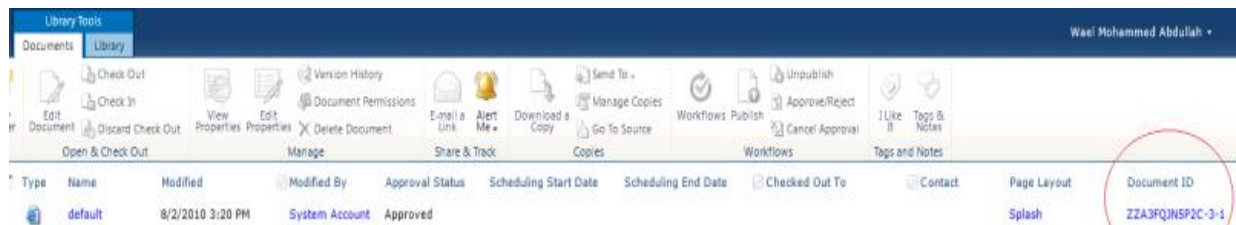
[http://<SiteURL>/ layouts/DocIdRedir.aspx?ID=WAELEST-1-6″](http://<SiteURL>/layouts/DocIdRedir.aspx?ID=WAELEST-1-6″);

where the “WAELEST-1-6” is the **Document ID**.

Create Shorten URL for SharePoint pages using Document ID

You can create a Shorten URL for any SharePoint page using the same feature – just go to the “Pages” document library for example and view the “Document ID” column then send the URL for the page like the step 9

<http://<SiteURL>/ layouts/DocIdRedir.aspx?ID=WAELEST-1-6>” - “see the image below-click for full size”



SharePoint Sorten URL using Document ID Feature

hope it will help and inspire you 😊