

THE REDIRECT MANAGER SITECORE 9

TABLE OF CONTENTS

Heading 1	Error! Bookmark not defined.
Heading 2	Error! Bookmark not defined.

Logging into Sitecore

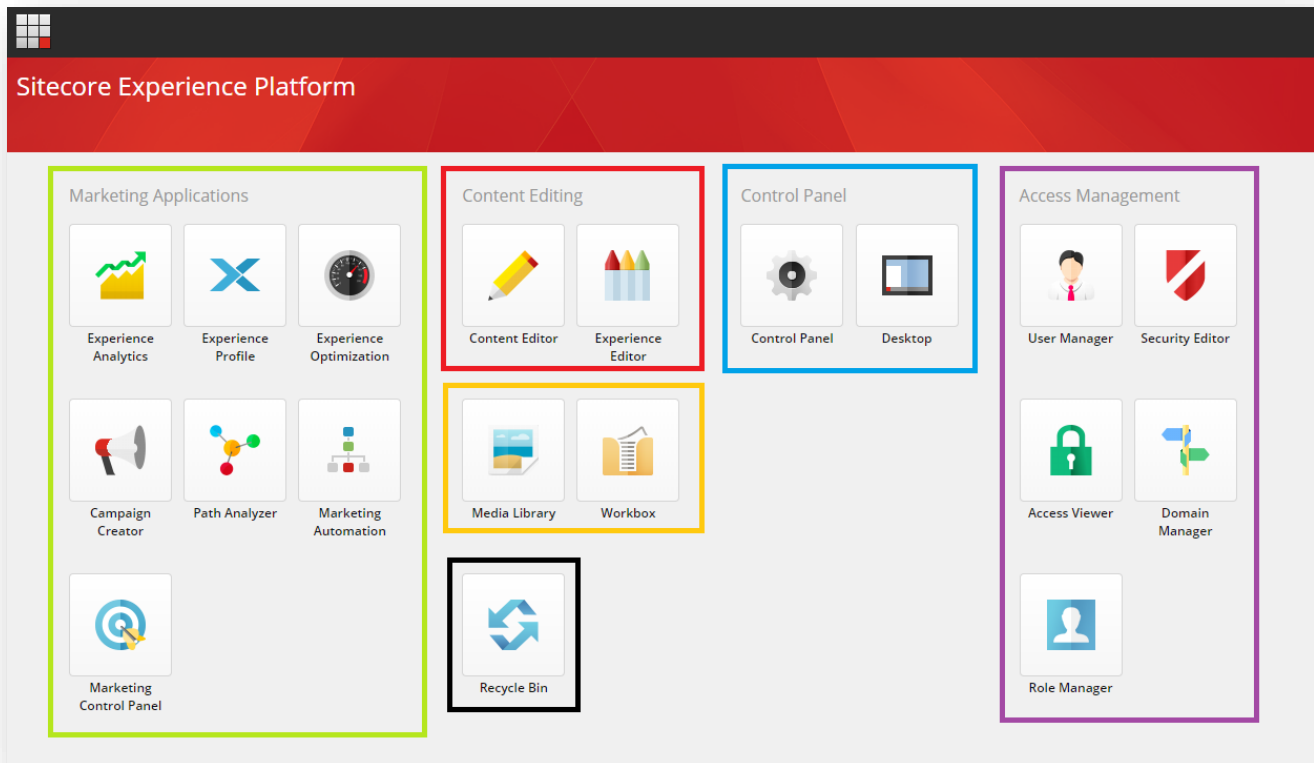
The image shows the Sitecore login interface. At the top, there is the Sitecore logo, which consists of a white circular icon with a stylized 'S' inside, followed by the word 'sitecore' in a white sans-serif font and the tagline 'Own the experience' in a smaller font below it. The background is a dark red with a subtle, wavy pattern. Below the logo, there are two white input fields. The first is labeled 'User name:' and contains the placeholder text 'Enter user name'. The second is labeled 'Password:' and contains the placeholder text 'Enter password'. Below these fields is a large blue button with the text 'Log in' in white. At the bottom of the form, there is a checkbox labeled 'Remember me' followed by a vertical bar and the text 'Forgot your password?'. To the right of this, there is a link labeled 'License options'.

1. Enter your **User Name**, **Password**, and then click **Login** to log into Sitecore
2. **Forgot Your Password** – enter in your User Name to have Sitecore email you a newly generated password (this may go to your junk email folder – sender: donotreply@website.net)

The Launchpad – The Experience Platform

Note: Based on the access rights of your account and role, your launchpad may look different.

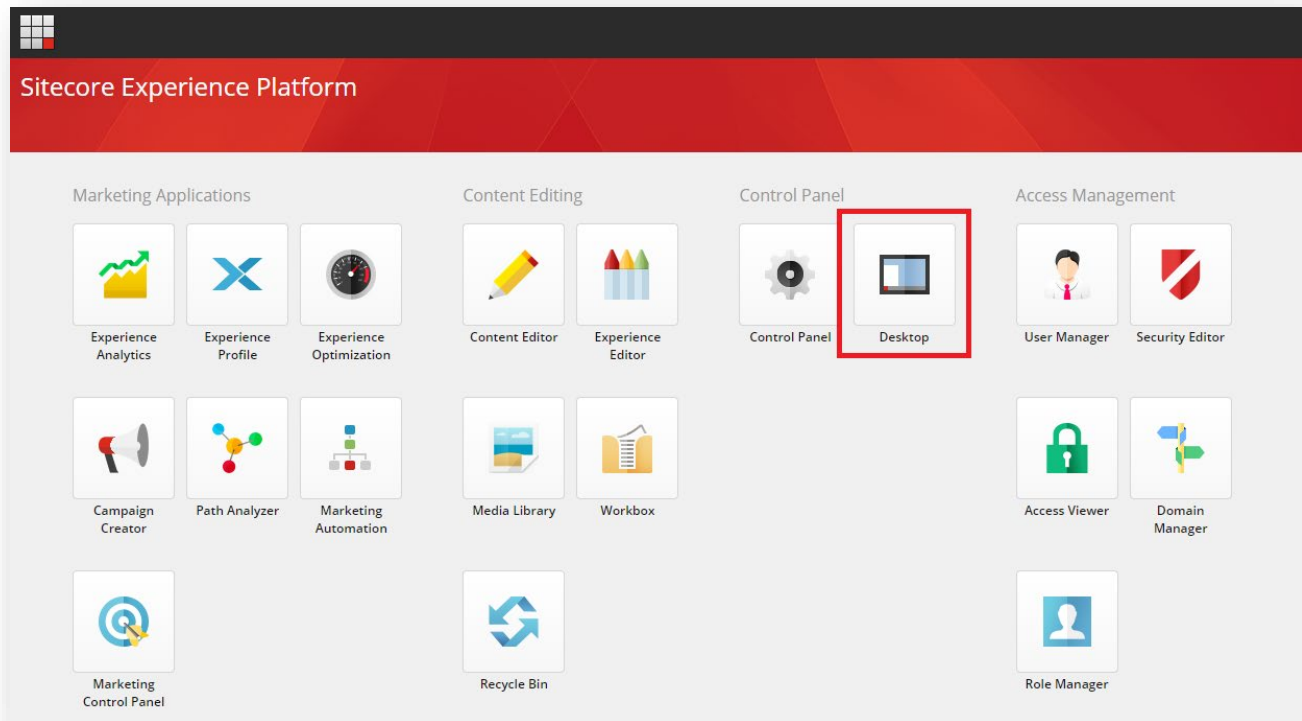
1. The Sitecore Launchpad is well organized in the following categories:
 - Green – marketing and analytics tools
 - Red – content editing tools
 - Orange – tools to organize your digital assets and page workflows
 - Black – recycle bin to retrieve your deleted items
 - Blue – account configuration, system setup and app installations
 - Purple – user account settings



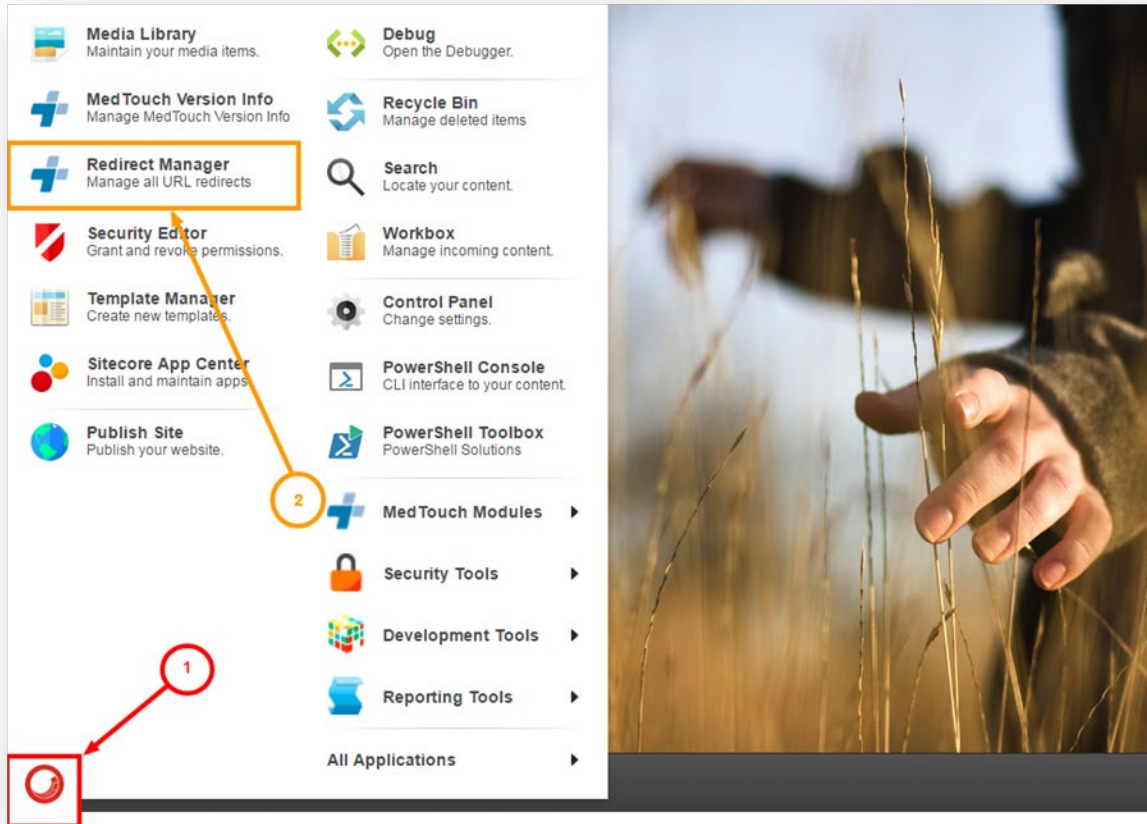
2. The contents of this document will focus on:
 - **Desktop (blue)**

Accessing the Redirect Module

1. To access the Redirect Module, you must login as the role of System Administrator unless the system has been configured otherwise.
2. Access the **Desktop** user interface from the Launchpad by clicking on the **Desktop** button (red).



- Click the **Sitecore Logo** (red) on the bottom left side of the screen to access its menu and then select the **Redirect Manager** (orange).



- This is the Redirect Manager.

Redirect Manager

New Edit Delete Refresh Cache Clear All Import

Drag a column to this area to group by it. Search:

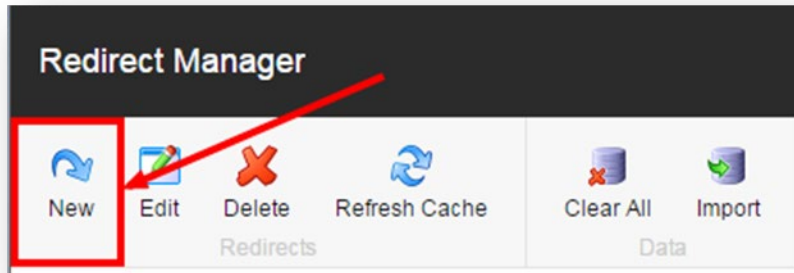
Old URL	New URL	Redirect Type	Redirect Response
dev-ux.medtouch.com/testredirect1	dev-ux.medtouch.com/services	VanityPage	301
dev-ux.medtouch.com/testredirect2	https://dev-ux.medtouch.com/about-us	VanityPage	301
dev-ux.medtouch.com/testredirect3	dev-ux.medtouch.com/about-us	VanityPage	301
dev-ux.medtouch.com	dev-2-7.medtouch.com	VanityDomain	301
test-4-0.medtouch.com	test-8-1.medtouch.com	VanityDomain	301
www.mozilla.org	mozilla.org	VanityDomain	301
test-8-1.medtouch.com/sitecore	dev-8-1.medtouch.com/sitecore	VanityPage	301

Page 1 of 1 (7 items)

Managing Individual Redirects

Adding a New Redirect

1. Click the **New** button from the menu.



2. Enter the following information:
 - **Old URL** (red) – the full old web address
Note: do NOT include the http:// or https:// or Fragment ID (#hashtag)
Note: If the site is forcing www.domain.com/old-page to become www.domain.com/old-page/, then the URL must include the trailing slash
Note: If URL contains .aspx remove this from the URL
 - **New URL** (orange) – the full new web address
Note: http:// and https:// are optional unless the URL is secured
Note: If the site is forcing www.domain.com/old-page to become www.domain.com/old-page/, then the URL must include the trailing slash
Note: If the full site is secured, www.domain.com/new-page should be entered as https://www.domain.com/new-page in the New URL field
 - **Redirect Type** (green) – select from the following options:
 - **WWW** – to force www redirect to the domain (e.g. domain.com redirects to www.domain.com)
Note: do NOT include http:// or https://
 - **Vanity Page** – to redirect page from one full URL to another (e.g. www.domain.com/vanity-page redirects to www.domain.com/about-us)
 - **Vanity Domain** – to redirect the domain (e.g. www.vanitydomain.com redirects to www.domain.com)
 1. First Use case: www.vanitydomain.com redirects to www.domain.com
 - a. Result: Request to www.vanitydomain.com/about-us will be redirected to www.domain.com/about-us. Request to www.vanitydomain.com/about-us/career will be redirected to www.domain.com/about-us/career

2. Second Use case: www.medtouch.com redirects to www.medtouchdomain.com/blog.
 - a. Result: Request to www.medtouch.com/about-us will be redirected to www.medtouchdomain.com/blog/about-us. Request to www.medtouch.com/about-us/career will be redirected to www.medtouchdomain.com/blog/about-us/career.
- **Redirect Response** (blue) – select from the following options:
 - **301** – notifies search engines (Google, Yahoo, Bing, etc.) that this URL has permanently moved
 - **302** – notifies search engines (Google, Yahoo, Bing, etc.) that this redirect is temporary and will change back
- **Case sensitive URL** (purple) – check this box if the entered URL are case sensitive (e.g. the system recognizes www.domain.com/About-Us differently than www.domain.com/about-us)

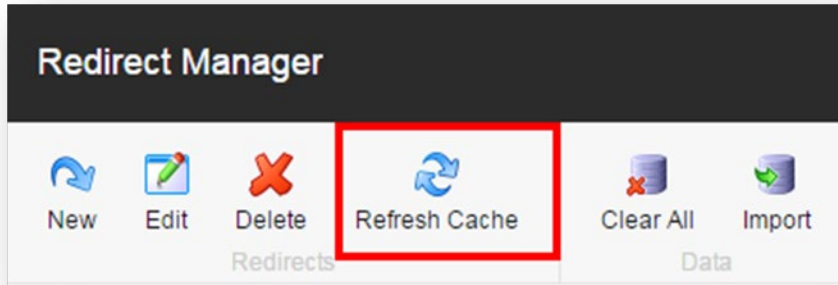
The screenshot shows a 'New Redirect' dialog box with the following fields and options:

- Old URL:** A text input field highlighted with a red border.
- New URL:** A text input field highlighted with an orange border.
- Redirect Type:** A dropdown menu with 'VanityPage' selected, highlighted with a green border.
- Redirect Response:** A dropdown menu with '301 (Move Permanently)' selected, highlighted with a blue border.
- Case sensitive URL:** A checkbox, highlighted with a purple border.

At the bottom right are 'OK' and 'Cancel' buttons.

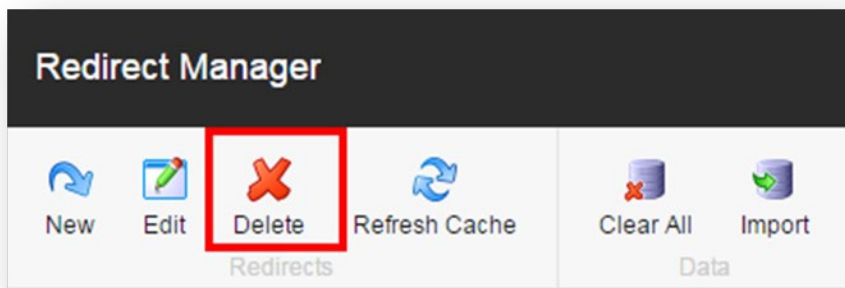
3. Click **OK** to save.

4. Click the **Refresh Cache** button to activate the redirect quickly.



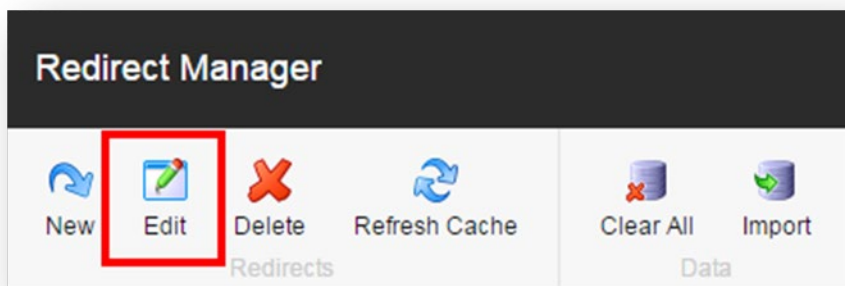
Removing a Redirect

1. Select the URL that you want to remove from the list and then click the **Delete** button (red).



Editing a Redirect

1. Select the URL that you want to edit from the list and then click the **Edit** button (red).



2. Make changes as necessary and then click **OK** to save.

Importing a Redirect List

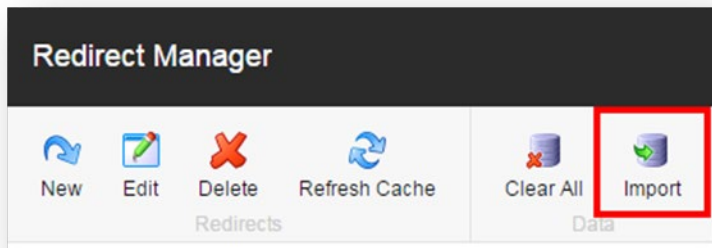
If you have multiple URLs to enter into the Redirect Manager, it may be easier to enter/edit the redirects in an Excel file and then import the file.

1. Set up the import file. The file must have an .xsl extension (NOT an .xlsx extension). The file must include a column for Old URL, New URL, Redirect Type, and Redirect Response.

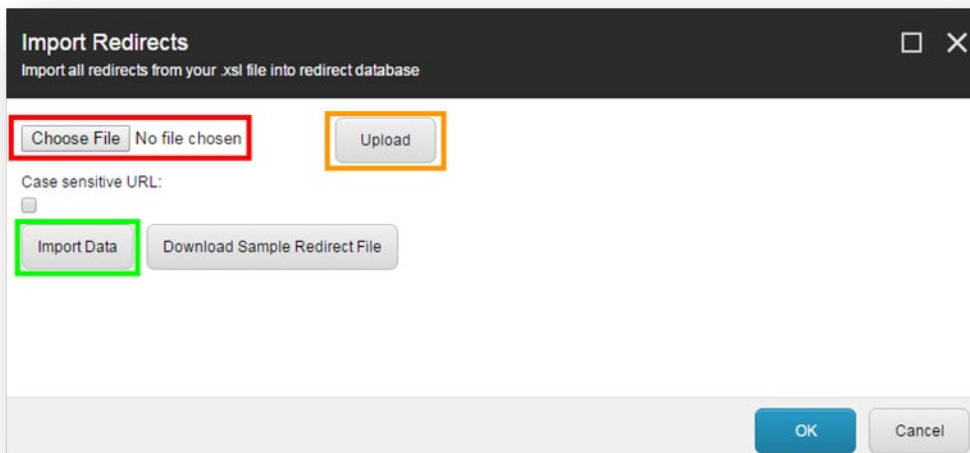
Example

Old URL	New URL	Redirect Type	Redirect Response
domain.com	www.domain.com	WWW	301
www.domain.com/testVanityPage301	www.domain.com/about-us	VanityPage	301
www.domain.com/testVanityPage302	www.domain.com/about-us	VanityPage	302
www.vanitydomain.com	www.domain.com	VanityDomain	301

2. Click the **Import** button.



3. Click the **Choose File** button (red) to select the import file and then click **Upload** (orange). After the system successfully recognizes the file, click **Import Data** (green) and then click **OK**.



4. After the import runs, you will see your new redirects within the Redirect Manager.
Note: *by default, the redirects will appear in the order they were added into the manager. If you already have redirects entered into the manager, the newly added/imported ones will be at the end of the list.*
5. Click the **Refresh Cache** button when done to activate the redirects quickly.