

# How to get the full URL of an item

Many times, we need to have the full URL of a list item or item in a document library.

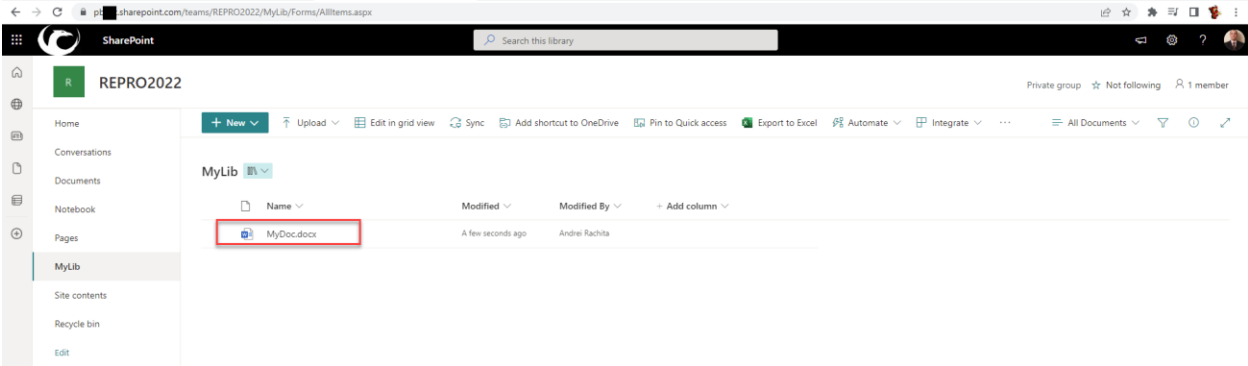
Below, I will explain how to get this information and what URLs you should avoid

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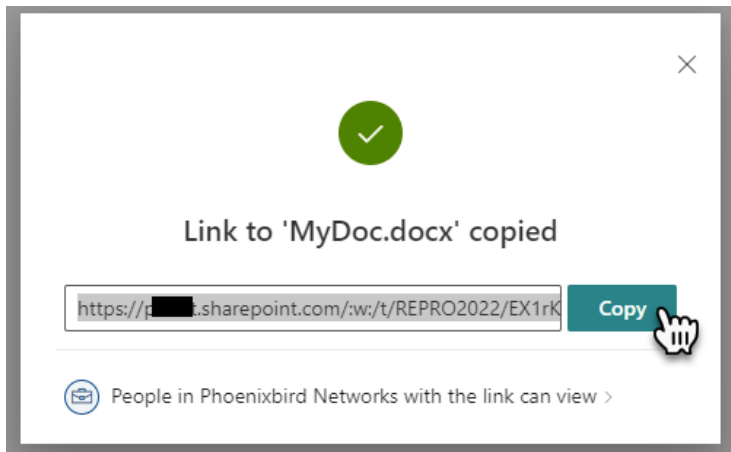
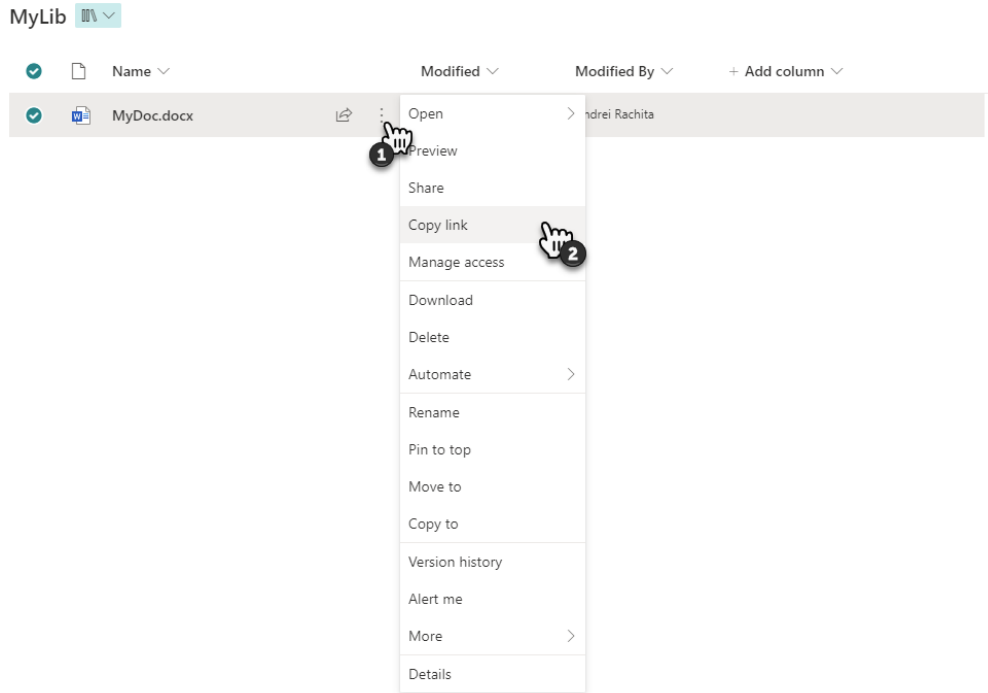
## Handling document libraries

Let’s take the example of a document library, where you can see a document:



**UNHELPFUL METHODS aka the information about the document/item is incomplete**

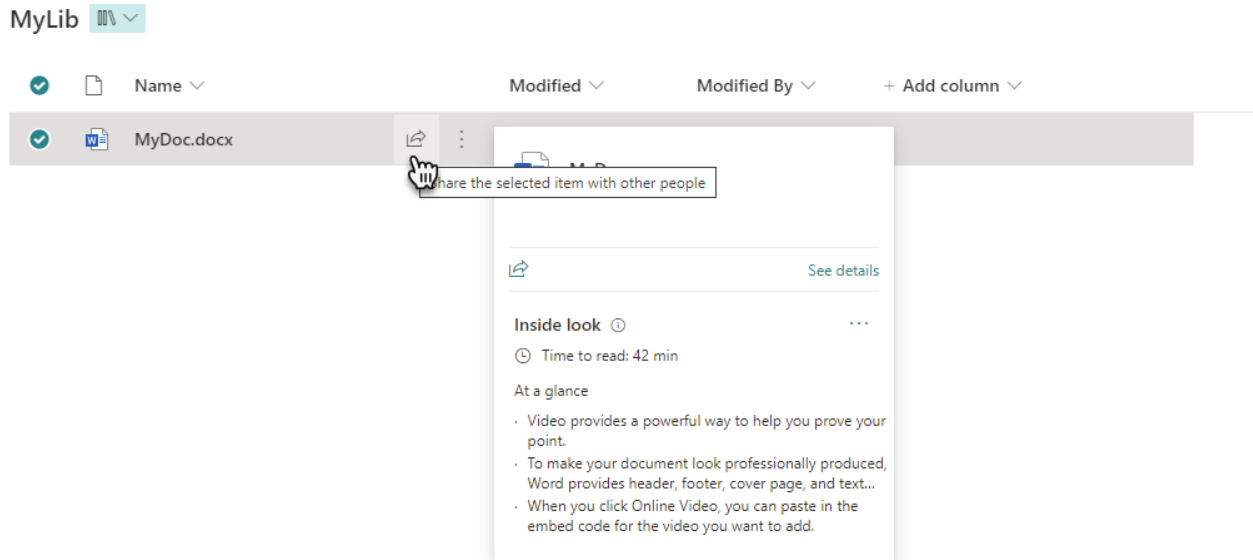
- What happens when you click on the copy link?



You will get a URL like:

[https://tenant.sharepoint.com/:w:/t/REPRO2022/EX1rKcqDQ4RDpdWK\\_ct9Mn8Bu0UT8XLfkhtYREku0KyJ-g?e=KUh3Qs](https://tenant.sharepoint.com/:w:/t/REPRO2022/EX1rKcqDQ4RDpdWK_ct9Mn8Bu0UT8XLfkhtYREku0KyJ-g?e=KUh3Qs) which won't help in identifying the path to the document library or to the document itself.

- What happens when you copy the link from “share the selected item with other people”:



**Send link** ×

MyDoc.docx

People in Phoenixbird Networks with the link can view >

To: Name, group or email

Message...

Send

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**Copy link**

People in Phoenixbird Networks with the link can view >

Copy

Shared with:

×

**Link to 'MyDoc.docx' copied**

pdWK\_ct9Mn8Bu0UT8XLfkhtYREku0KyJ-g?e=GdOcqZ Copy

People in Phoenixbird Networks with the link can view >

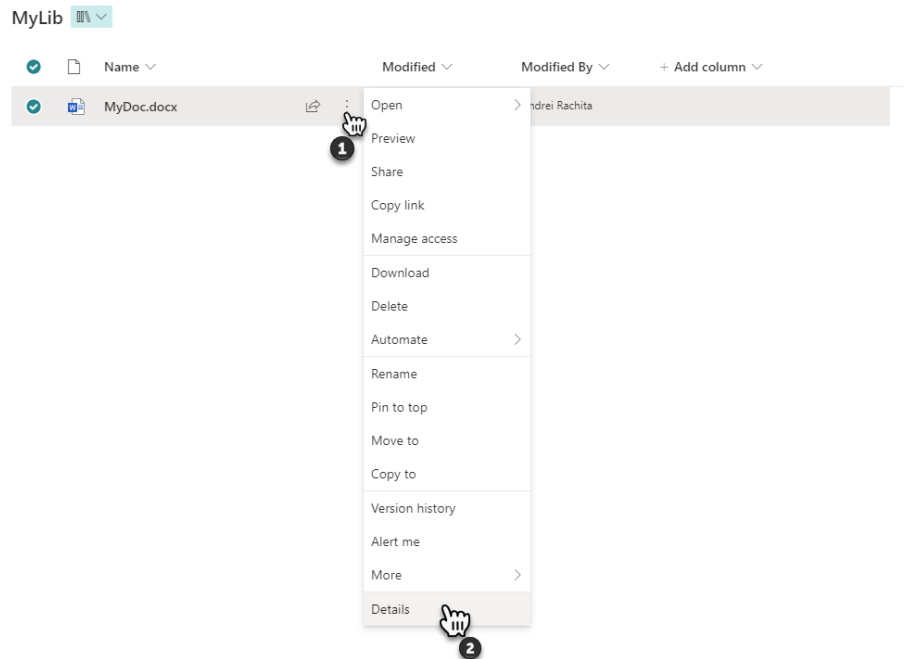
You will get an URL like:

[https://tenant.sharepoint.com/:w:/t/REPRO2022/EX1rKcqDQ4RDpdWK\\_ct9Mn8Bu0UT8XLfkhtYREku0KyJ-g?e=GdOcqZ](https://tenant.sharepoint.com/:w:/t/REPRO2022/EX1rKcqDQ4RDpdWK_ct9Mn8Bu0UT8XLfkhtYREku0KyJ-g?e=GdOcqZ)

which, also, does not provide any information on the library or the item itself.

## The correct method to get the full URL:

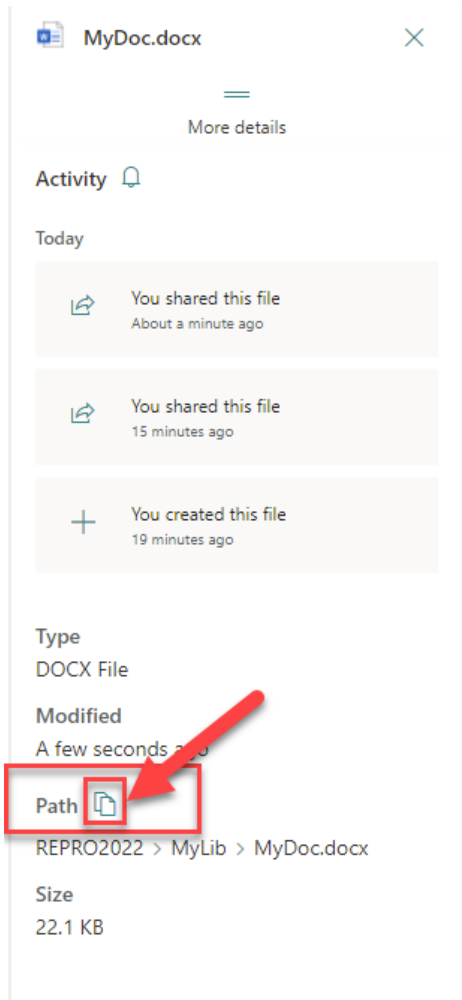
- Click the 3 vertical dots and select “details”



- From the context menu that opens, select “more details”

The image shows a document management interface. On the left, a table lists documents under the heading 'MyLib'. The table has columns for 'Name', 'Modified', and 'Modified By'. A document named 'MyDoc.docx' is listed with a modification time of 'A few seconds ago' and 'Andrei Rachita' as the modifier. On the right, a detailed view of 'MyDoc.docx' is shown. This view includes a video player with instructions on how to use video for document presentation. Below the video, there are sections for 'Has access' (with a 'Manage access' button), 'Properties' (with an 'Edit all' link), and a 'Name' field containing 'MyDoc.docx'. There is also a 'Title' field with the placeholder 'Enter value here' and an 'Edit columns' button. At the bottom of the detailed view, a 'More details' button is highlighted with a red box and a red arrow pointing to it.

Notice the “Path” field and the copy direct link button:



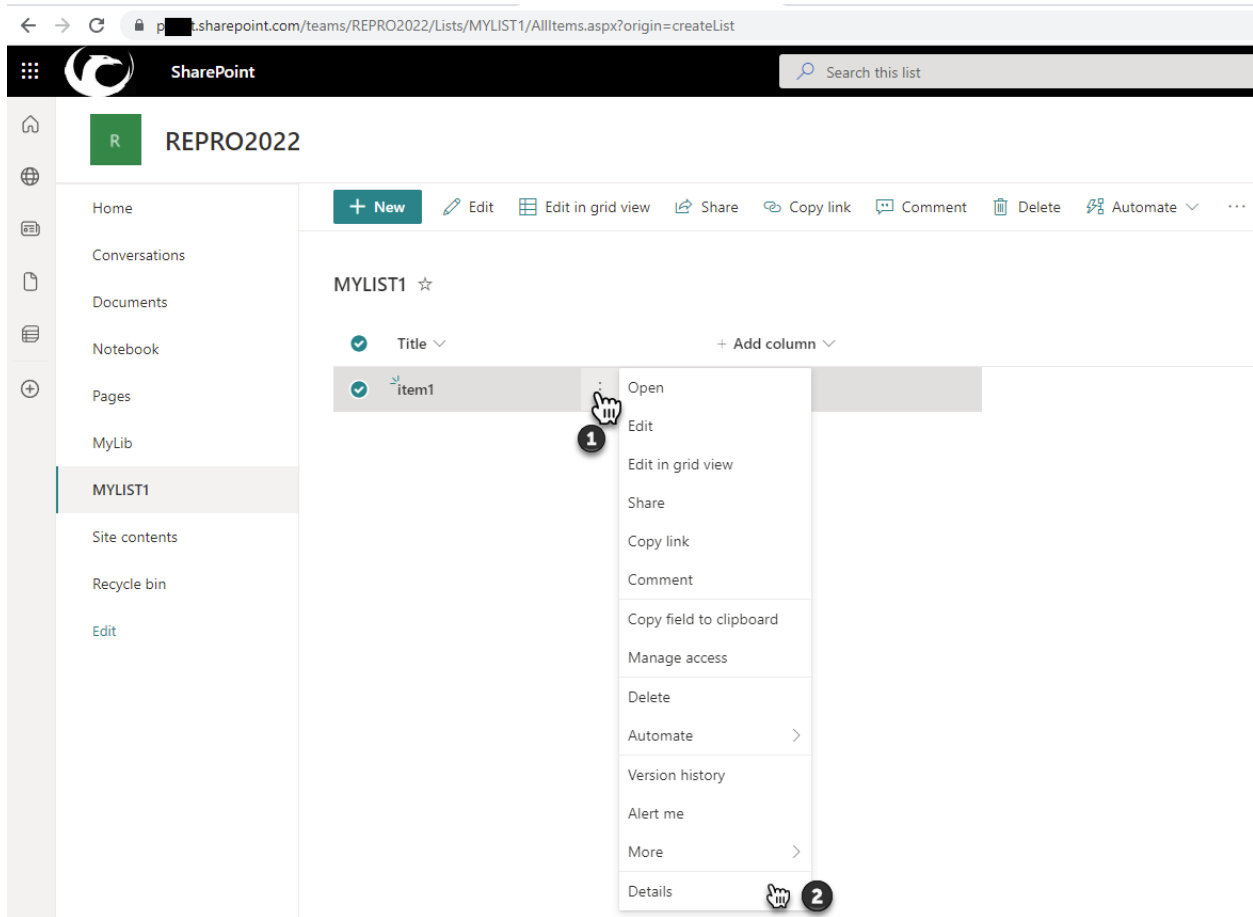
Once you copy the link from here, you will have an URL that looks like this:

<https://tenant.sharepoint.com/teams/REPRO2022/MyLib/MyDoc.docx>

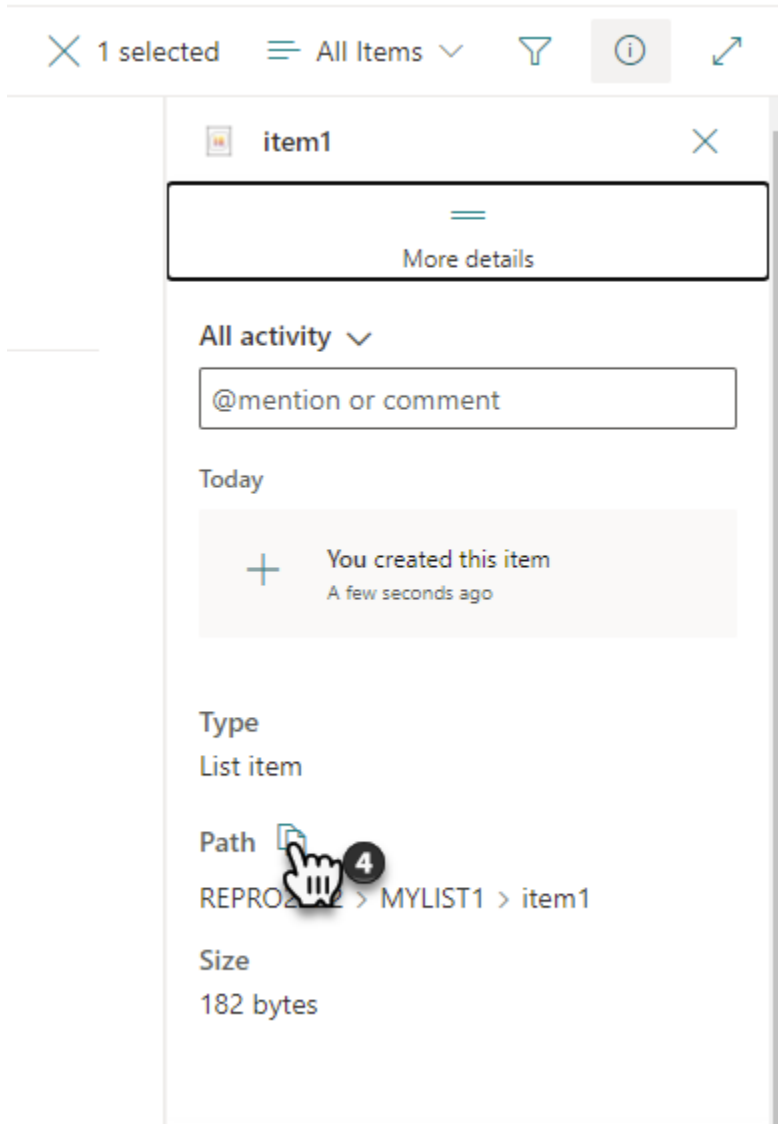
Notice the site **collection name**, the **document library name**, and the **document name**

# Handling SharePoint Lists

The same procedure can be applied to a SharePoint list:



The screenshot displays a SharePoint interface. At the top, a navigation bar includes options like '+ New', 'Edit', 'Edit in grid view', 'Share', 'Copy link', 'Comment', 'Delete', and 'Automate'. Below this, a list titled 'MYLIST1' is shown with a single item, 'item1', under the 'Title' column. The right-hand pane is open to the details for 'item1', showing 'Has access' (Manage access), 'Properties' (Title: item1, Attachments: Add or remove attachments, Edit columns), and a 'More details' button with a notification badge '3'.



The URL will be similar to:

[https://tenant.sharepoint.com/teams/REPRO2022/Lists/MYLIST1/1\\_.000](https://tenant.sharepoint.com/teams/REPRO2022/Lists/MYLIST1/1_.000)

Now let's get more information on this item:

- Add the ID column to the view:

Name  
Type a name for this view of the list. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.

View Name:  
All Items

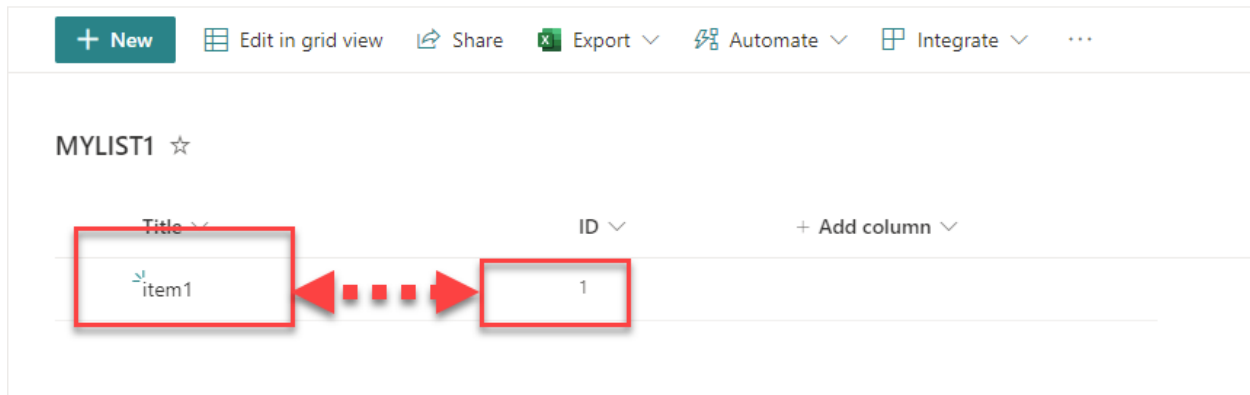
Web address of this view:  
https://p1net.sharepoint.com/teams/REPRO2022/Lists/MYLIST1/AllItems.aspx

This view appears by default when visitors follow a link to this list. If you want to delete this view, first make another view the default.

Columns  
Select or clear the check box next to each column you want to show or hide in this view of this page. To specify the order of the columns, select a number in the Position from left box.

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Title	1
<input checked="" type="checkbox"/>	ID	2
<input type="checkbox"/>	App Created By	3
<input type="checkbox"/>	App Modified By	4

And notice the ID of the item:



Now let's compose the URL from what we already have:

<https://tenant.sharepoint.com/teams/REPRO2022/Lists/MYLIST1/1 .000>

In the above URL, we have the **site collection**, the **list**, and some indication of the **item**.

To get directly to the item, let's compose the following URL:

<https://tenant.sharepoint.com/teams/REPRO2022/Lists/MYLIST1/dispform.aspx?ID=1>

The ID from the dispform is the ID you get from the ID field in the view.