



BEST PRACTICE: HYPERLINKING

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2 Revision History

When Ennov releases a new version of Ennov InSight, they issue Release Notes which explain the new features and updates. The Ennov Business Consulting Team reviews the Release Notes against each Best Practice to determine any impact to the document:

- Impact = Release notes-documented upgrade changes this Best Practice
- No Impact = Release notes-documented upgrade changes do not affect this Best Practice

When Release Notes impact Best Practice documentation, Ennov recommends that clients review the entire Release Notes for a full understanding of all changes associated with this Best Practice documentation.

Software Version	Release/ Revision Date	Summary of Change(s) (Refer to Release Notes for Full Description)
v7.3.1	28-Jun-2024	Update Best Practice for Ennov rebranding & for v7.3.1 – No Impact
v7.2	20-Jun-2023	Update Best Practice for v7.2 – No Impact
v7.1	13-Jan-2022	Update Best Practice for v7.1 – No Impact
v7.0	25-May-2021	Update Best Practice for v7.0 – Impact

3 Hyperlinking

In-process hyperlinking allows publishers who cannot access source documents for embedding inter-document hyperlinks (due to prior finalization or general business rules) to create the hyperlinks as early in the process as possible without relying on post-publishing hyperlinking.

Creating in-process links allows you to establish link relationships between documents that are understood by Ennov InSight and reportable when lifecycle operations take place on either the content with the outgoing link or the content that is the target of the link. It is recommended that in-process linking be done only when documents are final and not expected to change because the in-process linking records the location of the hyperlinks on the particular page(s) of the documents. If a document is modified after in-process links have been created and the document reflows, the links do not automatically move with the content, although Ennov InSight notifies you that the links are potentially misplaced due to the document update.

When creating in-process hyperlinks, the Keyword linking functionality can be particularly useful for summary documents that repeatedly reference the same supportive information. The keyword information and link destinations can be established and exported as a *.CSV file. This file can then be imported when creating links on other summary documents that reference the same supportive information and executed there. Similarly, in the case where content is modified after in-process links are created, if the links were established through keyword linking, the links that became misplaced due to document reflow could be removed from the document and the keyword search re-executed to re-establish links in the correct locations.

After links have been created, users can refresh link information and review the Link Inspector Report to confirm link destinations, reset applicability of the links, reset the output channels for the links and change the link profiles being used. The Link Applicability concept is available to improve regional reuse of content. When a summary document is used in all regions, but the supportive information provided is required to be in different formats, or is only provided upon request, the Link Applicability setting can be used to direct how the link should be handled on a regional basis without requiring modification of the original file. Link Applicability allows a single source document with a set of links to target one set of information in one region, a second set of information in another region, and be ignored in a third region if the supportive information is available upon request, without the user having to re-establish or remove links to prevent broken links.

Once an application has an existing lifecycle, the system will also notify you of the impacts of lifecycle operations on existing link relationships. Most of these notifications are Warnings or Informational messages only to support impact analysis when building a new sequence. For example, if a summary document targets a study report in sequence 0000 and in sequence 0001, the study report is replaced, in the overall application view, the link from the summary document still targets the study provided in 0000. For this, Ca Ennov InSight warns you of a 'Stale' link. No automatic update to the link is performed as that content has already been submitted to the agency. The warning is to alert the user that supportive information has changed, and they may need to verify that the summary itself does not also need to be updated. In a reverse example, if the summary document is replaced, but the report is not, the link inspector will alert the user that

the outgoing hyperlink has been automatically updated as a result of the lifecycle operation so that it is not targeting a document within the current sequence, but instead is linked to the original, and still current, report in the 0000 sequence.

3.1 Hyperlink Handling During Publishing

3.1.1 Electronic Publishing

Intra-document links (links within documents) are treated differently by InSight than inter-document links (links between documents).

3.1.2 Intra-Document Links

These links are read into Ennov InSight's database during extraction but in many cases they should not be rewritten during publish time. These links are often verified during document finalization and any manipulation of these in the final rendition would require additional quality control of the published output. For this reason, any internal link set to the System Profile will not be recreated to documents during publishing unless the documents have been split or concatenated (multiple files within one Leaf) during publishing.

To force intra-document links to be rewritten, you must set all links to publish with a different Link Profile. Link Profiles are configured in the Publishing Settings Library and then applied within the Link Inspector Report.

3.1.3 Inter-Document Links

Inter-document links are always recreated in the published output, regardless of the Link Profile used. This is because the relative paths for those links will likely have changed and need to be created using relative paths.

3.1.4 Paper Publishing

During Paper Publishing, all hyperlinks are recreated during the publishing process due to files being concatenated into volumes, and the need to create the final margin cross reference text on the page.