



HyperlinQ
BY HILLOGIC



Hillogic

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Description

The HyperlinQ tool is designed to automatically hyperlink documents referred to in pleadings, witness statements, chronologies and trial bundles. The application will identify document references in the source Word document by recognising document numbering patterns. Documents can be directly hyperlinked to Relativity or downloaded as an offline copy.

System Requirements

This application is designed to run on a computer with the following minimum specifications:

- Windows 10 operating system
- 1 GHz 32-bit (x86) or 64-bit (x64) processor
- 2 GB RAM
- 30 MB hard drive with at least 1 GB of available space
- Microsoft Word 2016+
- .NET 4.6
- Internet access
- Relativity access (optional)

Installation

To install the application please run the supplied .msi file on your local windows computer.

Licenses

A valid user license is required to use HyperlinQ. For any issues logging in to the application please contact the software provider for an appropriate license.

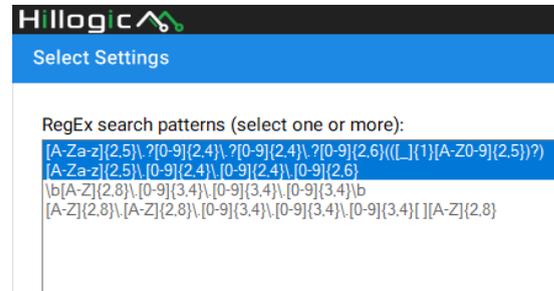
How Does HyperlinQ Work?

HyperlinQ was designed to automate the rather time-consuming process of finding document references within word/pdf content, such as in pleadings, witness statements, chronologies and trial bundles, and creating hyperlinks to external/supplementary documents.

HyperlinQ uses regular expressions to find a consistent text pattern within the content of the source document and matches that recognized text with a file either on your local/network drive or within a Relativity workspace.

For example, in Australian litigation, documents are typically numbered using the following format:

SSS.BBB.FFF.NNNN_XX



Level	Description
SSS	The Party Code (also, often referred to as 'Source') identifies a party to the proceedings. It should comprise three alpha characters.
BBB	The Box Number identifies a specific physical archive box, email mailbox or any other Container or physical or virtual classification that is appropriate for the party to use.
FFF	The Folder Number identifies a unique folder number allocated by each party in their own Document collection. The Folder Number should be padded with zeros to consistently result in a 3 digit structure. The Folder Number may, where appropriate, correspond to the Box Number of any Container in which the Document is contained.
NNNN	This refers to each individual page within each Folder for Paper Documents, Unsearchable Images and Searchable Images. For Native Electronic Documents, this number applies to the whole Document irrespective of the number of pages within it. In such cases, it therefore operates as a Document Number rather than a Page Number because individual pages are not numbered. This number is padded with zeros to consistently result in a 4 digit structure.
_XX	This number is optional and is typically only required where additional pages need to be inserted into a Document or for all subsequent pages after the first. A suffix will be used, preceded by an underscore, padded with zeros to consistently result in a 2 digit structure.

HyperlinQ comes setup with Regular Expressions already created to work with the above document id numbering format. If you store and reference your documents using a different but consistent pattern you have the option to create and add additional regular expressions in HyperlinQ to suit your needs.

A regular expression looks something like this:

[A-Za-z]{2,5}\.[0-9]{2,4}\.[0-9]{2,4}\.[0-9]{2,6}

- **[A-Za-z]{2,5}** – Matches **between 2 and 5 letters**, uppercase or lowercase, e.g. “abc”, “ABCD” or “FbHde”
- **{0-9}{2,4}** – Matches **between 2 and 4 digits**, e.g. “03”, “123” or “0192”
- **\.** – Matches a single full stop

So, the above expression should find a match for a document reference such as:

XYZ.001.023.1930

After HyperlinQ has found all the references within the source document it then scans your Relativity workspace or local/network folder for a matching document or filename, e.g., “XYZ.001.023.1930.docx”. If found it will create a hyperlink to this document.

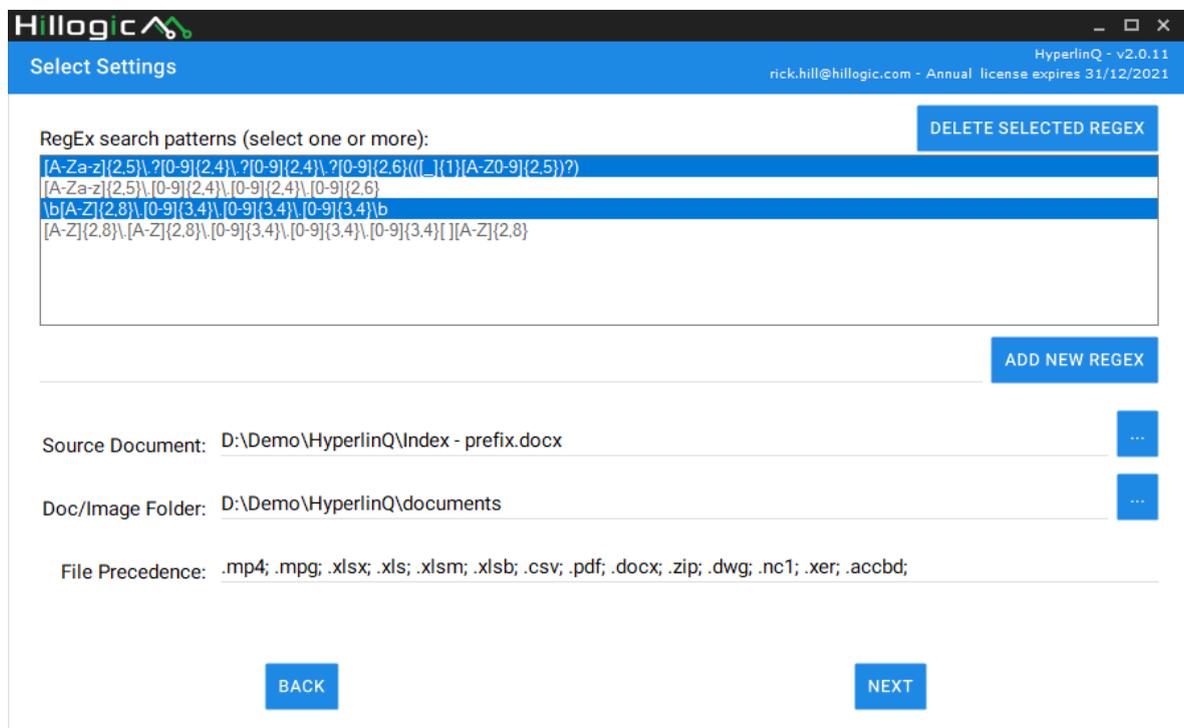
How to use HyperlinQ

HyperlinQ currently has two options. Firstly, you can choose to use HyperlinQ in conjunction with a Relativity environment so that you can hyperlink your source document either directly to Relativity or download the native documents to a local hyperlinked folder.

Alternatively, HyperlinQ works with an “offline” local/network folder such as a Ringtail folder structure.

LOCAL/NETWORK FOLDER

Once you start HyperlinQ and have entered your username/email and license key choose the LOCAL/NETWORK FOLDER button.



HyperlinQ works using regular expressions to find document references within your source document. The default regular expressions are designed for Australian numbering patterns but additional regular expressions can be added to your HyperlinQ (contact us if you need assistance).

The local/network mode of HyperlinQ also allows you to choose a file type precedence in the case that HyperlinQ finds multiple matching files in your network/folder.

File Precedence: .mp4; .mpg; .xlsx; .xls; .xlsm; .xlsb; .csv; .pdf; .docx; .zip; .dwg; .nc1; .xer; .accbd;

You may choose a precedence of “.pdf;.docx;.mp3;.xlsx” and if HyperlinQ finds both a “XYZ.001.023.1930.pdf” and “XYZ.001.023.1930.docx” it will hyperlink to the pdf document as that was listed first.

The local/network mode will search for documents referenced in your Source Document. The local/network mode has 1 additional options:

- Prefix filenames with order number – This will prefix the target documents with the order number in which they were found within the source document
- Remove all existing hyperlinks – If you are hyperlinking a document that was previously hyperlinked it is sometimes best to clear the existing links before running HyperlinQ.

To begin:

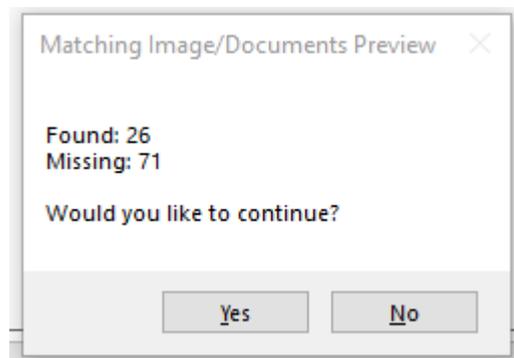
- 1) Select one or more RegEx search patterns. The first pattern should be sufficient in most cases.
- 2) Select a Source document, e.g., a Witness Statement, Chronologies, etc.
- 3) Select the folder which contains all of your native documents you wish to hyperlink to. The documents can exist within subfolders inside the chosen folder.
- 4) Adjust the File Precedence. This allows HyperlinQ to identify which target document to hyperlink should it find one or more matching filenames. i.e., if HyperlinQ identifies a document “ABC.001.001.0001” in your source document but finds “ABC.001.001.001.xlsx” and “ABC.001.001.0001.pdf” in your Doc/Image folder then, using the settings above, HyperlinQ will link to the .xlsx version of the document.
- 5) Choose additional tick-box options
- 6) Click Next to begin the process

HyperlinQ will perform a quick search to find all references within the source file and matching documents within the Doc/Images folder. Once complete you will be presented with a summary of Found/Missing references/documents.

If you find there are a large number of missing documents this typically indicates that the Doc/Images folder doesn't contain all of the referred documents.

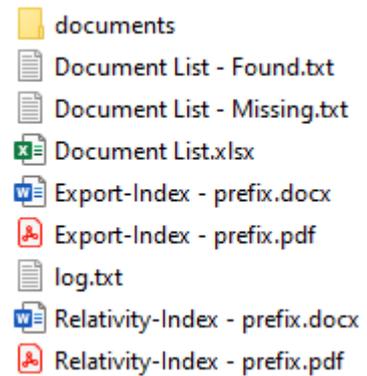
If you find there are a low number of both Found and Missing documents this typically indicates the RegEx search pattern may need to be adjusted.

Once you are happy to continue the process click Yes to continue



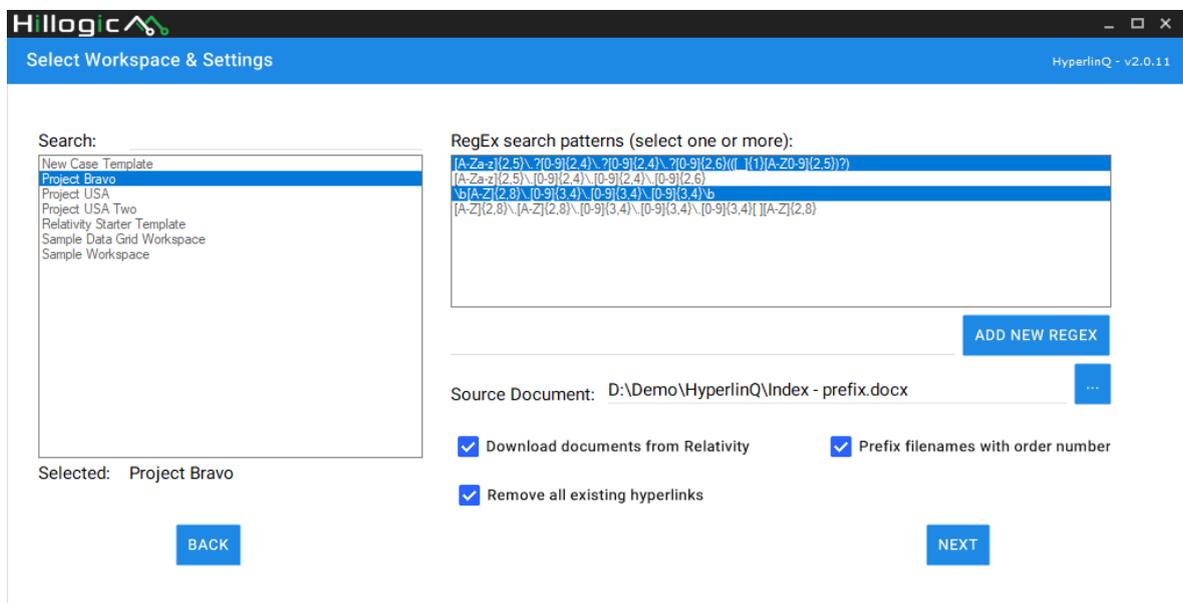
Once HyperlinQ has finished it will create a new folder containing:

- **A documents folder** – A local copy of all files that are hyperlinked.
- **Documents List – Found.txt** – A list of all references found within the source document that has a matching reference in Relativity or your local/network folder.
- **Documents List – Missing.txt** – A list of all references found within the source document that DO NOT have a matching reference in Relativity or your local/network folder.
- **Document List.xlsx** – An excel report of all references, found and missing, with some additional information.
- **Log.txt** – A log file of the HyperlinQ workflow. Useful to send to Support if you have any issues with HyperlinQ.
- **Newly hyperlinked .docx & .pdf files** – HyperlinQ will produce a new word and pdf copy of your original source document which hyperlinks to the files in the new documents folder.



Relativity

Once you start HyperlinQ and have entered your username/email and license key choose the RELATIVITY button.



Select Workspace & Settings HyperlinQ - v2.0.11

Search:

- New Case Template
- Project Bravo**
- Project USA
- Project USA Two
- Relativity Starter Template
- Sample Data Grid Workspace
- Sample Workspace

Selected: Project Bravo

Regex search patterns (select one or more):

- [A-Za-z]{2,5}\?[0-9]{2,4}\?[0-9]{2,4}\?[0-9]{2,6}(\[| \])?[A-Z0-9]{2,5}?)?
- [A-Za-z]{2,5}\?[0-9]{2,4}\?[0-9]{2,4}\?[0-9]{2,6}
- \b[A-Z]{2,8}\?[0-9]{3,4}\?[0-9]{3,4}\?[0-9]{3,4}\b
- [A-Z]{2,8}\?[A-Z]{2,8}\?[0-9]{3,4}\?[0-9]{3,4}\?[0-9]{3,4}\?[A-Z]{2,8}

ADD NEW REGEX

Source Document: D:\Demo\HyperlinQ\Index - prefix.docx

Download documents from Relativity Prefix filenames with order number

Remove all existing hyperlinks

BACK **NEXT**

HyperlinQ works using regular expressions to find document references within your source document. The default regular expressions are designed for Australian numbering patterns but additional regular expressions can be added to your HyperlinQ (contact us if you need assistance).

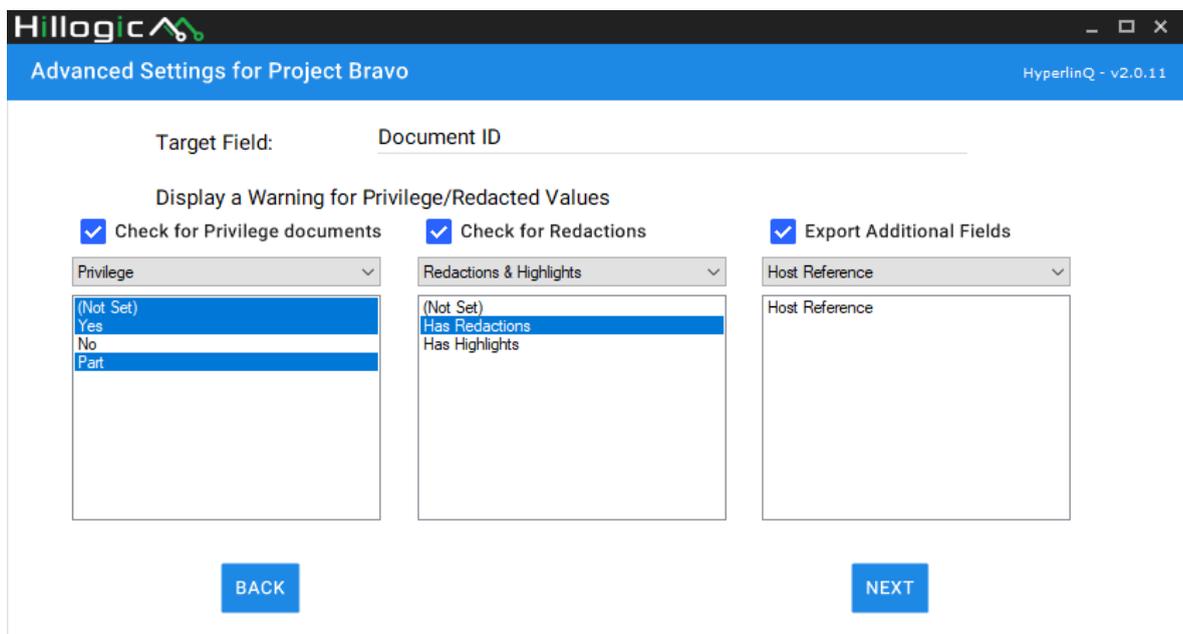
The Relativity mode will search a Relativity workspace for documents referenced in your Source Document. The Relativity mode has 3 additional options:

- Download documents from Relativity – This will provide you with an offline copy of all the documents hyperlinked within the source document
- Prefix filenames with order number – This will prefix the downloaded documents with the order number in which they were found within the source document
- Remove all existing hyperlinks – If you are hyperlinking a document that was previously hyperlinked it is sometimes best to clear the existing links before running HyperlinQ.

To begin:

- 1) Select a workspace from the left. You can filter the list by using the search box at the top left.
- 2) Select one or more RegEx search patterns. The first pattern should be sufficient in most cases.
- 3) Select a Source document, e.g. a Witness Statement, Chronologies, etc.
- 4) Select one or more checkbox options
- 5) Click Next to begin the process

There are some additional Advanced options to consider when using HyperlinQ with Relativity



- Check for Privilege documents – You have the option to produce a warning in HyperlinQ if a downloaded/hyperlinked document meets a certain criteria, e.g. using the above example we will produce a warning if the Privilege field for the referenced document in Relativity is either “Yes”, “Part” or (Not Set).
- Check for Redactions – You have the option to produce a warning in HyperlinQ if a downloaded/hyperlinked document meets a certain criteria, e.g. using the above example we will produce a warning if the Redactions & Highlights field for the referenced document in Relativity is “Has Redactions”.

- Export Additional Fields – HyperlinQ produces a final report of all documents found/referenced. You can include additional Relativity fields in this report by selecting the fields you require from the drop-down. E.g. “Host Reference”

HyperlinQ will perform a quick search to find all references within the source file and matching documents within the Doc/Images folder. Once complete you will be presented with a summary of Found/Missing references/documents.

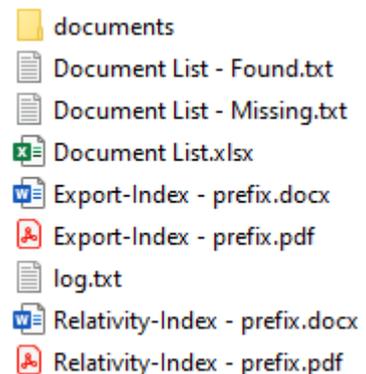
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- **Newly hyperlinked .docx & .pdf files** – HyperlinQ will produce a new word and pdf copy of your original source document which hyperlinks to the files in the new documents folder.



Further Information

If you need any help with regular expressions or for further information about HyperlinQ, please contact the Hillogic team at info@hillogic.com.