Hyperlink Function

To avoid downloading missing files individually, the HYPERLINK function (Figure 1) and Visual Basic for Applications (VBA) codes (Figures 3 and 4) were used to automate the process. EDMS' provide direct hyperlinks to documents and usually in a consistent pattern.

Taking the two EDMS examples BC and eB:

Business Collaborator (BC) generated an ID number for each document, which was incorporated in the hyperlink. Therefore the exported report of BC data included the field 'BC ID Reference'.

The Crossrail EDMS, eB, generated hyperlinks but lacked an ID number; instead they included 'document number' and 'revision'.

```
=HYPERLINK("https://eb.crossrail.co.uk/eB/Search/QuickLink.aspx?n="&
A1&"&t=3&d=Main%5ceBProd&sc=Global&r="&B1&"&i=open")

=HYPERLINK("https://kol.withbc.com/bc/bc.cgi/d"&$A2&"/"&$B2&".pdf")
```

Blue	Link 'pattern' generated by EDMS broken into two/three parts to insert the changing value
A1	eB Document number
B1	eB Document revision
A2	BC ID number
B2	BC revision

Figure 1 - HYPERLINK function for creating links

Depending on the amount of documents that need to be downloaded using created hyperlinks, the macros can be used to automate the task. Because MS Excel can play back key-strokes and mouse actions much faster than they can be performed manually, using a macro can considerably speed up the procedure.

Instead of opening hyperlinks one by one, the VBA codes (demonstrated in Figures 3 and 4) run as a macro and open multiple links as new tabs of default browser at the same time.

Depending on computer capabilities, links should be opened in batches (no more than 30 at once –too many increases browser loading time).

This is how to create macros that open multiple above generated hyperlinks:

1. Copy and paste hyperlinks in same location as '**Values Only**'
2. Press **Alt+F11** to open Visual Basic Editor (VBE)
3. On the Top Menu Select Insert ►Module from the context menu
4. Copy and paste VBA codes to Code windows "**Module1**" and "**Module2**" (Figure 2)
5. Close VBE window
6. Select hyperlinks to open
7. Press Alt+F8 to open the 'Macro' dialog
8. Select the '**HyperAdd()**' macro and click 'Run' to activate hyperlinks

9. Select the '**Open_HyperLinks()**' macro and click the 'Run' to open hyperlinks in default browser
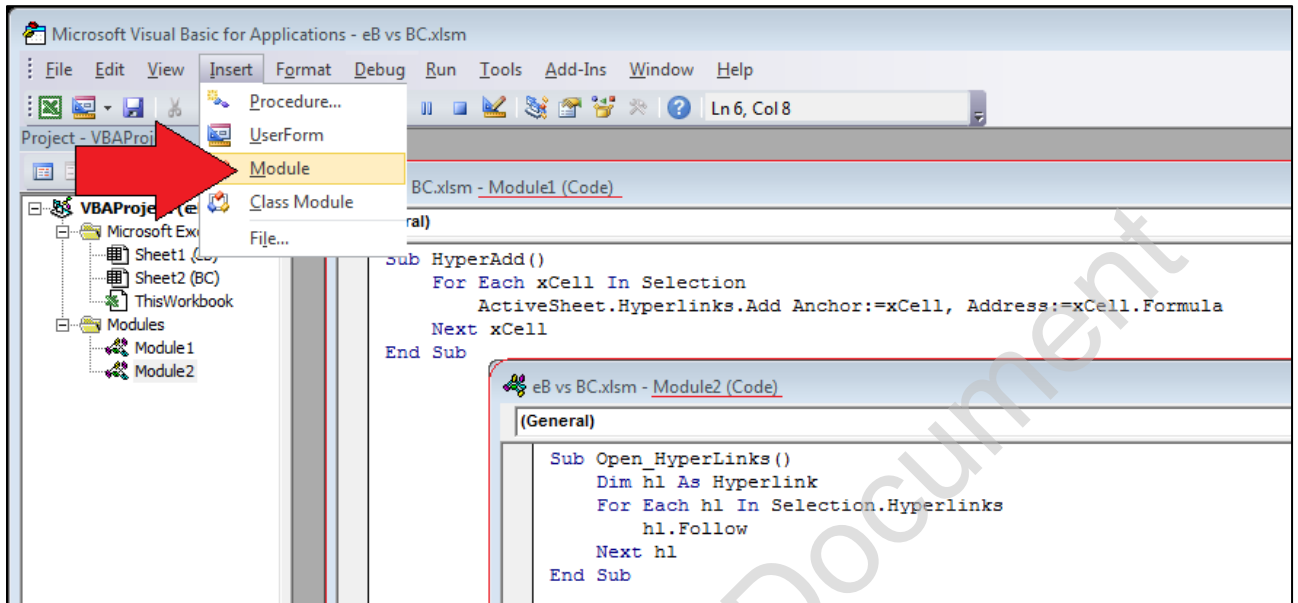

Figure 2 - Visual Basic Editor (VBE) - Module1

```
Sub HyperAdd()
    For Each xCell In Selection
        ActiveSheet.Hyperlinks.Add Anchor:=xCell, Address:=xCell.Formula
    Next xCell
End Sub
```
Figure 3 - VBA code 'HyperAdd()' converts selected text into live hyperlink

```
Sub Open_HyperLinks()
    Dim hl As Hyperlink
    For Each hl In Selection.Hyperlinks
        hl.Follow
    Next hl
End Sub
```
Figure 4 - VBA code 'Open_HyperLinks()' opens selected live hyperlinks in default browser