

Title	URLS IN INTERNAL DOCUMENTS			Number	AD06
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Author:	Dr Andy Thompson			Version:	1.4
Other Ref:	None				
Contacts:	Dr Fay Wilson; IT Department				

Version Control

(Only last 3 versions, earlier versions can be found in the appropriate Archive directory for the document)

DATE	CHANGE	CHANGED BY
14.12.18	Reviewed – Permjit Minhas removed from Contacts and replaced with Scott Barnes	SB
13.10.20	Reviewed, no change	SB
16.09.22	Reviewed, no change	SB

Introduction

URLs are often used in internal documents as a useful reference to another document either internal or external. They look like this: www.gpnotebook.com or this <http://www.gpnotebook.com>

However, some people who work with BADGER, who need to be able to read the documents and the references, log in with accounts that have less wide internet access than that of the authors of the documents.

Additionally, URLs go out of date as websites are revised and archived.

The following method is therefore defined to reduce the risk of URLs not being accessible to those who need to access them.

Procedure

1. All authors and reviewers of any internal document which includes a URL shall ensure the URL is live i.e. loads when clicked, prior to submitting the document for approval.
2. If the author has not been able to find a live URL for the document which can be embedded into the document, but is able to access the document online by following links on another web page, then an explanatory note is to be submitted along with the document to enable IT to resolve the issue.
3. When a document has been approved, it shall be forwarded to the IT department to ensure the document is accessible from all BADGER login accounts within Adastra.
4. If a note is submitted as per (2) above, this note will also be forwarded to IT along with the document.
5. A document containing a URL shall usually have a maximum review period of 12 months.