

## **Creating and Sharing Affinitext Links:**

### **Introduction:**

When communicating with others about specific parts of your contract, the most efficient way in which to do this is by sharing a link to the clause in the Affinitext library.

This ensures that they are looking at the same version you are looking at, it directs them to the clause in the context of the rest of the agreement, any references to other clauses will be linked and the pop-up definitions will operate.

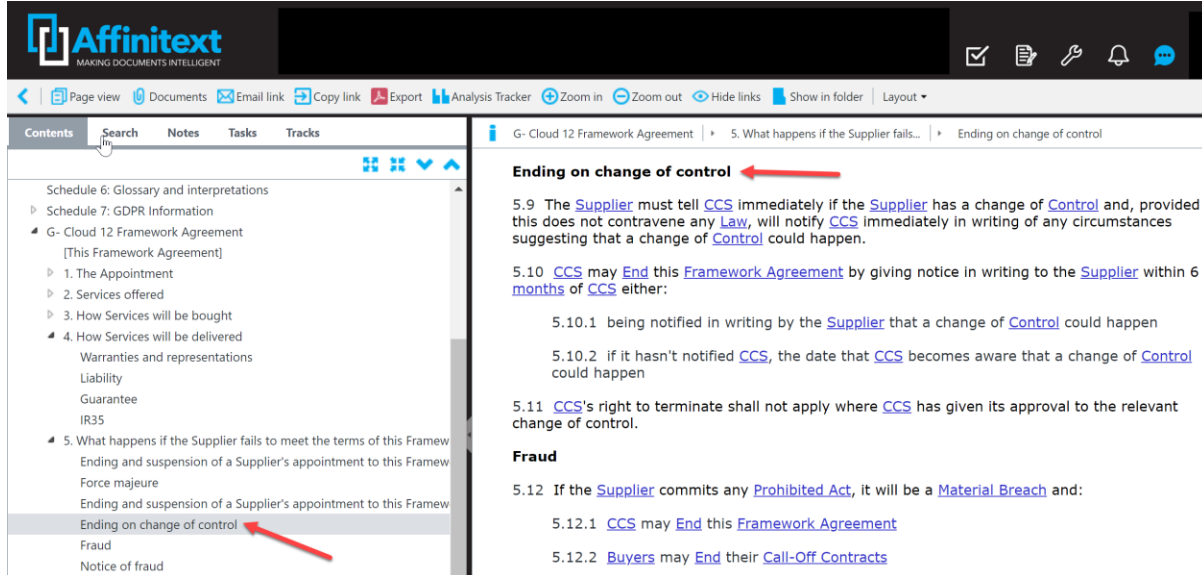
It also saves you time in not having to provide a bread-crumbs trail reference to the clause and, because sharing a link is just a click away, the recipient is much more likely to respond, and, respond more quickly.

This function is also useful if you want to create a Note at one clause to direct to another clause, or to add a clause link to a Task.

### **How to Share a Link:**

In the Affinitext book, go to the clause you want to share and click on the Table of Contents (TOC) at the clause or the lowest granularity available, so that the reference clause is at the top of the right-hand panel.

Eg to reference 'Ending on Change of Control' click on that clause in the TOC on left hand side to show this clause heading on right. This is also the location for 5.10.1 within this clause as Ending on Change of Control is the lowest granularity available within the TOC.



**Ending on change of control**

5.9 The **Supplier** must tell **CCS** immediately if the **Supplier** has a change of **Control** and, provided this does not contravene any **Law**, will notify **CCS** immediately in writing of any circumstances suggesting that a change of **Control** could happen.

5.10 **CCS** may **End** this **Framework Agreement** by giving notice in writing to the **Supplier** within 6 months of **CCS** either:

5.10.1 being notified in writing by the **Supplier** that a change of **Control** could happen

5.10.2 if it hasn't notified **CCS**, the date that **CCS** becomes aware that a change of **Control** could happen

5.11 **CCS's** right to terminate shall not apply where **CCS** has given its approval to the relevant change of control.

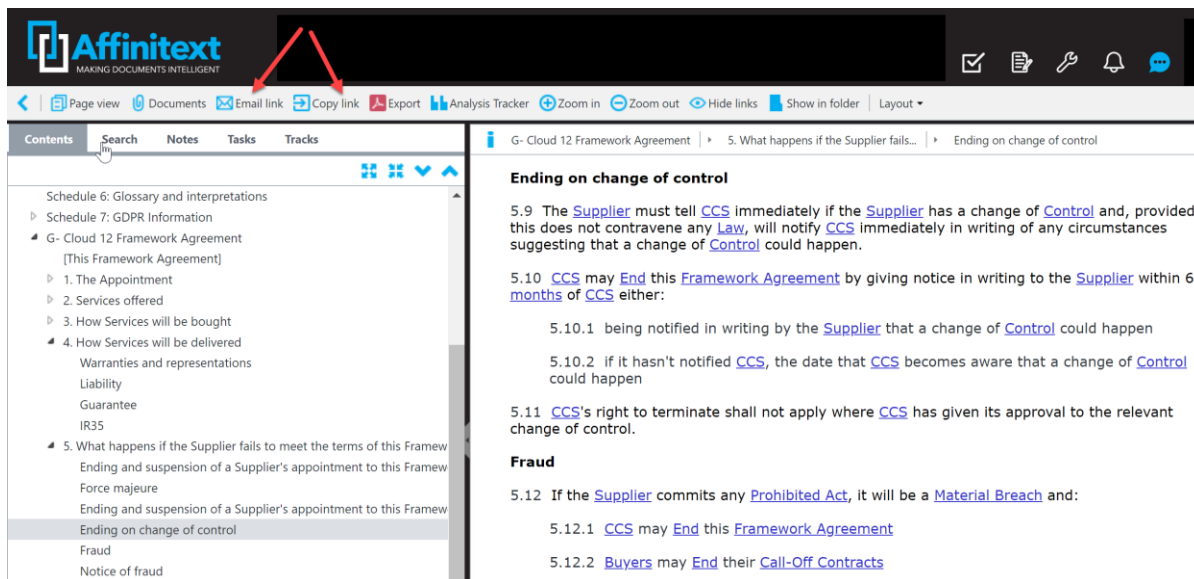
**Fraud**

5.12 If the **Supplier** commits any **Prohibited Act**, it will be a **Material Breach** and:

5.12.1 **CCS** may **End** this **Framework Agreement**

5.12.2 **Buyers** may **End** their **Call-Off Contracts**

Then click on the 'Email Link' or 'Copy Link' buttons found on the top grey menu bar:



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'Email Link' will create an email for you. The subject title will contain the name of the clause and the body of the email will contain the location and link to the clause. Add your recipient and any additional text to the email and send.

'Copy Link' will simply pick up the URL of the clause for you to paste into a document, Note, Task, etc.

Upon clicking on the link, the user is linked directly to the clause identified. If the user is not already logged into Affinitext, they will firstly be directed to the login page.

If you have received an Affinitext link and have opened the link, you can obtain information on the book by noting the book name on the top black bar, the breadcrumb trail to identify the section of the book and the TOC on the left hand panel. For further information, click on the blue 'Information' button to the left of the breadcrumb trail to display information on the project name, parties and date of execution.

To show the book in relation to the rest of the project, click the 'Show in Folder' button which will create a home page tab and show where the book is in the context of the rest of the project.



The screenshot shows the Affinitext interface for a document titled "Project Agreement". The breadcrumb trail at the top indicates the current location: "PART 3 TRANSITIONAL ARRANGEMENTS > 12 REPRESENTATIVES > 12.5 Authority of the Authority's Rep...". A red arrow points to the "Show in Folder" button in the breadcrumb trail. The main content area displays the section "12.5 Authority of the Authority's Representative" with the following text: "The Authority's Representative shall have full authority to act on behalf of the Authority for all purposes of this Agreement. The Contractor shall be entitled to treat any act of the Authority's Representative in connection with this Agreement as being expressly authorised by the Authority (save where the Authority has notified the Contractor that such authority has been revoked) and the Contractor shall not be required to determine whether any express authority has in fact been given."

For more information, contact [support@affinitextgroup.com](mailto:support@affinitextgroup.com).

## Document Version Control

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