



Version 4.0

THE CHRONOLOGY TOOL  
**Chronolator**

# Setting Up Chronolator Documents

An Administrator's Guide to the Chronolator Online Workbench

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## 1 ABOUT THIS DOCUMENT

This document is a guide and reference for Case Review Administrators who are going to use the Chronolator Online Workbench to create a new Internal Chronology.

For information about the terminology used in this document (such as **Internal Chronology** and **Local Administrator**), see the [Glossary](#).

## OTHER MAJOR DOCUMENTS

[Using Chronolator Documents](#) describes how Chronolator facilitates the production of accurate chronologies, how to combine Chronolator Documents into Composite Chronologies, and the other tools and features Chronolator provides.

[Using Chronolator Samples](#) contains some exercises you can undertake with the sample documents to acquaint yourself with the main features of Chronolator.


## SUPPLEMENTARY DOCUMENTS

The following supplementary documents are available in PDF format.

<a href="#">Chronolator Installation Verification Procedure</a>	After you have downloaded and unzipped Chronolator you can use the procedure described in this document to check the installation of the Chronolator Online Workbench.
<a href="#">Chronolator Version 4.0 Release Notes</a>	Summarises the changes made between Chronolator Versions 3.5 and 4.0.
<a href="#">Getting a non-Chronolator review into Chronolator</a>	New customers have often already started a review before they buy a Chronolator licence. This document outlines how Chronolator can be used to improve the process of assembling a multi-agency chronology from a collection of non-Chronolator documents.
<a href="#">Group Policy Settings for Chronolator macros</a>	For IT departments, this document describes Microsoft Office Group Policy Administrative Templates that affect the ability to run macros, and thus the ability to run Chronolator.

## 2 INTRODUCTION

### 2.1 WHAT IS CHRONOLATOR AND WHAT DOES IT DO?




 Chronolator was originally written for Microsoft Word. It is now complemented by some tools at [tools.chronolator.com](https://tools.chronolator.com) that run in a Web browser such as Chrome.

This **Help** is about Chronolator for Word, apart from the topic [Working with the Browser Tools](#) (section 7).

Chronolator makes it easy to produce and review the chronologies that are needed to review interactions between different agencies and organisations.

Little specialist knowledge is required to use it. There are no new programs to learn or install, and only a basic knowledge of working with Word tables is required.

Chronolator has something to help everyone involved in using a chronology to investigate a case:

-  those who supervise and administer it
-  the front-line staff who input the data
-  those who review it

## ADMINISTRATORS

Gathering and collating chronologies from multiple agencies is a time consuming task, particularly if they each have different ideas about what they need to provide. Chronolator enforces the standards set by the administrator (for example, what column headings the chronology table should have) and automates the merging of individual chronologies.





## FRONT-LINE STAFF

Transcribing written records from various sources into a consistent format is a tedious and error-prone task. Chronolator simplifies the process with a number of tools. There are tools to sort records into order, to put dates into consistent formats, and to check for a variety of problems.

## REVIEWERS

The final objective of a chronology is for someone to make sense of the events it contains. Chronologies are often anonymised, which can make it difficult to build a mental picture of the people involved. The Chronolator anonymisation tool lets you switch back and forth between anonymised and personalised views of a document.

Other tools for reviewers include:

-  navigating through a chronology according to entries in the Abbreviations Glossary
-  reports about items and individuals identified in the Abbreviations Glossary
-  colour-coding events according to the agency reporting them
-  a calculator to work out the interval between two dates

- formatting a tabular chronology into a narrative layout
- an analysis tool summarising event counts by agency and date

The *Chronolator Reviewer's Tool* at [tools.chronolator.com/review](https://tools.chronolator.com/review) (one of the Chronolator Browser Tools) includes many of these features, and also produces graphical timelines.

## THE CHRONOLATOR PROCESS

The Chronolator process begins when the Case Review Administrator sets up an Internal Chronology, which is a Word document containing a table whose headings and other characteristics are specified by the Administrator.

The Case Review Administrator distributes the Internal Chronology to the various organisations whose data is required.

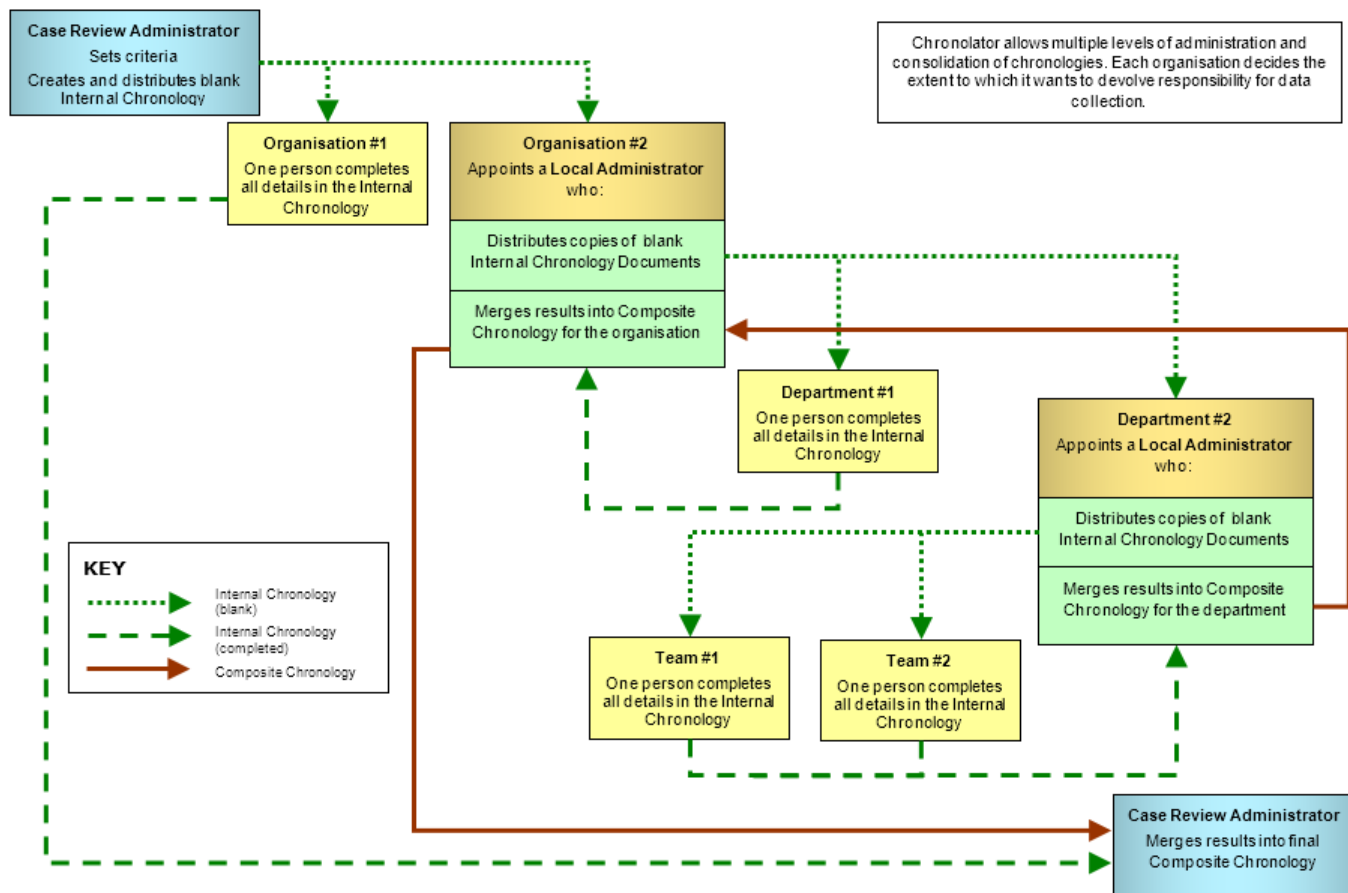
If an organisation needs to collect data from several departments, the recipient can forward the Internal Chronology to them and ask them to complete it rather than calling for their original records. Anyone forwarding a document in this way is called a Local Administrator.

When the holders of the original records have completed their documents, they return them to the Administrator who wanted the information (either the Case Review Administrator or a Local Administrator). That Administrator uses Chronolator to merge them into a Composite Chronology.

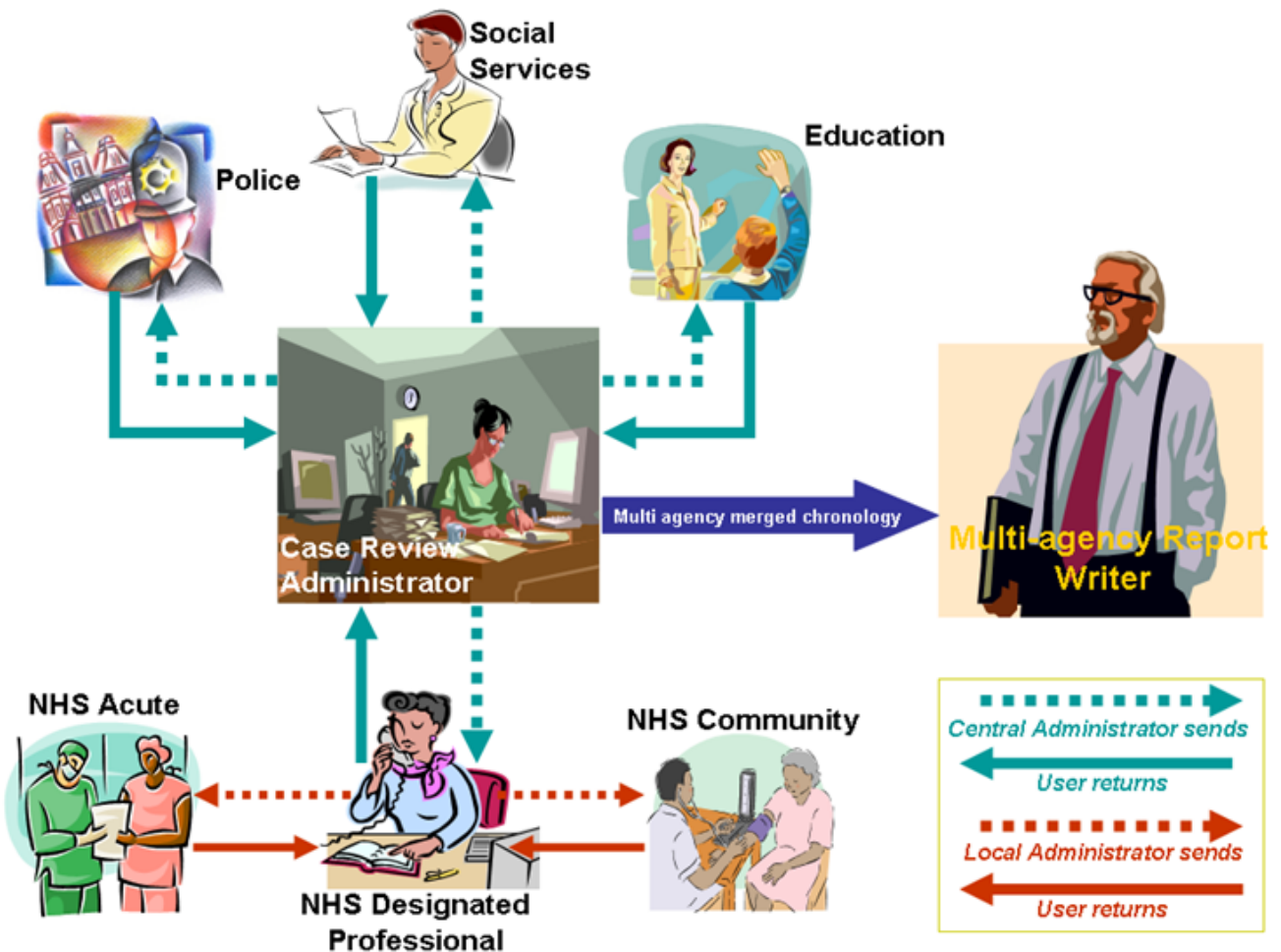
There is no limit to the number of levels of Local Administration.

The diagrams below illustrate the flow of documents between administrators and data collectors.

## MULTIPLE LEVELS OF ADMINISTRATION - SCHEMATIC DOCUMENT FLOW



## MULTIPLE LEVELS OF ADMINISTRATION - A POSSIBLE SCENARIO



## 2.2 A NOTE ABOUT WORD VERSIONS AND OPTIONS

The illustrations in this document were mostly taken in early 2020 using an Office 365 subscription with a typical set of user options; your own experience might be slightly different. Separate instructions are provided for each Word version if there are marked differences.

Chronolator documents are supplied in the **docm** format introduced with Word 2007. They can be opened in Word XP and 2003 if the Microsoft Office Compatibility Pack is installed. They can be saved in the old **doc** format if need be.

## LIMITED SUPPORT FOR WORD 2000

Word 2000 is no longer supported by Microsoft. Macros in **docm** files are not supported in Word 2000 even if the Compatibility Pack is installed. Word 2000 is therefore not suitable if you want to use the Chronolator Online Workbench.

If you are using Word 2000 and your administrator has sent you an Internal Chronology as a **docm** file, ask them to save and send you a **doc** version.



## WORD FOR APPLE MAC

Chronolator is designed for and tested on Windows versions of Word. It will certainly not work with Word 2008 for Mac, as it does not include the Visual Basic for Applications programming environment used to run macros. It might run OK on other versions of Word for Mac, but it is not tested on them and support is not guaranteed.

## HOW CAN I TELL WHICH VERSION OF WORD I AM USING?

The simplest way is to look at the 'splash screen' Word displays while it starts, although this will not show any difference between Word 2013 and 2016.

Word XP	Word 2003	Word 2007	Word 2010	Word 2013 and later
				

Alternatively, type *how can I tell which version of Word I am using* into a search engine. At the time of writing, the most useful link this revealed was on Microsoft's web site:

<http://office.microsoft.com/en-gb/word-help/what-version-of-office-am-i-using-HA101873769.aspx>.

(Short link: <https://tinyurl.com/whichOfficeVersion>).

## 2.3 PRACTISE USING CHRONOLATOR

If you want to practise using Chronolator you can use the sample files supplied with it alongside the [Using Chronolator Samples](#) Online Help or document.

If you do not have the samples you can download them from [www.chronolator.com/downloads/download-samples.htm](http://www.chronolator.com/downloads/download-samples.htm).

## 2.4 GETTING HELP

### ONLINE DOCUMENTATION

All the written documents for Chronolator are available online. See [About this document](#) (section 1) for a list of these documents.

### VIDEOS

Chronolator provides a number of videos which illustrate its features and how to accomplish many of the tasks you need to undertake.

See [www.chronolator.com/demonstrations](http://www.chronolator.com/demonstrations) for feature overviews for prospective purchasers,

and [www.chronolator.com/tutorials](http://www.chronolator.com/tutorials) for more detailed explanations of individual tasks.

## KNOWLEDGEBASE AND PROBLEM REPORTING

If you cannot find what you need in the above documentation and videos, or you want to report a problem, use the customer portal at [support.chronolator.com](http://support.chronolator.com).


## ACCESSING HELP FROM A CHRONOLATOR DOCUMENT

All the above are available using links on the **Help** button on the Chronolator toolbar.

## 2.5 SYSTEM REQUIREMENTS

### MICROSOFT WORD

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 Chronolator works with all versions of Word for Windows from XP up, including 64 bit versions where available.

 Macros must be enabled.

See [A note about Word versions and options](#) (section 2.2) for information about Word for Mac.


## 3 INSTALLING CHRONOLATOR


Chronolator is written in **Visual Basic for Applications**, which is a standard feature of **Microsoft Office**. All Chronolator Documents contain the Chronolator software internally, so no special installation or setup procedure is required.

Such as it is, 'installing' Chronolator is simply a matter of saving some Word documents on your system, and then (if you wish) installing a licence.

## SYSTEM REQUIREMENTS

### MICROSOFT WORD

 Chronolator works with all versions of Word for Windows from XP up, including 64 bit versions where available.

 Macros must be enabled.

See [A note about Word versions and options](#) (section 2.2) for information about Word for Mac.

## DOWNLOADING AND INSTALLING THE ONLINE WORKBENCH

The Chronolator Online Workbench is used to create the Chronolator Documents you send to agencies for completion.

Instructions about how to download and install it and its related documents are at [www.chronolator.com/download.htm](http://www.chronolator.com/download.htm).

## DISTRIBUTED CHRONOLATOR DOCUMENTS

People who receive the Chronolator Documents you create do not need to install any software programs. They merely need to have one of the above versions of Microsoft Word.

## LICENSING

Chronolator is licensed software. You can evaluate its features without having a licence, but the Chronologies it creates include a watermark on every page. If you do not want these watermarks to appear, your Chronolator Document must be licensed.

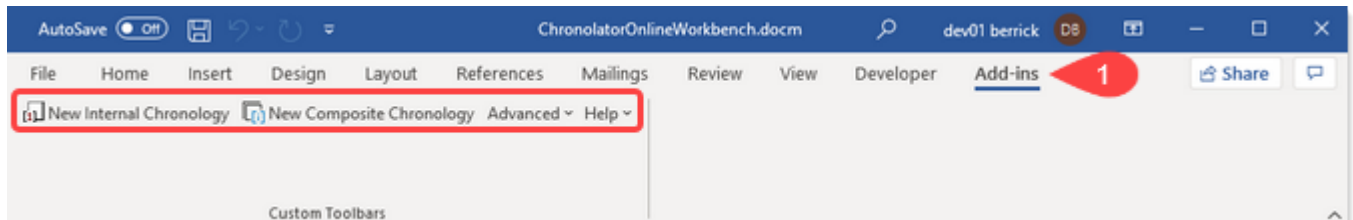
When you buy a licence to use the Chronolator Online Workbench, you are given a small text file. To install it, simply copy it into the same folder as the Online Workbench. The Online Workbench propagates the licence information into the Chronolator Documents it creates.

Details about how to get a licence for the Online Workbench can be found on the Chronolator Web site at [www.chronolator.com](http://www.chronolator.com).

## 4 THE ONLINE WORKBENCH TOOLBAR

When you open the Online Workbench and accept the licence terms, Chronolator creates a new Toolbar on the Ribbon's **Add-Ins** tab. Click **Add-ins** to display it.

If the toolbar does not appear, see [The Chronolator toolbar does not appear](#) (section 8.1).



The principal buttons in the **Online Workbench toolbar** allow you to create new Internal and Composite Chronologies.

The **Advanced** button provides facilities that you should normally use only if asked to by Chronolator support.

The **Help** button provides links to this Help and other learning tools.

## 5 CHRONOLATOR ADMINISTRATION

### 5.1 CHRONOLATOR ADMINISTRATION - AN OVERVIEW

Chronolator adds data checking and manipulation capabilities to a document containing Word tables. This section provides an overview of using it to produce a multi-agency chronology.

See [The Chronolator Process](#) (section 2.1) for an overview of how Word documents are passed around during the course of a review.

The main steps in using Chronolator are as follows:

- ① **Create** a blank Internal Chronology document (see [Creating a new Internal Chronology Document](#) (section 5.2))
- ② **Distribute** the Internal Chronology document to the participating agencies so they can input their own data (see [Distributing the Internal Chronology Document](#) (section 5.3))
- ③ **Collate** the completed Chronology Documents and produce the final Composite Chronology document (see the [Step by Step Guide](#) in the [Using Chronolator Documents](#) Help)

If Chronolator encounters a problem, it issues a message. See [Appendix B - Chronolator Messages](#) (section 9.1).

### CREATE A BLANK INTERNAL CHRONOLOGY DOCUMENT

When an investigation is about to begin, you must decide what information needs to be collected and under what table headings. Often this decision will be made for you by a Review Panel or similar body.

You create a new Internal Chronology document by using the Chronolator Online Workbench. The principal component of the Internal Chronology is a table with all the required headings, but it can also contain a preamble - for example, an explanation of what the case is about and what sort of information is required.

See [Creating a new Internal Chronology Document](#) (section 5.2) for more details.

### DISTRIBUTE THE INTERNAL CHRONOLOGY DOCUMENT

When you have created the Internal Chronology document, you circulate copies of it to the agencies who need to contribute information to the investigation. Any convenient medium can be used for distribution: email, CD, or a file sharing Web site for example.

If the document is confidential, you can protect it in several ways:

- ① If sending it by physical means, use Royal Mail **Signed For** or another secure service
- ② If sending electronically, consider using Word's standard password protection features (see [Protecting a document with a password](#) (section 12.3)) and sending the password separately

## COLLATE THE COMPLETED CHRONOLOGY DOCUMENTS INTO THE COMPOSITE CHRONOLOGY DOCUMENT

As people complete the Internal Chronology, Chronolator ensures that information which you have deemed mandatory is indeed entered. Documents are automatically checked for correct sequence of dates and times. Incomplete or invalid information is highlighted and the user is prompted to make any necessary corrections.

You can begin compiling the Composite Chronology document as soon as completed chronologies start to come back. There is no need to wait until they have all been returned.

Chronolator helps you maintain an audit trail of which Internal Chronologies provided the information in a Composite Chronology. You say how you want to identify the Internal Chronology you are importing (for example, **Berrickshire Police**), and Chronolator adds that identification to the **Source of Information** column in the Composite Chronology.

As the agencies' chronologies are imported and merged, you use Chronolator to sort the composite table by date and time and to translate the dates and times from the various agencies into a consistent format.

Finally, you can use standard Word features to add any additional formatting desired.

Creating Composite Chronologies is described in [Creating a Composite Chronology document](#) (section 5.4).

## 5.2 CREATING A NEW INTERNAL CHRONOLOGY DOCUMENT

### OVERVIEW

Creating a new Internal Chronology document involves the following steps:

- ① Decide what column headings you want to appear in the table
- ② Decide which columns must always be completed, and which can be left blank
- ③ Decide how much information you want to use to identify each event in the chronology. Do you just want the date on which it happened, or also the time, and possibly the date and time it finished?
- ④ Open the Chronolator Online Workbench and follow the steps shown in the [Step by Step guide](#) in this section

### SPECIAL COLUMNS

Chronolator treats most of the columns in a chronology table as free-form text, only checking them if you deem them mandatory. However, some columns play a major role in the way a Chronolator Document is processed.

These special columns are briefly described below. You define which ones you want in a document.



Chronolator's names for them are in bold type, but you can give them different headings in the chronology table.

## EVENT ORDER: DATE, TIME AND SEQUENCE COLUMNS

Up to five special columns can be used to specify when an event happened:

- 🕒 **Sequence** (optional)
- 🕒 **Start Date** (mandatory for all Chronolator Documents)
- 🕒 **Start Time** (optional)
- 🕒 **End Date** (optional)
- 🕒 **End Time** (optional)

Chronolator can automatically populate the **Sequence** column with event reference numbers. It can also be used to specify the order of events on a particular day when their times are unknown.

When Chronolator checks a Chronology Document, it ensures that anything in a **Date** or **Time** column is a valid date or time, and that all the events are in order (either ascending or descending).

For ease of input, dates can be entered in a variety of formats. For example, all the following will be recognised:

- 🕒 22.05.16
- 🕒 22-may-16
- 🕒 22/05/16
- 🕒 22/05/2016

Many mistyped dates can also be recognised, e.g. 22.05/16.

Sometimes people might not know exactly when an event occurred. In that case, they can add a question mark (e.g. **?22 may 2016**).

## SOURCE OF INFORMATION COLUMN

It is vital that the source of information about an event is noted. The **Source of Information** column is therefore mandatory in all Chronolator Documents. It is the first one after the event ordering columns.

To make it easier for people to complete their information, there is no need for them to say what organisation they work for in this column.

For example, suppose someone who works for the Berrick New Town Clinic is entering data from a Health Visitor's notes. They need only to record the source of information simply as, say, **Health Visitor HV1 diary**, not as **Berrick New Town Clinic Health Visitor HV1 diary**.

When you merge their chronology into a Composite Chronology, Chronolator adds the fact that the information is from Berrick New Town Clinic to the **Source of Information** column.

For example, if the clinic's document contains this entry . . .

Date	Time	Source of Information
10 Mar 2013	02:00	Health Visitor HV1 diary

... after you have imported it, the entry will look like this:

Date	Time	Source of Information
10 Mar 2013	02:00	Berrick New Town Clinic > Health Visitor HV1 diary

## GLOSSARY COLUMN

A **Glossary** column can be included which should contain only defined abbreviations - for example, somebody's initials. This can be useful when a chronology contains information pertaining to more than one person. Chronolator will check that anything in this column has been defined in the Abbreviations Glossary.

## 'MUST FILL' COLUMNS

You might want to ensure that a particular column is always completed for every event. You can do this when setting up the new Internal Chronology document by ticking its **Must Fill** box in the Case Details Wizard.

The Start Date and Source of Information columns are always 'Must Fill' columns. Whether the other special columns are is up to you.

## CHRONOLATOR DEFAULT COLUMNS AND HEADINGS

By default, Chronolator creates a table with the following headings, which are based on those recommended in the London Child Protection Procedures.

Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
------	------	-----------------------	------------------------	------------------------	-------------------------------	------------------------------------	---------------------	----------

The only special columns in the default table are the **Start Date**, **Start Time**, and **Source of Information** columns. As you can see, you can choose whatever you like for their headings: the **Start Date** and **Start Time** columns in the default table are simply headed **Date** and **Time**.

## STEP BY STEP GUIDE

### OPEN THE ONLINE WORKBENCH

Open **ChronolatorOnlineWorkbench.docm**. You will find it in the **ChronologySetup** folder.

### Macros and the Online Workbench toolbar

Chronolator works by using Word **macros**. Because they are computer programs, macros can be used to propagate and run computer viruses. Word therefore allows you to prevent them running, since for most documents they are unnecessary. However, for Chronolator they are essential.

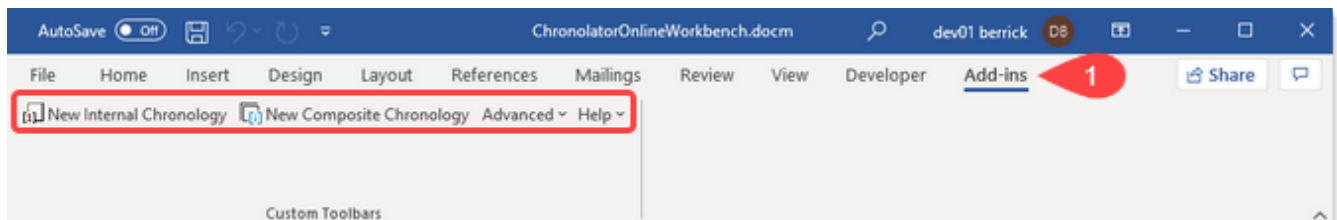


If macros are allowed to run, Chronolator will ask you to confirm that you accept the terms of its **Licence**:



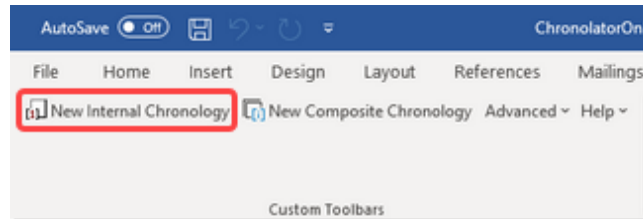
If that does not happen, please refer to [Enabling Macros](#) (section 12.1.2).

After you press **OK** to accept the licence terms, the Online Workbench Chronolator toolbar will be added to the Add-ins tab on the Word Ribbon:

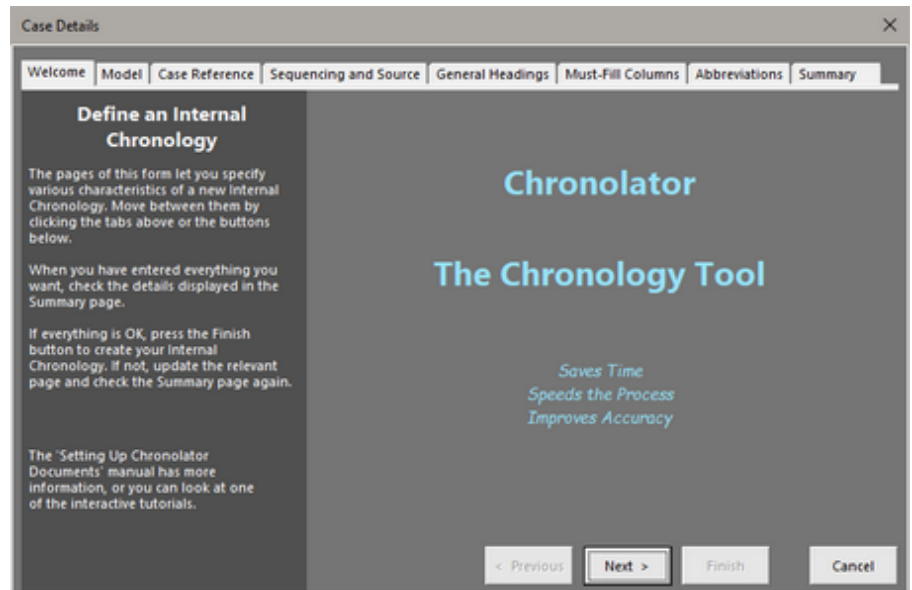


## COMPLETE THE CASE DETAILS WIZARD

Click the **New Internal Chronology** button on the Chronolator toolbar:




The Case Details Wizard appears:



### About the Case Details Wizard


There are four main things to know about the Case Details Wizard:

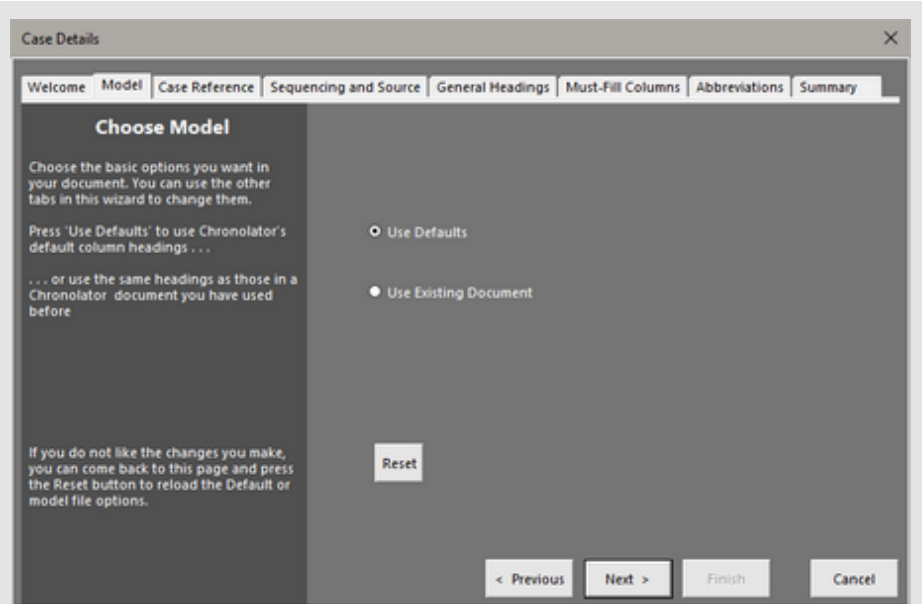
- it has several tabs along the top, each of which enables you to set up a different aspect of the Internal Chronology
- you can move from one tab to another by using the buttons at the bottom of the Wizard, or by clicking on the tab itself
- every tab has a panel on the left describing its purpose
- the **Finish** button is only enabled when you are viewing the **Summary** tab

 The panel on the left of each tab will usually give you enough information to proceed. If not, you can find more about the tab in the following parts of this document.

## Model Tab

Using a Model lets you set all of a chronology's features in one go. The fastest way to set up a Chronolator Document is to choose a suitable model, change its **Case Reference**, click the **Summary** tab, and press **Finish**.

 You can use Chronolator's default headings as a model, or those in an existing Chronolator document.



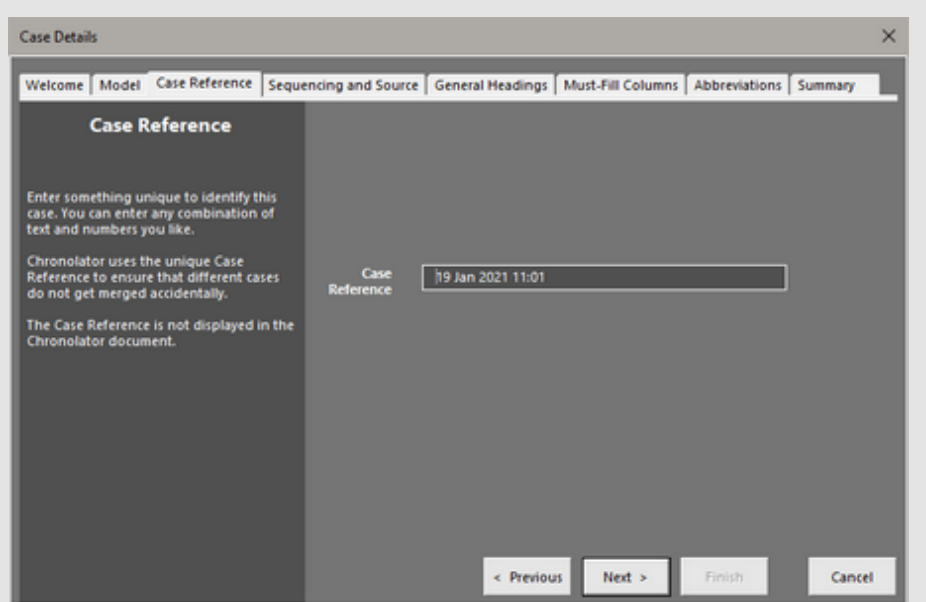
When you have chosen a model, use the other tabs to change individual aspects of the document.

If you make a lot of changes and then decide you do not want them, come back to the **Model** tab and press the **Reset** button to discard them and reload the model.

If you choose the wrong model by mistake, use the **Model** tab to choose a different one.

## Case Reference Tab

If you are running several reviews at the same time it can be difficult to keep track of all the individual chronologies you receive. Giving each case a unique **Case Reference** helps prevent you from accidentally merging chronologies from different cases. If you try to do so, Chronolator will warn you about it.



The screenshot shows the 'Case Details' dialog box with the 'Case Reference' tab selected. The dialog has a title bar with a close button. Below the title bar is a tabbed interface with tabs for 'Welcome', 'Model', 'Case Reference', 'Sequencing and Source', 'General Headings', 'Must-Fill Columns', 'Abbreviations', and 'Summary'. The 'Case Reference' tab is active, showing instructions: 'Enter something unique to identify this case. You can enter any combination of text and numbers you like.', 'Chronolator uses the unique Case Reference to ensure that different cases do not get merged accidentally.', and 'The Case Reference is not displayed in the Chronolator document.' To the right, there is a text input field labeled 'Case Reference' containing the value '19 Jan 2021 11:01'. At the bottom right, there are four buttons: '< Previous', 'Next >', 'Finish', and 'Cancel'.

The **Case Reference** is not displayed in the document itself.



Chronolator tries to ensure every case reference is unique by setting it to the date and time you started the Case Details Wizard. However, you can change it to whatever you want.

## Sequencing and Source Tab

This is where you set the headings describing when an event occurred, and where the information about it came from.

As a minimum, Chronolator requires that every event has a **Start Date** and **Source of Information**; the relevant boxes are ticked and cannot be un-ticked.

**Case Details**

Welcome | Model | Case Reference | **Sequencing and Source** | General Headings | Must-Fill Columns | Abbreviations | Summary

**Sequencing and Information Source**

Chronolator uses the columns defined here to sort events and keep track of where they were first reported.

'Start Date' and 'Source of Information' columns are mandatory, but you can change their Column Headings if you wish.

If you want to include another column, tick its 'Include' box, enter the text you want for its Column Heading, and tick its 'Must Fill' box if it must always be completed.

Include a Sequence column to allow people to specify an event number. They can change the event number to order events which happen on the same day but whose precise time is unknown.

	Include	Column Heading	Must Fill
Start Date	<input checked="" type="checkbox"/>	Date	<input checked="" type="checkbox"/>
Start Time	<input checked="" type="checkbox"/>	Time	<input type="checkbox"/>
End Date	<input type="checkbox"/>		<input type="checkbox"/>
End Time	<input type="checkbox"/>		<input type="checkbox"/>
Source of Information	<input checked="" type="checkbox"/>	Source of Information	<input checked="" type="checkbox"/>
Sequence	<input type="checkbox"/>		<input type="checkbox"/>

< Previous   Next >   Finish   Cancel

You can set the text displayed in the column headings. In this example, the **Start Date** column will actually be headed **Date**.

If you want to include any other event ordering columns, tick the appropriate box and enter some text for their headings.

If you want a column always to be completed, tick its **Must Fill** box.

Chronolator defaults to having an optional **Start Time** column (its **Must Fill** box is not ticked). Without a **Start Time** column, if people want to enter a time they generally try to put it in the next most relevant column, which is the **Date** one - and Chronolator then flags the date as an error.

## General Headings Tab

You can specify up to eight general headings for each event, but you should remember that the more columns you have, the more cramped the table will be, even though it is presented in Landscape format.

To add a new heading, type it in the box at the bottom and press **Add**.

To change where a column appears, click on it and use the up or down arrow buttons.

To delete a heading, click on it and press **Delete**.

Case Details

Welcome | Model | Case Reference | Sequencing and Source | General Headings | Must-Fill Columns | Abbreviations | Summary

### Column Headings

Enter headings for up to eight columns. They will appear after Chronolator's special columns (Dates, Times, and so on).

The box to the right shows the headings in the order in which they will appear. If you want to move a heading, click on it and then press the Up or Down arrow.

To delete a heading, click on it and then press the Delete Button.

To add a heading, enter the text in the box to the right and press the 'Add' button.

Family Contact - Child  
Family Contact - Adult  
Communication - within agency  
Communication - external to agency  
Response or Outcome  
Comments

Up Arrow  
Down Arrow  
Delete

Add

< Previous   Next >   Finish   Cancel

## Must-Fill Columns Tab

When you want a particular column always to be completed, tick the box against it on this tab.

In this example, the **Response or Outcome** column has to be completed for every event.

Case Details

Welcome | Model | Case Reference | Sequencing and Source | General Headings | Must-Fill Columns | Abbreviations | Summary


### Must-Fill Columns

Place a tick against any columns which must always be completed.

Don't be tempted to make a column 'Must Fill' unless you are absolutely sure about it; people will only get annoyed if they have no information to provide and have to type things like 'Not Applicable' or 'N/A' to avoid Chronolator telling them they have made an error.

☐ Family Contact - Child  
☐ Family Contact - Adult  
☐ Communication - within agency  
☐ Communication - external to agency  
☒ Response or Outcome  
☐ Comments

< Previous   Next >   Finish   Cancel

 Be careful before making a column 'Must Fill' - if people really have nothing appropriate to include in the column they will have to enter 'n/a' or something in it to prevent Chronolator flagging an error; or they might ignore other errors along with those ones.

## Abbreviations Tab

A Chronolator Document can contain an Abbreviations Glossary. Each abbreviation can be up to ten characters long, and its definition up to thirty.

People can see the abbreviations you define, and can add and delete their own by using the **Admin > Abbreviations** button on the Internal or Composite Chronology toolbar. They cannot delete abbreviations you have defined.

How you use the glossary is up to you. It can just be an information repository for reference and recommendation, or it can be included in Chronolator error checking by including a **Glossary** column. It can also be used by the **Anonymisation and Personalisation** feature, and by a reviewer who wants to navigate through a document finding people of interest.

### Using a Glossary column

If you want to make sure that any abbreviations an agency uses are defined in the glossary, you can create a **Glossary** column by ticking the **Check Glossary** box and entering a column heading. As with any column, you can say whether or not it has to be filled by ticking the **Must Fill** box.

A **Glossary** column is placed after the **Source of Information** column.

Abbreviations used in other columns are not checked by Chronolator, though they do participate in **Anonymisation and Personalisation**.

As an example, consider a case involving several family members. You want every event in the chronology to include information about which members were involved.

You would define their initials in the glossary and provide a **Glossary** column. In this example, abbreviations have been defined for various relationships (**Younger brother**, **Father**), organisations (**Department for Education**, **Clinical Commissioning Group**), and an individual (**Tony Sedgefield**). Because **Check Glossary** is ticked and **Column Heading** is completed, Chronolator will create a column headed **Init**s. As **Must Fill** is ticked, it must always be filled. Chronolator will check that it only contains abbreviations (or their definitions) that are in the glossary.

## User-defined glossary entries

Agencies might also want to identify their personnel in an anonymous way - **HV1** for a Health Visitor called **Marion West** for example. They can add their own abbreviations to the glossary as they complete a Chronolator Document.

When Chronolator merges chronologies, it keeps track of where each abbreviation was defined.

## Anonymisation and Personalisation

The Abbreviations Glossary is also used to Anonymise and Personalise a document, and to navigate through a document finding people of interest. See [Anonymisation and Personalisation](#) in the [Using Chronolator Documents](#) Help for details.



## Summary Tab

When you have entered all the details you want, click on the **Summary** tab to see exactly what you have defined. If you need to make any changes, use the appropriate tab and then come back to the **Summary** tab for a final check.

When everything is OK, press the **Finish** button.

The screenshot shows the 'Case Details' window with the 'Summary' tab selected. The window has a title bar 'Case Details' and a close button. Below the title bar is a tabbed interface with tabs: 'Welcome', 'Model', 'Case Reference', 'Sequencing and Source', 'General Headings', 'Must-Fill Columns', 'Abbreviations', and 'Summary'. The 'Summary' tab is active. The main area contains a message: 'Check the settings below. If they are OK, press 'Finish'. If not, you can change them by clicking on the appropriate tab.' Below this, there are sections for 'Case Reference' (showing '19 Jan 2021 11:01'), 'Column Headings' (a list of 10 items with their respective data types and 'Must Fill' status), and 'Abbreviations' (a table of terms and meanings). At the bottom, there are buttons for '< Previous', 'Next >', 'Finish', and 'Cancel'.

Term	Meaning	Defined by / in
CCG	Clinical Commissioning Group	Administrator
DfE	Department for Education	Administrator
JL	Younger brother	Administrator
ML	Father	Administrator
TS	Tony Sedgefield	Administrator

## Save the document

When you press the **Finish** button in the Case Details Wizard, Chronolator creates an Internal Chronology to your specifications and asks you where to save it and what to call it.

Choose a suitable location and file name and press **Save**.

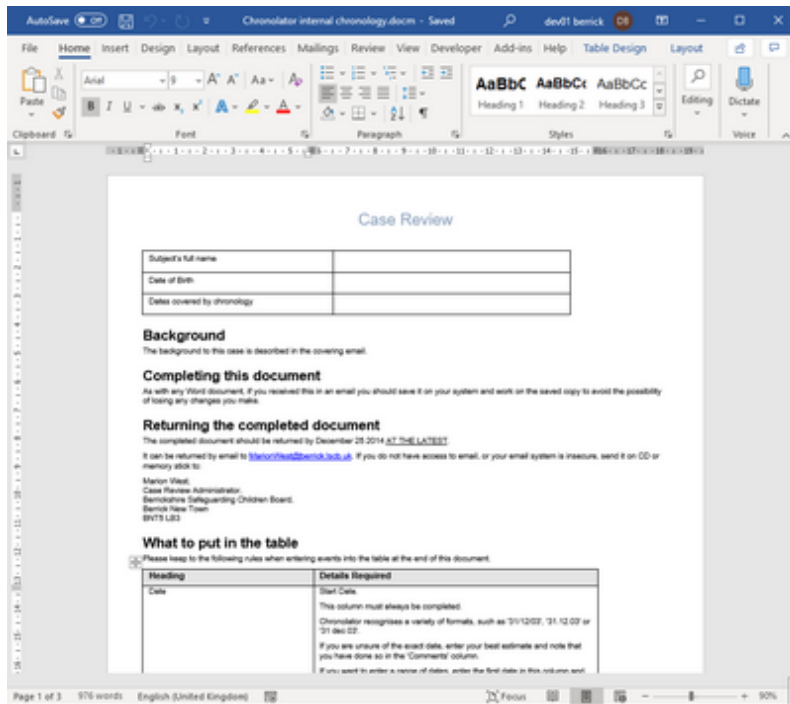
The screenshot shows the 'Save As' dialog box. The title bar is 'Save As'. The address bar shows the path '<< Case Reviews >> Child S/W'. The main area shows a file explorer view with a 'Meeting Minutes' file. Below the file explorer, there is a 'File name' field containing 'Chronolator internal chronology.docm' and a 'Save as type' dropdown menu set to 'Word Macro-Enabled Document (\*.docm)'. There are also fields for 'Authors' (Julian Ladbury) and 'Tags' (Add a tag). At the bottom, there is a 'Save' button and a 'Cancel' button.

**⚠** In recent years some email systems (notably the NHS in the UK) have blocked the **.docm** file type that is the default used by Chronolator. You can avoid this problem by saving a document with the **.doc** file type; do this by changing **Word Macro-Enabled Document (\*.docm)** in the above **Save As** dialog to **Word 97-2003 document (\*.doc)**.

For the most up-to-date information about email transmission, see [this FAQ item](#) on the Chronolator Web site ([www.chronolator.com/faq.htm#c8-email01](http://www.chronolator.com/faq.htm#c8-email01) or [tinyurl.com/macroVirus01](http://tinyurl.com/macroVirus01)).

## Update the preamble

After the new Internal Chronology is saved, Chronolator opens it so you can edit the preamble.



Case Review

Subject's full name	
Date of Birth	
Dates covered by chronology	

**Background**  
The background to this case is described in the covering email.

**Completing this document**  
As with any Word document, if you received this in an email you should save it on your system and work on the saved copy to avoid the possibility of losing any changes you make.

**Returning the completed document**  
The completed document should be returned by December 28 2014 AT THE LATEST.  
It can be returned by email to [chronofeed@berrick.co.uk](mailto:chronofeed@berrick.co.uk). If you do not have access to email, or your email system is insecure, send it on CD or memory stick to:  
Marion Ward,  
Case Review Administrator,  
Barringtons Subsequent Children Board,  
Berrick House Team,  
BVTB Ltd

**What to put in the table**  
Please keep to the following rules when entering events into the table at the end of this document.

Heading	Details Required
Date	Start Date This column must always be completed. Chronolator recognises a variety of formats, such as '31/12/02', '31.12.02' or '31 Dec 02'. If you are unsure of the exact date, enter your best estimate and note that you have done so in the 'Comments' column. If you need to enter a range of dates, enter the first date in this column and

The preamble is above the chronology table. It describes the document, says who it should be returned to, and provides some information about Chronolator.

Chronolator does not check or process the preamble in any way; you can put whatever you want in it, or even delete it. For example, if you intend to distribute the Internal Chronology to the various agencies by email, you could include the preamble in the email and attach an Internal Chronology containing only the table. It is up to you.



It makes sense to tell people how you expect each column to be used. Chronolator generates a **What to put in the table** section in the preamble describing each column, including any information about what checks Chronolator will make. You can update this table with any information or instructions you like.

## Final checks



Make sure the table column headings are exactly what you want and have no typos. If you need to change them, **do not do so in this document**, but go back to the Online Workbench and create another Internal Chronology using this document as a model.

Before you send out the document, close and re-open it, and press the **Check Tables** button on its Chronolator toolbar. There should be no problems, but if there are it is better that you find and fix them now rather than have your recipients all complaining to you!

## Creating a JSON file for the Chronolator Data Entry Browser Tool

If you want to create a file that your partner agencies can complete using the online Chronolator Data Entry Tool (one of the Chronolator Browser Tools) instead of Word, use the **Publish > JSON** button in the new Internal Chronology.

More details about exchanging data with the Chronolator Browser Tools can be found in the [Working with the Browser Tools](#) (section 7) topic.

## Changing the preamble for all Internal Chronologies

You can make permanent changes to the preamble text if you want - for example, to put your own contact details in it. The preamble text is kept in **ChronolatorMasterChronologyText.docx**, a Word document in the same **ChronologySetup** folder as the Online Workbench. You can edit it and save your changes, and they will be incorporated in any new Internal Chronologies.

## 5.3 DISTRIBUTING THE INTERNAL CHRONOLOGY DOCUMENT

An Internal Chronology document can be distributed just like any other document. Most organisations do so by email, but CDs, USB sticks, and file sharing sites are all valid methods of distribution.



In recent times, distributing Chronolator for Word documents by email has become less convenient as email providers seek to reduce the number of computer viruses circulated in macro-enabled documents. Consider sending a file that can be read by the **Chronolator Data Entry tool** - see [Working with the Browser Tools](#) (section 7) for details.

There are also some other circumventions for this: please refer to the FAQ on the Chronolator Web site for the most up-to-date information.

As an Internal Chronology includes all the program code required to run the various tools and features of Chronolator, it also includes information about the Chronolator licence. You do not need to, nor should you, distribute your Online Workbench licence file to other agencies.

If the document is confidential, you can protect it in several ways:

- Use your organisation's standard policy for such emails
- If sending it by physical means, use Royal Mail **Signed For** or another secure service
- If sending electronically, consider using Word's standard password protection features - see [Protecting a document with a password](#) (section 12.3)

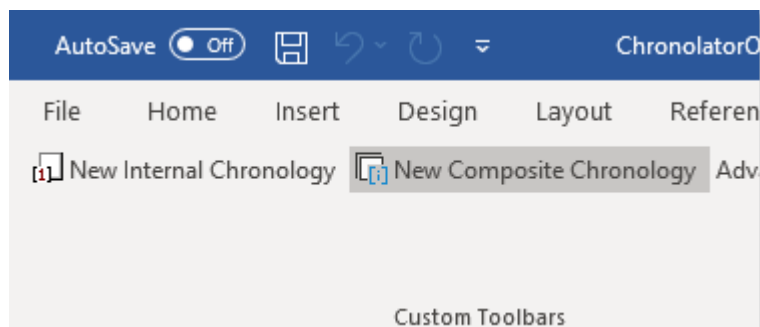
Along with the Internal Chronology you should also distribute some instructions about how to use it. At the very least, you should explain that the document contains macros and might produce a warning message about them when it is opened, or even prevent them from running. You might like to use the text in the [Sample Covering Email / Letter](#) (section 12.5) or [Sample Covering Email for Chronolator Data Entry users](#) (section 12.6).

The [Using Chronolator Documents](#) Help provides some hints and tips about working with Word tables in general and Chronolator in particular. It also explains how a Local Administrator can distribute the Internal Chronology to a number of people and merge their input into a Composite Chronology to be returned to you.

View the online version at [www.chronolator.com/help/using-chronolator-documents](http://www.chronolator.com/help/using-chronolator-documents).

## 5.4 CREATING A COMPOSITE CHRONOLOGY DOCUMENT

Start a new Composite Chronology by pressing the **New Composite Chronology** button on the Chronolator toolbar:



The rest of the process is described in the [Step by Step Guide](#) in the [Using Chronolator Documents](#) Help.

## 6 WORKING WITH CHRONOLATOR DOCUMENTS

Chronolator Documents (including the Online Workbench) are Microsoft Word documents with extra features. All standard Word features are available and work in the usual way.

Word might require you to allow some actions before it initialises Chronolator. In particular:

- 🕒 you might need to **Enable Editing** if the document opens in **Protected View**
- 🕒 you might need to **Enable macros**, depending on your macro security settings

You will also need to accept the terms of the Chronolator licence if you have not already done so since you opened Word.

For details, please refer to the following:

- 🕒 [Protected View](#) (section 12.1.1)
- 🕒 [Enabling macros](#) (section 12.1.2)
- 🕒 [Licensing](#) (section 12.1.3)

After you have completed any of the above tasks that are required, Chronolator adds a [toolbar](#) (section 4) to the Word Ribbon.

## 7 WORKING WITH THE BROWSER TOOLS

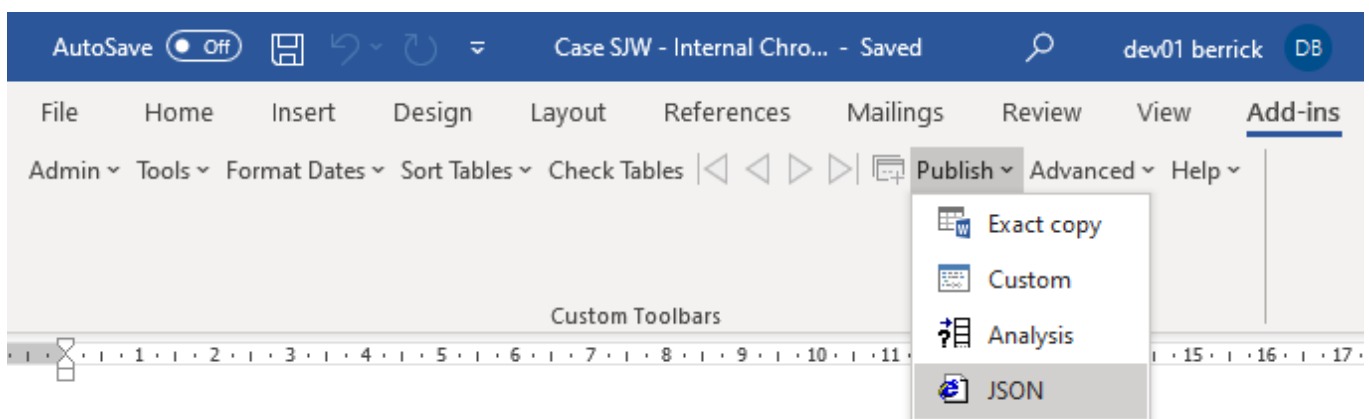
The **Chronolator Browser Tools** provide a way to process chronologies in a Web Browser (Chrome and Firefox for example).

It is important to note that only the software resides on the Web. **Your chronologies stay on your computer, completely under your control. Their confidentiality is not compromised.**

However, the Browser tools and Chronolator for Word use different types of file. This section describes how to transfer chronologies between them.

### TRANSFER FROM WORD TO THE CHRONOLATOR BROWSER TOOLS

On the Chronolator toolbar, press **Publish > JSON** to produce a file in JSON (JavaScript Object Notation) format:



Note that the JSON file is unencrypted and can be read by humans with a simple text editor. If you want to prevent this, open it in one of the **Chronolator Browser Tools** and save it: this will produce a txt file that only the browser tools can interpret.

If you want to further protect the chronology with a password, refer to the **Help** in the Browser Tool.

### TRANSFER FROM THE CHRONOLATOR BROWSER TOOLS TO WORD (OR EXCEL OR OTHER PROGRAM)

There are two ways to transfer data from the **Chronolator Browser Tools** to Word:

- the Chronolator Conversion Tool
- via the Clipboard

Use the Conversion Tool if you want to use **Chronolator for Word** features. If you only want to produce a plain Word document, you can use the Clipboard.

#### USING THE CONVERSION TOOL

The conversion tool works on a JSON file created by the Browser Tool. Refer to the Browser Tool's **Help** for details of how to create one.

If you already have a **Chronolator for Word** licence, you will find the Conversion Tool in the **ChronologySetup** folder.

If you do not, you can download it from [www.chronolator.com/downloads/download-conversion-tool.htm](http://www.chronolator.com/downloads/download-conversion-tool.htm).

In either case, the aforementioned Web page includes instructions about how to use it.

## USING THE CLIPBOARD

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### Step 1 - copy the chronology to the Clipboard

Refer to the **Help** in the Browser Tool for details of how to copy the chronology.

### Step 2 - paste the Clipboard to another program

You can paste the clipboard into another application such as **Microsoft Word** or **Excel** (or, indeed, any other).

 You can paste the clipboard by using the **Paste** button on the **Home** tab, or by pressing **Ctrl+V**.

**The following instructions assume you are pasting into a new, blank Microsoft Office document.**

#### *After pasting*

**Excel** should automatically convert the data when you paste it into a blank spreadsheet.

After pasting into **Word**, you will need to convert the text to a table like this:

- ☺ Select All (**Ctrl+A**)
- ☺ Convert the selection to a table using the **Insert** tab, choosing **Table > Convert text to table** and using all the defaults

#### *Line breaks: Word and Excel*

If your table contained line breaks, they will have been transformed into the ` character .

Do the following to change them back into line breaks:

- ☺ Select All (**Ctrl+A**)
- ☺ Open the Replace dialog (**Ctrl+H**)
- ☺ Type ` in the **Find What** box. You should find it at the top left of your keyboard
- ☺ (In **Word**): Type ^p in the **Replace with** box. You should find the ^ character with **Shift+6**
- ☺ (In **Excel**): Type **Ctrl+Shift+J** in the **Replace with** box
- ☺ Press **Replace All**

## 8 APPENDIX A – TROUBLESHOOTING

If your problem is not described here, please see the **FAQ** page on the Chronolator website [www.chronolator.co.uk/faq.htm](http://www.chronolator.co.uk/faq.htm), which contains information about problems encountered after this document was produced.

Many of the actions described below depend on what version of Word you are using. If you are unsure, refer to [How can I tell which version of Word I am using?](#) (section 2.2)

### 8.1 THE CHRONOLATOR TOOLBAR DOES NOT APPEAR

The Chronolator toolbar should be added to any other custom toolbars on the **Add-Ins** tab on the Ribbon.

Before Word adds it, it might require you to allow some actions. In particular:

- Ⓢ you might need to **Enable Editing** if the document opens in **Protected View**
- Ⓢ you might need to **Enable macros**, depending on your macro security settings

You will also need to accept the terms of the Chronolator licence if you have not already done so since you opened Word.

For details, please refer to the following:

- Ⓢ [Protected View](#) (section 12.1.1)
- Ⓢ [Enabling macros](#) (section 12.1.2)
- Ⓢ [Licensing](#) (section 12.1.3)

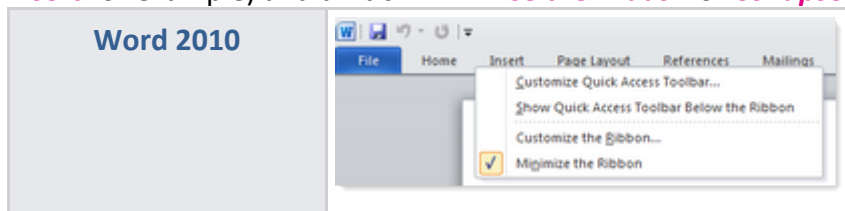
### 8.2 THE CHRONOLATOR TOOLBAR HAS DISAPPEARED

If the Chronolator toolbar was there when you opened the document but is no longer visible, you might have hidden the Ribbon by accident.

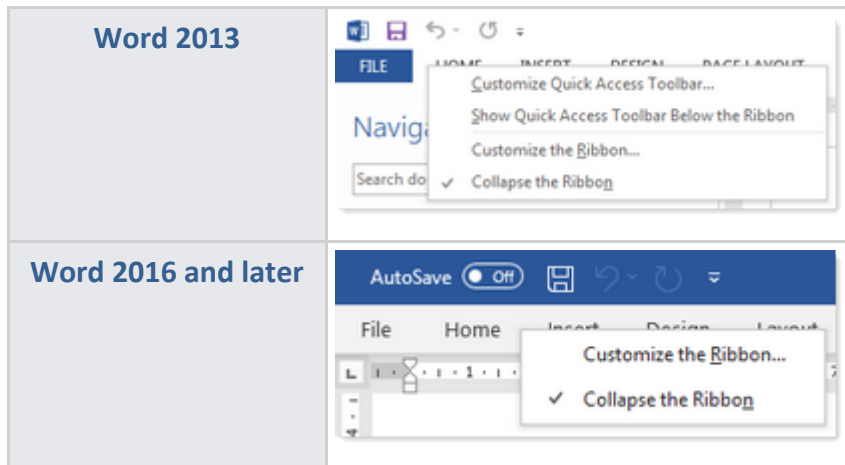
If so, click the **Add-ins** tab to show the Chronolator toolbar.

## MAKING THE RIBBON PERMANENTLY VISIBLE

You can make the Ribbon stay visible if you want. Right-click between any of the tab labels (**Home** and **Insert** for example) and un-tick **Minimise the Ribbon** or **Collapse the Ribbon**:







💡 You can also toggle the Ribbon between visible and invisible states by pressing **Ctrl + F1**.

## 8.3 THE CHRONOLATOR TOOLBAR DOESN'T HAVE ALL ITS BUTTONS

Chronolator only puts buttons on the toolbar if they can do something useful in the current document - for example, since the only thing you can do with a fresh Composite Chronology is to import tables into it, the only buttons are **Import Tables** and **Help**.

Having said that, Word hides buttons from the toolbar or ribbon if your window is too small. To get them back, just widen or maximise the window.

## 8.4 THE CHRONOLATOR PROGRESS BAR DISAPPEARS

Chronolator informs you about the progress of most tasks using the **Progress Bar**. For example, while you are checking tables it might look something like this:



Sometimes, if you are processing a very large file on an older computer with not much memory, or on a slow network, the progress bar can disappear from time to time. If this happens, it is often possible to make it visible again by double-clicking on the document's icon in the Windows Task Bar.

Disappearance of the progress bar does not affect the processing which is being done. When it has finished, Chronolator will display a completion message as usual.

## 8.5 SLOW PROCESSING

If you find that Chronolator is running unusually slowly, it can sometimes help to close Word and start again - don't forget to save your work first!

For example, on one occasion while Version 3 was being developed, it was found that updating sequence numbers in a large file was taking almost four minutes. After saving, closing, and re-opening the document, the time went down to just over one minute.

It is also worth noting that the Chronolator Browser Tools run many functions significantly faster than Chronolator for Word. See [Working with the Browser Tools](#) (section 7).

## 8.6 CONFLICTS WITH WORD ADD-INS

Sometimes Word add-ins conflict with Chronolator. When that happens, you can start Word without loading add-ins and then open the Chronolator Document from Word's Open dialog.

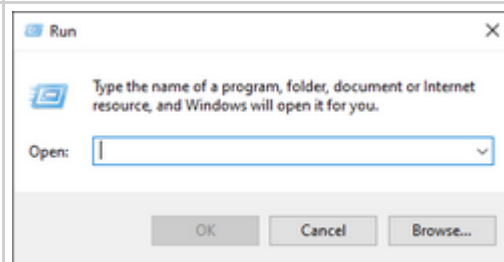
### STARTING WORD WITHOUT LOADING ANY ADD-INS

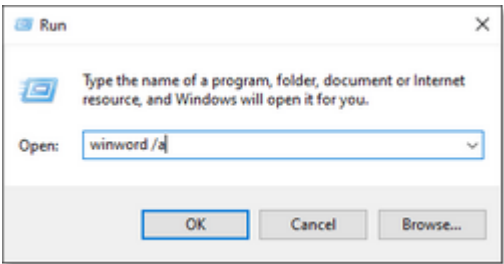
You can start Word without any add-ins by following the instructions below.

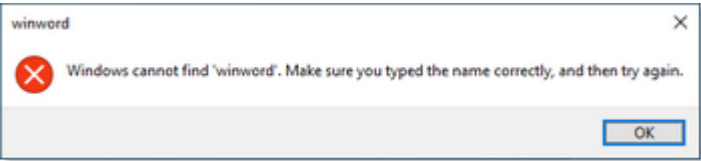
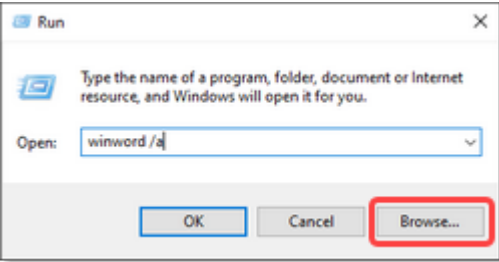
Locate the **Windows** key. It is usually somewhere between the **Ctrl** and **Alt** keys near the bottom left of your keyboard.



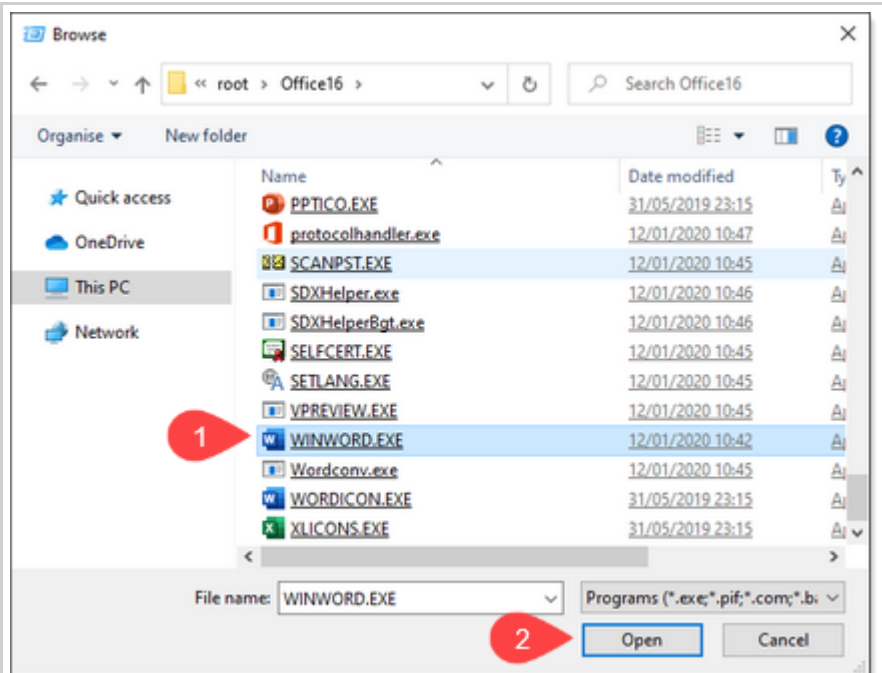
Hold down the **Windows** key and press **R** to open the **Run** dialog



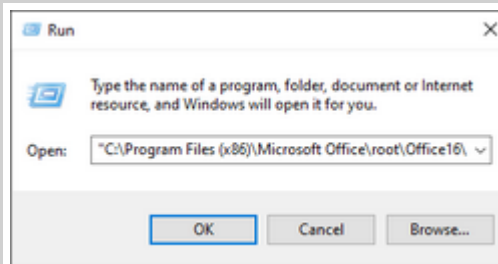
Type <b>winword /a</b> in the <b>Open</b> box	
Press <b>OK</b>	<p>For most installations of Office, Word should start without any add-ins.</p> <p>If so, you have completed this procedure and can now open the Chronolator Document from Word's Open dialog.</p>

In some installations, Windows will be unable to find Word							
	If so, press <b>OK</b> then continue as follows.						
Press the <b>Browse ...</b> button							
Word's <b>Browse</b> dialog will be displayed  Find <b>Winword.exe</b>	<p>The default locations are as follows:</p> <table><tr><td><b>Word 2016</b></td><td>C:\Program Files\Microsoft Office\Root\Office16 or C:\Program Files (x86)\Microsoft Office\Root\Office16</td></tr><tr><td><b>Word 2013</b></td><td>C:\Program Files\Microsoft Office\Office15 or C:\Program Files (x86)\Microsoft Office \Office15</td></tr><tr><td><b>Word 2010</b></td><td>C:\Program Files\Microsoft Office\Office14 or C:\Program Files (x86)\Microsoft Office \Office14</td></tr></table>	<b>Word 2016</b>	C:\Program Files\Microsoft Office\Root\Office16 or C:\Program Files (x86)\Microsoft Office\Root\Office16	<b>Word 2013</b>	C:\Program Files\Microsoft Office\Office15 or C:\Program Files (x86)\Microsoft Office \Office15	<b>Word 2010</b>	C:\Program Files\Microsoft Office\Office14 or C:\Program Files (x86)\Microsoft Office \Office14
<b>Word 2016</b>	C:\Program Files\Microsoft Office\Root\Office16 or C:\Program Files (x86)\Microsoft Office\Root\Office16						
<b>Word 2013</b>	C:\Program Files\Microsoft Office\Office15 or C:\Program Files (x86)\Microsoft Office \Office15						
<b>Word 2010</b>	C:\Program Files\Microsoft Office\Office14 or C:\Program Files (x86)\Microsoft Office \Office14						

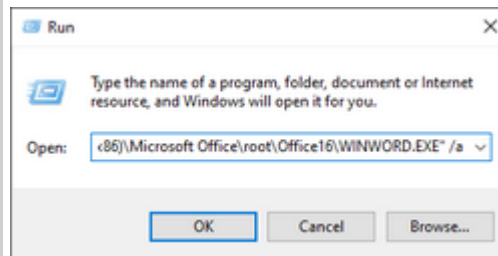
In the **Browse** dialog, click **WINWORD.EXE**, and then press **Open**



The **Run** dialog will be redisplayed, with the path to **Winword.exe** in the **Open** box, surrounded by quote marks



Click in the **Open** box, use the **right arrow button** to reposition the insertion point to the right of the closing quotation mark at the end of the path statement, and type a **space** followed by **/a**



Press **OK** to open Word

Word will start without any add-ins. You can now open the Chronolator Document from Word's Open dialog.

## 9 APPENDIX B - CHRONOLATOR MESSAGES

### 9.1 MESSAGE TYPES

Chronolator messages fall into two main types:

- Messages confirming the results of some processing or offering the user a choice of actions. These messages are displayed on the **Chronolator Message Form** and have unique reference numbers. They are described in the next section.
- Brief messages describing errors found when checking tables. These messages appear as Tooltips when the mouse is hovered over a table error, and are also listed at the bottom of a Chronolator Document after **Check Tables** discovers errors. They are described in [Check Table Error Codes](#) (section 9.10).

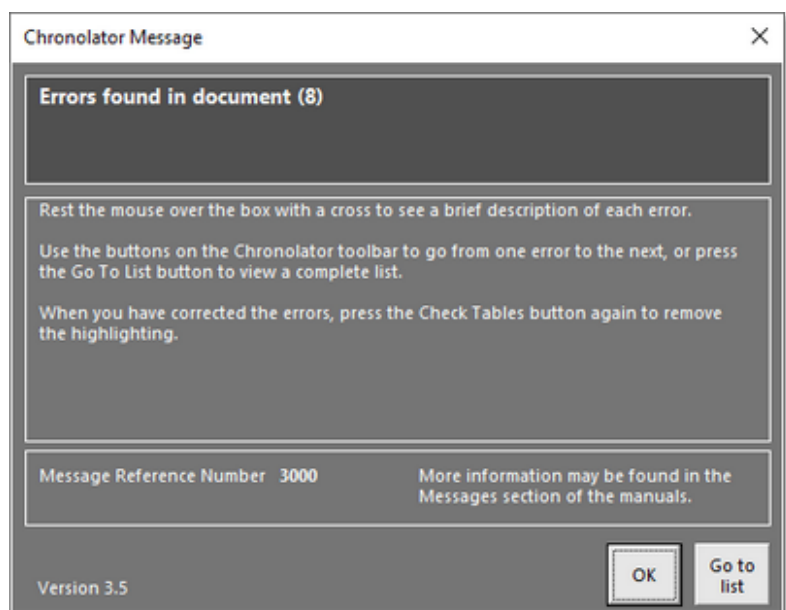
### THE MESSAGE FORM

The **Chronolator Message Form** has three main parts:

The upper part contains the main message.

The middle part contains a more detailed explanation of the message, and suggests what actions might be appropriate.

The lower part displays a four-digit Message Reference Number, which can be used to locate the message in the following sections.



All the messages are shown below, together with further information and suggested actions if appropriate.

### 9.2 MESSAGES 1000 - 1999

Messages in this range are issued when importing, merging and sorting tables.

<b>1000</b>	<b>Tables imported</b> <p>All Chronolator tables have been imported. You can merge them into a single table by using the 'Merge Tables' button on the Chronolator toolbar.</p>
Further Information	<p>Chronolator has imported tables from one document into another. The imported tables appear after those which were originally in the target document.</p> <p>You can continue importing more tables, or merge the tables together.</p>

<b>1003</b>	<b>Invalid document</b> <p>The file you chose is not a Chronolator document and cannot be imported into a new Composite Chronology.</p> <p>Please refer to the description of this message in the documentation for suggestions about what to next.</p>
Further Information	<p>A new Composite Chronology has no information about the requirements for a particular review until you import a Chronolator Document.</p> <p>Once this information is in place, Chronolator will import matching tables from any Word document; but the first document you import into a blank Composite Chronology MUST be a Chronolator Document.</p>

<b>1004</b>	<b>Invalid document</b> <p>The file you chose is not a Chronolator document, or it has internal inconsistencies which are described below. It cannot be converted.</p>
Possible causes	<p>You are trying to convert a document that does not contain the information Chronolator needs, or in which that information has been corrupted.</p>

1005	<p><b>Case References are different</b></p> <p><b>Composite Chronology: <i>CaseReference1</i></b></p> <p><b>Imported Chronology: <i>CaseReference2</i></b></p> <p>Press OK to continue with import, or Cancel</p>
Further Information	Every Chronolator Document is assigned a Case Reference by the Case Review Administrator in order to warn against accidentally merging documents which relate to different cases. The Case Reference of each document is shown in the message.
Possible causes	You are trying to import tables from a non-Chronolator document, or from a Chronolator document which has a different Case Reference.
Possible actions	Press <b>OK</b> if you want to continue with the import, or <b>Cancel</b> if you do not.

1006	<p><b>Cannot import document into itself</b></p> <p>Chronolator cannot import a document into itself.</p> <p>Please choose a different document to import.</p>
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1010	<p><b>'Must-fill' columns are different in source and target documents</b></p> <p>Press OK to continue with import, or Cancel</p>
Further Information	Although Chronolator has found tables which have the correct column headings, the 'Must-fill' columns are different.
Possible causes	You are trying to import tables from a non-Chronolator document, or from a Chronolator document from a different case which has different 'Must Fill' columns.
Possible actions	Press <b>OK</b> if you want to continue with the import, or <b>Cancel</b> if you do not.

<b>1015</b>	<b>No Data Tables found in document</b>
	There are no tables in the document which match the required column headings.
Further Information	Issued when you process a document which has no tables with the required column headings.
Possible causes	<p>If you are checking, sorting, or formatting a document, the table headings might have been accidentally changed.</p> <p>If you are importing a document, the headings in the document you are trying to import do not match those in the composite.</p>
Possible actions	<p>Check what column headings Chronolator expects, and if appropriate change table headings in the problem document to match the defined headings.</p> <p>You can find the expected headings by using the <b>Admin &gt; Show Document Details</b> button.</p> <p>Alternatively, use the <b>Admin &gt; New Table</b> button to add a table with the correct column headings to the bottom of the document. After you have done so, either copy any data you have already entered into the new table, or copy the heading row from the new table into that of the old one.</p>

<b>1016</b>	<b>No events found in document</b>
	There are no events in the document
Further Information	Issued when the only Chronolator table in the document contains no events.
Possible causes	If there is a table that does contain events, its headings have been changed.
Possible actions	See the suggestions for <a href="#">Message 1015</a> in this section above



1020	<p><b>Document level mismatch</b></p> <p>The document you are trying to import cannot be imported into this document as it was created with a higher level of Chronolator.</p> <p>Create and use a new Composite Chronology using the higher level document for this review. Refer to the manuals if you require step-by-step instructions.</p>
Further Information	<p>Chronolator documents are generally backwards-compatible; that is, newer version documents can read older version ones. However, it is not possible to guarantee forwards-compatibility.</p>

1025	<p><b>Conflicting and Multiple Definitions</b></p> <p>The document you are trying to import includes some abbreviations and definitions which could be confused with those in this one. Although Chronolator will keep track of what was defined where, reading the document might be confusing.</p> <p>If you want to use the anonymisation / personalisation feature in the Composite Chronology, you must first resolve these conflicts by changing the abbreviations in one of the documents.</p> <p>Press Go To List to review the conflicts, OK to continue with the import, or Cancel.</p>
Further Information	<p>Chronolator will import a document with conflicting and multiple entries in the <b>Abbreviations Glossary</b>, but if you want to anonymise or personalise the document you must resolve these anomalies. You will be able to do this in the Composite Chronology after import, but it is recommended that you do it in the source document before importing it.</p>

1026	<p><b>Conflicting Definitions - Import Cancelled</b></p> <p>You have chosen to save the conflicting definitions in a new document. Chronolator assumes this is because you want some time to review them, and will therefore cancel the Import.</p>
Further Information	<p>Issued if you press <b>Go To List</b> in response to <b>Message 1025</b>.</p>

1030

## User-defined sequence column found

The document you are trying to import includes a user-defined Sequence column. It was probably added because the person completing the document wanted to be exact about the order of certain events whose exact times were unknown. Chronolator can either add a Sequence column to the table(s) in this document, or delete the one in the document being imported.

Press Add to add a Sequence column to the table(s) in this document, Delete to delete the one in the document being imported, or Cancel.

Further  
Information

Recommendation: Press **Add** to add a Sequence column to the Composite Chronology so that you can continue to preserve the correct order of events. After you have done so, you can use the **Tools > Sequencing** menu to add numbers to the remaining events.

If you choose **Delete**, the Sequence column remains in the document being imported but is not carried across.

1031

## Sequence column not found

The document you are trying to import does not include a Sequence column, but is suitable for import in all other respects. Chronolator can either delete the Sequence column from the table(s) in this document, or add one to the document being imported.

Press Add to add a Sequence column to the table(s) in the document being imported, Delete to delete the one in this document, or Cancel

Further  
Information

Recommendation: Assuming you have deliberately added a Sequence column to the Composite Chronology, press **Add** to add one to the document being imported (the document itself is unchanged, just the version of it in the Composite Chronology). After you have done so, you can use the **Tools > Sequencing** menu to add numbers to the imported events.

1033	<p><b>Unable to import</b></p> <p>Chronolator cannot import anything into this document because of the following internal inconsistencies in its structure:</p> <p><i>&lt;list of inconsistencies&gt;</i></p>
Further Information	<p>The document you are trying to import is a Chronolator Document, but it has some internal inconsistencies. These are listed in the message.</p>
Possible causes	<p>The internal variables which Chronolator uses to describe the document structure have been lost or corrupted. This can sometimes happen when importing documents across a slow network, or it might happen if Word failed while the document was being edited sometime in the past.</p>
Possible actions	<ul style="list-style-type: none"> <li>🕒 if the document is on a slow network, copy it to your desktop and try importing the copy</li> <li>🕒 try Repairing the document as described in <a href="#">Recovering Corrupted Chronolator Documents</a> in the <b>Using Chronolator Documents</b> Help</li> </ul>

1050	<p><b>Your entry <i>&lt;newPrefix&gt;</i> is similar to the existing prefix <i>&lt;oldPrefix&gt;</i></b></p> <p>Chronolator will not use exactly what you entered.</p> <p>You can either import the document using the existing prefix, or you can choose a completely different one.</p> <p>Press OK to use the existing prefix.</p> <p>To choose a different one, press Cancel and then Import Tables again.</p>
Further Information	<p>Chronolator keeps the list of Source Prefixes tidy.</p>
Possible causes	<p>Your Composite Chronology already contains information from agency <i>&lt;oldPrefix&gt;</i>, and you are trying to import another document with a similar Source Prefix.</p> <p>For example, If a Composite Chronology already has an agency <b>Berrick New Town Clinic</b>, Chronolator will stop you importing another chronology with a similar prefix such as <b>Berrick Newtown Clinic</b>.</p>

<b>1100</b>	<p><b>Tables merged</b></p> <p>All Chronolator tables have been merged into a single table. You can sort the new table into the correct sequence by using the 'Sort Tables' button on the Chronolator toolbar.</p>
Further Information	<p>Chronolator has merged all the tables in the document.</p> <p>The next thing you might want to do is to sort the events into chronological order.</p>

<b>1110</b>	<p><b>Cannot merge tables</b></p> <p>A non-Chronolator table has been found in between the Chronolator tables. The offending table is selected. Please move or delete it and try again.</p>
Further Information	<p>The document contains more than one Chronolator table, and among them is a non-Chronolator table.</p>
Possible causes	<p>An ordinary Word table has been inserted by accident.</p> <p>A Chronolator table has had its headings changed.</p>
Possible actions	<p>If the table contains no data for import, delete it or move it to the end of the document.</p> <p>If the table does contain data for import, correct its headings so that Chronolator recognises it as a Chronolator table.</p>

<b>1120</b>	<p><b>Multiple chronology tables found</b></p> <p>This document contains more than one chronology table.</p> <p>Press 'Merge' if you want Chronolator to merge the tables and sort them before processing.</p> <p>Press 'Don't Merge' to process each table individually.</p> <p>Press 'Cancel' to return to the document without doing anything.</p>
Further Information	<p>It is normal to have multiple chronology tables when assembling a Composite Chronology, but in other circumstances it might come about by accident. Chronolator therefore checks how many tables are in a document before most major processes, and if there are more than one it offers to merge and sort them before continuing.</p>

<p><b>1200</b></p>	<p><b>Table sorted</b></p> <p>Events should now be in Date and Time sequence.</p> <p>Some date and time formats can prevent a successful Sort. If that happens, use the Format Dates button to put dates in the all-digital format and then sort the table again. You can put the dates back to your preferred format afterwards if you wish.</p> <p>If you know the order of events on a day but not exactly when they occurred, you can use a Sequence column to put them in order. You can make one using the Tools &gt; Sequencing &gt; Add Column button.</p>
<p>Further Information</p>	<p>Chronolator puts events with unspecified Times or End Dates before those specified with greater detail if the sort is Ascending, or after them if it is Descending.</p> <p>See <a href="#">Using a Sequence column</a> in the <b>Using Chronolator Documents</b> Help for details about using a Sequence column.</p> <p>(If the document contains multiple tables, the message heading will be <b>Tables merged and sorted</b> or <b>Tables sorted individually</b> according to the response to <b>Message 1120</b>).</p>

<p><b>1201</b></p>	<p><b>Table sorted</b></p> <p>Events should now be in Date and Time sequence.</p> <p>Some date and time formats can prevent a successful Sort. If that happens, use the Format Dates button to put dates in the all-digital format and then sort the table again. You can put the dates back to your preferred format afterwards if you wish.</p> <p>If you know the order of events on a day but not exactly when they occurred, you can use the first column to put them in order.</p>
<p>Further Information</p>	<p>Chronolator puts events with unspecified Times or End Dates before those specified with greater detail if the sort is Ascending, or after them if it is Descending.</p> <p>See <a href="#">Using a Sequence column</a> in the <b>Using Chronolator Documents</b> Help for details about using a Sequence column.</p> <p>(If the document contains multiple tables, the message heading will be <b>Tables merged and sorted</b> or <b>Tables sorted individually</b> according to the response to <b>Message 1120</b>).</p>

1300	<p><b>Dates formatted</b></p> <p>All dates have been formatted to one of Chronolator's standard formats.</p> <p>If you would like future releases of Chronolator to offer alternative date formats please use the suggestion form on our web site <a href="http://www.chronolator.com">www.chronolator.com</a>.</p>
Further Information	<p>Chronolator uses two main formats for dates:</p> <ul style="list-style-type: none"> <li>🕒 <b>dd mmm yyyy</b> (e.g. 01 Feb 2005). This format takes up a small amount of space while being unambiguous about months and days (compared to, say 01.02.05 – is that the first of February or the second of January?)</li> <li>🕒 <b>yyyy-mm-dd</b> (e.g. 2005-02-01). This is the ISO 8601 format. It takes even less space than the previous format and has the advantage of being an International Standard, but most people find it harder to read</li> </ul> <p>The day of the week can be added to both of these formats.</p> <p>If you would like to be able to set other formats, please contact us via our web site.</p>

## 9.3 MESSAGES 2000 - 2999

Messages in this range are issued by the Online Workbench.

2000	<p><b>Cannot find Conversion Tool</b></p> <p>Find the file &lt; chronolator-conversion-tool.docm &gt; from your original Chronolator installation and copy it into folder &lt;folderName&gt;.</p>
Further Information	<p>When you create a new Chronology Document, Chronolator looks for the file <b>chronolator-conversion-tool.docm</b>. It issues this message if it cannot find it.</p>
Possible causes	<p>You have opened the Online Workbench directly from the installation zip file. You need to <b>Extract All Files</b> from the installation file and open the extracted Online Workbench.</p> <p>The Conversion Tool document has been moved or deleted.</p> <p>The Online Workbench has been moved, but not the Conversion Tool.</p>
Possible actions	<p><b>Extract All Files</b> from the installation zip file.</p> <p>Find the file <b>chronolator-conversion-tool.docm</b> and copy or move it into the folder shown in the message.</p>

<b>2001</b>	<p><b>Cannot copy Conversion Tool</b></p> <p>The Conversion Tool (chronolator-conversion-tool.docm) is open and cannot be copied. Please close it and try again.</p>
Further Information	When you create a new Internal or Composite chronology, Chronolator tries to open <b>chronolator-conversion-tool.docm</b> . It issues this message if the file is already open.
Possible causes	You have opened <b>chronolator-conversion-tool.docm</b> .
Possible actions	Close <b>chronolator-conversion-tool.docm</b> and try again.

<b>2002</b>	<p><b>Conversion Tool is wrong version</b></p> <p>The Conversion Tool Document (chronolator-conversion-tool.docm) is the wrong version for this Online Workbench. Please copy the correct Conversion Tool into folder <i>folderName</i>.</p>
Further Information	When you create a new Internal or Composite chronology, Chronolator opens <b>chronolator-conversion-tool.docm</b> . It issues this message if the file is a different version from the Online Workbench.
Possible causes	You have upgraded the Online Workbench without also upgrading the Master Chronology.
Possible actions	Install the correct version of <b>chronolator-conversion-tool.docm</b> in the folder shown in the message.

<b>2003</b>	<p><b>Cannot find Master Chronology Text</b></p> <p>Find the file &lt; ChronolatorMasterChronologyText.docx &gt; from your original Chronolator installation and copy it into folder &lt;folderName&gt;.</p>
Further Information	When you create a new Internal chronology, Chronolator looks for the file <b>ChronolatorMasterChronologyText.docx</b> . It issues this message if it cannot find it.
Possible causes	<p>You have opened the Online Workbench directly from the installation zip file. You need to <b>Extract All Files</b> from the installation file and open the extracted Online Workbench.</p> <p>The Master Chronology Text document has been moved or deleted.</p> <p>The Online Workbench has been moved, but not the Master Chronology Text</p>
Possible actions	Install <b>ChronolatorMasterChronologyText.docx</b> in the folder shown in the message.

<b>2010</b>	<p><b>Invalid document</b></p> <p>The file you chose is not a Chronolator document and cannot be used as a model. Please choose another file, or use the Chronolator defaults.</p>
Further Information	You can only use a Chronolator document as a model for a new one.
Possible causes	You opened an ordinary Word document when choosing an existing file to use as a Model in the Case Details Wizard.
Possible actions	Use a Chronolator document as a model, or use the Chronolator defaults.

<b>2011</b>	<p><b>Invalid password</b></p> <p>The password you supplied is incorrect. Please try again, choose another file, or use the Chronolator defaults.</p>
Further Information	You entered the wrong password for a protected file.
Possible actions	When Chronolator redisplay the Open dialog: enter the correct password, choose another file, or use the Chronolator defaults.



<b>2015</b> <b>Invalid document</b>	
The Chronolator document you chose has internal inconsistencies and cannot be used as a model. Please choose another file, or use the Chronolator defaults.	
Further Information	Information about the structure of a Chronolator Document is stored in document variables. The document you have chosen as a model has inconsistencies in this information, and it is not possible to use it as a Model.
Possible causes	Word might have ended abnormally when it last processed the document, causing internal inconsistencies.
Possible actions	Use a different Chronolator document as a model, or use the Chronolator defaults.

<b>2016</b> <b>Invalid document</b>	
The Chronolator document you chose is a blank Composite Chronology and cannot be used as a model. Please choose another file, or use the Chronolator defaults.	
Further Information	Information about the structure of a Chronolator Document is stored in document variables. A blank Composite Chronology does not contain these variables, and it is not possible to use it as a Model.
Possible actions	Use a different Chronolator document as a model, or use the Chronolator defaults.

2020	<p><b>Cannot write document details in preamble</b></p> <p>The area in the Master Chronology preamble where Chronolator writes information about the headings in this Chronolator document cannot be found.</p> <p>This affects only the document preamble: the table and all Chronolator features will work correctly, and it is safe to distribute the document.</p>
Further Information	<p>When first installed, the Master Chronology Text document <b>ChronolatorMasterChronologyText.docx</b> contains a bookmarked area in which Chronolator writes information about the column headings in a new Internal Chronology. That area cannot now be found.</p> <p>Chronolator does not write information about the headings in the preamble, but continues to create the remainder of the Internal Chronology.</p>
Possible causes	<p>You have customised the Master Chronology and have deleted the area and its associated bookmark.</p>
Possible actions	<p>If you want Chronolator to include information about the column headings, revert to the original Master Chronology and redo your changes, being careful not to delete the relevant area and bookmark.</p>

## 9.4 MESSAGES 3000 - 3999

Messages in this range are issued when Chronolator checks the tables in a Chronology.

<p><b>3000</b></p>	<p><b>Errors found in document (<i>n</i>)</b></p> <p>Rest the mouse over the box with a cross to see a brief description of each error.</p> <p>Use the buttons on the Chronolator toolbar to go from one error to the next, or press the Go To List button to view a complete list.</p> <p>When you have corrected the errors, press the Check Tables button again to remove the highlighting.</p>
<p>Further Information</p>	<p>You pressed the <b>Check Tables</b> button, and Chronolator has found <i>n</i> errors.</p> <p>Errors are highlighted in <b>Turquoise</b>, <b>Yellow</b>, or <b>Purple</b>. You can scroll from one error to the next using the navigation buttons towards the right of the Chronolator toolbar, or see a complete list of them by pressing the button to the right of the navigation buttons.</p> <p>Chronolator does not check for errors as you type, so you must <b>Check Tables</b> after making any corrections in order to remove the highlighting.</p>
<p>Possible causes</p>	<p>Refer to <a href="#">Check Table Error Codes</a> (section 9.10) for information about each error detected by Chronolator.</p>
<p>Possible actions</p>	<p>No immediate action is necessary, but you should ensure that all errors are corrected before returning or publishing the document.</p>

<p><b>3001</b></p>	<p><b>Some rows had the wrong number of columns - fix these first</b></p> <p>Chronolator has corrected the number of columns in at least one row. However, it could not be sure which entry should go in which column. You should review these rows now and make sure their entries are in the right places.</p> <p>It is important to do this now, because now that they have the right number of columns they will not be caught in future checks unless they have other errors.</p> <p>For ease of identification, the corrected rows are displayed with white text on a purple background.</p>
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<b>3005</b>	<p><b>Document contains errors - do you want to close it?</b></p> <p>Please ensure that all errors are corrected before returning or publishing this document.</p> <p>Press Cancel to resume editing the document and correct them now.</p> <p>Press OK to close the document and correct them later.</p>
<b>Further Information</b>	<p>Chronolator has checked the document as you closed it, and has found errors. The errors are highlighted in <b>Turquoise</b>, <b>Yellow</b>, or <b>Purple</b>. You can scroll from one error to the next using the navigation buttons towards the right of the Chronolator toolbar, or see a complete list of them by pressing the button to the right of the navigation buttons.</p>
<b>Possible causes</b>	<p>Refer to <a href="#">Check Table Error Codes</a> (section 9.10) for information about each error detected by Chronolator.</p>
<b>Possible actions</b>	<p>No immediate action is necessary, but you should ensure that all errors are corrected before returning or publishing the document. If you want to correct them straight away, press <b>Cancel</b>. If you want to do it later, press <b>OK</b>.</p>

<b>3010</b>	<p><b>Checked - no errors found</b></p> <p>Chronolator has checked all the tables in this document and found no errors.</p>
<b>Further Information</b>	<p>You pressed the <b>Check Tables</b> button, and Chronolator has found no errors in this document.</p> <p>The buttons on the Chronolator toolbar which can be used to scroll through errors are disabled.</p>

3011	<p><b>No changes found since previously checked</b></p> <p>No data table appears to have changed since Chronolator last checked this document.</p> <p>Press Cancel to resume editing.</p> <p>Press Check to re-check the document.</p>
Further Information	<p>To save time, Chronolator makes a quick check to see whether anything has changed since the last run of <b>Check Tables</b>.</p> <p>It is possible that this check does not detect a change. If you are sure you have updated the table press <b>Check</b> to re-check the document.</p>

3012	<p><b>Document contains no events</b></p> <p>None of the Chronolator tables in this document has any events.</p>
Further Information	<p>Chronolator does not create a Custom or Analysis document if there are no events in a chronology.</p>

3013	<p><b>Document contains text after chronology tables</b></p> <p>The area after the chronology tables is reserved for Chronolator and will be overwritten if you continue.</p> <p>Press Cancel to return to the document and review the text Chronolator found. If you want to keep it, move it before the chronology tables before you check the tables again.</p> <p>Press OK to delete the text and continue.</p>
Further Information	<p>You pressed the <b>Check Tables</b> or <b>Duplicates</b> button. Chronolator will overwrite whatever follows the chronology tables in the document if you press <b>OK</b>.</p>

3015	<b>Error checking cancelled</b>
	<p>Please ensure that you check for errors before returning or publishing this document.</p> <p>Also please note that if you have corrected some previous errors they might still be highlighted until the next time you check the document completely</p>
Possible causes	You pressed the <b>Cancel</b> button while Chronolator was checking for errors.
Possible actions	No immediate action is necessary, but you should ensure that all errors are corrected before returning or publishing the document.

3020	<b>Processing cancelled</b>
	No changes have been made.
Possible causes	You pressed the <b>Cancel</b> button while Chronolator was processing. Any changes made before you pressed <b>Cancel</b> have been backed out.

3025	<b><i>n</i> duplicates found</b>
	You can use the buttons on the Chronolator toolbar to go from one duplicate to the next.
Further Information	Chronolator found <i>n</i> duplicated rows and highlighted them.
Possible actions	You can scroll from one duplicate to the next using the navigation buttons towards the right of the Chronolator toolbar.

3030	<b><i>n</i> duplicates deleted</b>
Further Information	Chronolator found <i>n</i> duplicated rows and deleted them. The rows cannot be recovered.
Possible actions	If you want to be able to recover deleted rows in future, tick the <b>Copy Deleted Rows</b> option when deleting duplicates.

3031	<p><b><i>n</i> duplicates deleted</b></p> <p>Chronolator has saved the deleted rows. Press the 'Go to List' button to view them.</p> <p>Tip: to re-import them, save the list in a convenient location and use the <code>c8ImportSpecial_1</code> macro. Refer to this message in the manuals for more information</p>
Further Information	Chronolator found <i>n</i> duplicated rows and deleted them. The rows can be recovered.
Possible actions	<p>Press <b>Go to List</b> to view the saved rows (if you have already moved on before reading this, you will find the document is open in the current Word session - look for 'Document<i>n</i>' where <i>n</i> is a number).</p> <p>Column widths in the saved list might be different from those in the Chronology Document, which can present a problem when copying them back in. There are a couple of ways to circumvent this:</p> <ul style="list-style-type: none"> <li>🕒 if you want to recover every row and are working in a Composite Chronology: <ul style="list-style-type: none"> <li>🕒 save the list as a new document</li> <li>🕒 press <b>Advanced &gt; c8ImportSpecial_1</b> to import the saved document without setting a Source Prefix</li> <li>🕒 merge the tables</li> </ul> </li> <li>🕒 if you want to recover only selected rows or are working in an Internal Chronology: <ul style="list-style-type: none"> <li>🕒 in the saved list, select and copy the row(s) you want to recover</li> <li>🕒 go back to the Chronology Document</li> <li>🕒 add the same number of rows to the bottom of the chronology table</li> <li>🕒 press in the first blank cell you added to the chronology table</li> <li>🕒 paste the copied row(s)</li> </ul> </li> </ul>

3035	<p><b>No duplicate rows</b></p> <p>Chronolator has checked all the tables in this document and found no duplicated rows.</p>
Further Information	Until Chronolator Version 3, identical rows separated by other non-blank rows were not identified as duplicates. From Version 3 onwards, duplicate rows will be found wherever they occur in a table.

**3100**

## Chronolator table contains vertically merged cells

A Chronolator table in this document contains some vertically merged cells. The table will be ignored.

Use the Check Tables button to find the problem cells.

Further Information

A Chronolator table in the current document contains a cell which spans more than one row; this is called a 'vertically merged cell'. Chronolator is unable to process tables containing vertically merged cells.

Any other Chronolator tables in the document will be processed as usual.

Possible actions

Use the **Check Tables** button to find vertically merged cells.

Insert one or more rows. Copy and paste any required text into them, then delete the rows containing vertically merged cells.

**3103**

## Chronolator table contains vertically merged cells

*<document name>* cannot be imported because a table in it contains some vertically merged cells.

Open the document and use its Check Tables button to find the problem cells.

Further Information

This message can be issued when you try to import a document into a new Composite Chronology.

A Chronolator table in the document being imported contains a cell which spans more than one row; this is called a 'vertically merged cell'. Chronolator is unable to process tables containing vertically merged cells.

Chronolator will not import a document containing any Chronolator tables with vertically merged cells into a new Composite Chronology.

Possible actions

After Import processing completes, open the problem document. Correct the problem as described under the 'Possible Actions' for **Message 3100**. Retry the Import.



3105	<b>Chronolator table contains invalid rows</b>
	<p><i>&lt;document name&gt;</i> cannot be imported because a table in it contains some rows with the wrong number of columns.</p> <p>Open the document and use its Check Tables button to find the problem rows.</p>
Further Information	<i>&lt;document name&gt;</i> is a valid Chronolator Document, but a table in it has at least one row with the wrong number of columns.
Possible actions	Open the problem document. Press its <b>Check Tables</b> button and then take the actions suggested in <b>Message 3001</b> . Retry the Import.

3107	<b><i>&lt;process&gt;</i> processing cancelled - invalid table</b>
	<p>Word failed to process a Chronolator table. No changes have been made to this document.</p> <p>Retrying the process might succeed. If not, use the Check Tables button to find (and possibly automatically correct) the problem.</p>
Further Information	<p>In normal running, this message indicates that a Chronolator table contains at least one column with cells of varying widths. Chronolator is unable to run <i>&lt;process&gt;</i> on such tables.</p> <p>This message can also occur under a peculiar set of circumstances with versions of Word prior to 2013. In that case, retrying <i>&lt;process&gt;</i> can sometimes be successful.</p> <p>The Chronolator document will be restored to the state it was in before <i>&lt;process&gt;</i> processing began.</p>
Possible actions	<p>Retry <i>&lt;process&gt;</i>.</p> <p>If that does not work, use the <b>Check Tables</b> button, which as part of its processing rebuilds the table, and then try <i>&lt;process&gt;</i> again.</p> <p>If the problem persists, contact your administrator and ask them to request support.</p>

3108

## <process> processing cancelled - non-uniform table

At least one of the tables in this document has a row with the wrong number of columns. Please correct this and try again.

Hint: Use Check Tables to find the problem.

Further Information	Chronolator has found a table which, although it has the correct headings, contains at least one row with the wrong number of columns.
Possible causes	Cells have been merged.  A row has been added with the wrong number of columns.
Possible actions	Open the offending document and press <b>Check Tables</b> . Chronolator will correct any rows with the wrong number of columns and highlight them. You should check that Chronolator has put the relevant information in the right columns before saving the corrected document.

3110

## Chronolator table contains nested table

A Chronolator table in this document contains at least one nested table. The table will be ignored.

Use the Check Tables button to find the nested table(s).

Further Information	A Chronolator table in the current document contains a cell which in turn contains a nested table. Chronolator is unable to process such tables.  Any other Chronolator tables in the document will be processed as usual.
Possible actions	Use the <b>Check Tables</b> button to find nested tables. Having found one, select it and convert it to text. Cut and paste information into the correct columns.

<p><b>3113</b></p>	<p><b>Chronolator table contains nested table</b></p> <p><i>&lt;document name&gt;</i> cannot be imported because a table in it contains at least one nested table.</p> <p>Open the document and use its Check Tables button to find the nested table(s).</p>
<p>Further Information</p>	<p>A Chronolator table in <i>&lt;document name&gt;</i> table contains a cell which in turn contains a nested table. Chronolator is unable to process such tables.</p> <p>Nothing will be imported.</p>
<p>Possible actions</p>	<p>Open <i>&lt;document name&gt;</i> and use its <b>Check Tables</b> button to find nested tables. Having found one, select it and convert it to text. Cut and paste information into the correct columns. Retry the import.</p>

<p><b>3120</b></p>	<p><b>Chronolator table contains unexpected number of rows</b></p> <p><b>Expected: <i>m</i> Found: <i>n</i>:</b></p> <p>When Word prepared the table for processing, it did not find the expected number of rows.</p> <p>No data will have been lost, but some might be misplaced (either on its own new row, or appended to the previous row).</p>
<p>Further Information</p>	<p>To make some of its processes faster, Chronolator gets Word to store tables in an internal array.</p> <p>This message is issued if the number of elements in the array does not match the number of rows in the table.</p>
<p>Possible actions</p>	<p>If you encounter this message after pressing the <b>Check Tables</b> button, look for any rows that are highlighted in <b>purple</b>, or check the error list for error code <b>c8n100</b> (section 9.10).</p> <p>If it occurs in other circumstances, pressing the <b>Check Tables</b> button might show other errors resulting from the potentially misplaced data (for example, invalid dates).</p> <p>If <b>Check Tables</b> shows no errors, look through the document for misplaced data.</p>

**3200**

## **Bulleted or Numbered list has been reformatted**

A Chronolator table in this document contained some bulleted or numbered lists. These can cause problems when documents are merged. The bullets or numbers have been removed.

Rather than using Word's list features, you could use 'o' characters or dashes for bullets, or use ordinary numbers.

## 9.5 MESSAGES 4000 - 4999

Messages in this range are issued when Chronolator checks the status of your licence.

**4000**

## **Multiple licences found**

Chronolator found more than one licence file. Please delete old ones.

Look in the same folder as the Online Workbench for files whose names begin 'Chronolator40Licence'.

Further  
Information

The Online Workbench found more than one licence file in its folder.

Possible causes

You have received a new licence and installed it in the correct folder without deleting the old licence.

Possible actions

Delete the old licence(s), then close and reopen the Online Workbench.

**4001**

## **Multiple licences found**

Chronolator found more than one licence file. Please delete old ones.

Look in the same folder as the Conversion Tool for files whose names begin 'Chronolator40Licence'.

Further  
Information

The Conversion Tool found more than one licence file in its folder.

Possible causes

You have received a new licence and installed it in the correct folder without deleting the old licence.

Possible actions

Delete the old licence(s), then close and reopen the Conversion Tool.

<b>4005</b>	<p><b>Invalid licence</b></p> <p>Chronolator found a licence file, but it is not valid. Please re-install or delete it.</p> <p>Look in the same folder as the Online Workbench for a file whose name begins 'Chronolator40Licence'. Replace that file with the licence supplied to you, or simply delete it if you only want to evaluate Chronolator.</p>
Possible causes	Licences are supplied as <b>.txt</b> files. The file might have accidentally been edited.
Possible actions	Find your original licence and copy it into the same folder as <b>ChronolatorOnlineWorkbench.docm</b> .

<b>4006</b>	<p><b>Invalid licence</b></p> <p>Chronolator found a licence file, but it is not valid. Please re-install or delete it.</p> <p>Look in the same folder as the Conversion Tool for a file whose name begins 'Chronolator40Licence'. Replace that file with the licence supplied to you, or simply delete it if you only want to evaluate Chronolator.</p>
Possible causes	Licences are supplied as <b>.txt</b> files. The file might have accidentally been edited.
Possible actions	Find your original licence and copy it into the same folder as <b>chronolator-conversion-tool.docm</b> .

<b>4020</b>	<p><b>Licence Expired</b></p> <p>Your licence has expired and this function is not available.</p>
Further Information	Running Chronolator features requires a licence. Without a valid licence, only standard Microsoft Word features are available.
Possible causes	Licence has expired.
Possible actions	<p>Depends on what document issued this message:</p> <ul style="list-style-type: none"> <li>🕒 if issued by the Online Workbench, install a new licence file. then close and reopen the Online Workbench. Details about how to get a licence can be found on the Chronolator Web site at <a href="http://www.chronolator.com/licence.htm">www.chronolator.com/licence.htm</a></li> <li>🕒 if issued by an Internal or Composite Chronology, ask the Case Review Administrator to send you a new licensed copy, and then copy the old document into the new one</li> </ul>

<b>4030</b>	<p><b>Licence Expired</b></p> <p>Your licence has expired. All standard Microsoft Word features remain available, but Chronolator features are disabled.</p> <p>Please visit <a href="http://www.chronolator.com">www.chronolator.com</a> for details of how to obtain a new licence.</p>
Further Information	Refer to <b>Message 4020</b> .

<b>4040</b>	<p><b>Invalid Extension Password</b></p> <p>The password you entered is not valid</p> <p>Please contact your administrator.</p>
Further Information	When a Chronology Document licence expires, you can enter a password to extend it.
Possible causes	The password you entered is invalid.
Possible actions	Obtain a valid password from the person who sent you the document.

## 9.6 MESSAGES 5000 - 5999

Miscellaneous messages.

<b>5100</b>	<p><b>Publish document?</b></p> <p>Publishing a document makes a plain Word copy without any Chronolator code. Readers of the copy will not have to agree to any licence terms. After Chronolator has created the copy, you will be prompted to save it.</p> <p>Press OK to continue, or Cancel.</p>
Further Information	If you circulate a Chronolator document, readers will have to think about macros and accepting licence terms when opening it. Use this button to produce a plain Word document which contains no Chronolator code.
Possible actions	Press <b>OK</b> to create a non-Chronolator copy, or <b>Cancel</b> .

5105	<p><b>Cannot publish a document to the same name</b></p> <p>Publishing the file using this name would make it lose all its Chronolator functions.</p> <p>Please try the save again using a different name.</p>
Further Information	<p>You have tried to publish a Chronolator Document using the same name as the document. Overwriting it in this way would stop its Chronolator functions from working.</p>
Possible actions	<p>Choose a different name for the published document.</p>

5110	<p><b>Could not copy styles</b></p> <p>Chronolator encountered a Word error when trying to copy some of the styles used in this document. Pagination, text size and other formatting attributes might be different in the published version.</p> <p>Try Publishing a second time when this attempt has completed: it will probably work as expected.</p>
Possible causes	<p>Internal error in Word when Publishing a Chronolator Document</p>
Suggested actions	<p>Retry Publishing.</p> <p>If that fails, try Publishing to a different location.</p>

5115	<p><b>Publishing cancelled</b></p> <p>Report production was cancelled at your request.</p>
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<b>5120</b>	<p><b>Publishing cancelled</b></p> <p>At least one date/time combination in this document is not valid. Chronolator is therefore unable to calculate elapsed times.</p> <p>Correct the date/time combination and try Publishing again.</p> <p>(Suggestion: use the Check Tables button to find any invalid date/time combinations).</p>
<b>Further Information</b>	<p>When you choose one of the Elapsed formats when Publishing a Custom chronology, Chronolator needs to calculate the difference between when an event started or ended and the start of the chronology. It can only do this if all non-blank dates and times are valid.</p>
<b>Possible actions</b>	<p>Press the <b>Check Tables</b> button to find any invalid date/time combinations, and correct them.</p>

<b>5130</b>	<p><b>Show Chronolator error details in published document?</b></p> <p>This document contains error highlights and / or a list of errors generated the last time it was checked. Do you want to include them in the published version?</p> <p>(If you do not, please note that page numbers might be different in the published version).</p>
<b>Further Information</b>	<p>It is up to you whether to include details of errors in a published document.</p>



5140

## Cannot create Analysis Document

Sequence numbers are missing or invalid.

If the chronology document does not have a Sequence column, add one using Tools > Sequencing > Add column.

If it does, update it using Tools > Sequencing > Update – sequential

Afterwards, try Publish > Analysis again.

Further Information

An Analysis document requires valid sequence numbers in every event.

Possible causes

- ⓘ a table does not contain a **Sequence** column
- ⓘ non-numeric, blank, or duplicate entries in the **Sequence** column

5141

## Cannot create Analysis Document

Chronolator could not determine the date boundaries of table *<tableNum>*.

Further Information

In order to analyse a table, Chronolator needs to determine the earliest and latest events.

Possible causes

Either the earliest or latest date in the table, or both, cannot be determined.

Possible actions

Use the **Check Tables** button to ensure all dates in the table are valid.

5143

## Cannot create Analysis Document

Chronolator found an invalid date in the event with reference number *<eventRef>*.

Further Information

In order to analyse a table, all dates must be valid.

Possible causes

The date of the event with reference number *<eventRef>* is invalid.

Possible actions

Correct the date.

## 5144 Cannot create Analysis Document

Chronolator found an invalid source prefix in the event with reference number *<eventRef>*

Further Information	In order to analyse a table, all Source Prefixes must be valid.
Possible causes	The Source Prefix of the event with reference number <i>&lt;eventRef&gt;</i> is invalid.
Possible actions	Correct the Source Prefix.

## 5200 Unsupported Word version

Chronolator requires Microsoft Word 2000 or later.

Press OK to continue without Chronolator, or Cancel to exit Word.

Further Information	Earlier versions of Word are not supported by Microsoft, so we would be unable to offer Chronolator support if the root cause of a problem was Word itself.
Possible actions	<p>Press OK to close the document.</p> <p>Ask your IT department to upgrade Word. They might be persuaded to do so by reading the information about Microsoft's support lifecycle for Office programs at <a href="https://support.microsoft.com/en-gb/lifecycle/search?alpha=office">https://support.microsoft.com/en-gb/lifecycle/search?alpha=office</a>.</p>

## 5210 Document type changed

Chronolator works by running macros, so documents must be saved as .doc or .docm types. Chronolator will change the document to the correct type before saving it.

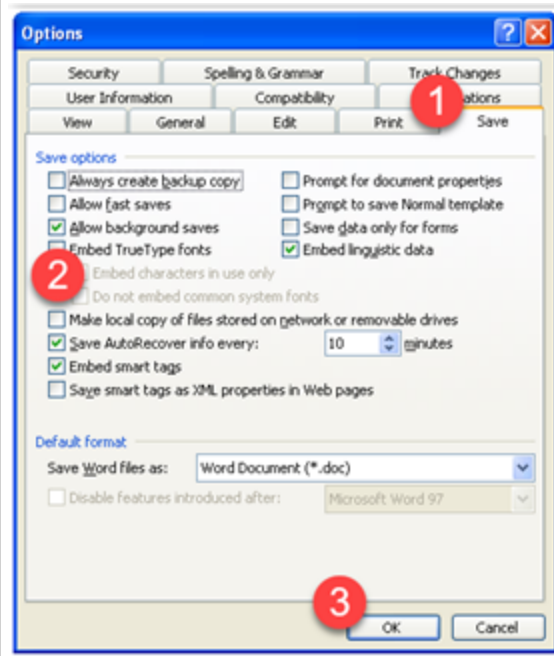
If you want to save the document as another type, use the Chronolator Publish button to make a plain Word copy and then save the Published copy in your desired format.

Further Information	Saving a document in a format which does not support macros would stop it being able to use Chronolator.
Suggested actions	Publish the document to make a plain Word copy which you can then save in any other format.

5220	<p><b>Performance recommendation</b></p> <p>Chronolator performs best when Word uses an option that improves the performance and reliability of any document stored on a network drive.</p> <p>Press OK if you would like Word to use it.</p>
Further Information	<p>Word XP introduced a performance improvement option for documents stored on a network. When the option is set on, a network document is copied to a secure location on your computer when you open it. You work on that copy. When you save or close the document, Word moves it back to its network location. This can lead to dramatic improvements in performance, and also provides enhanced protection against network failure.</p> <p>Unfortunately, when Microsoft introduced this option they did not make it the Word default. Chronolator can set it for you if it is not already on.</p> <p>The option applies to all documents, not just Chronolator ones.</p>
Suggested actions	<ul style="list-style-type: none"> <li>Press <b>OK</b> to allow Chronolator to set the option</li> <li>Close and re-open the document when prompted</li> </ul>
Turning the option off	<p>If you decide later that you want to turn the option off, you can do so as follows:</p>

## Word XP and 2003

On the main Word menu bar, press **Tools > Options**, then press the **Save** tab:



Un-tick **Make local copy of files stored on network or removable drive**.

Press **OK**.

Word 2007 and later

Open the Options dialog (see [Opening the Word Options Dialog](#) (section 12.4) in [The Trust Center](#) (section 12.4)).

The screenshot shows the 'Word Options' dialog box with the 'Advanced' tab selected. The left sidebar has 'Advanced' highlighted. The 'Save' section is expanded, showing options like 'Prompt before saving Normal template', 'Always create backup copy', and 'Copy remotely stored files onto your computer, and update the remote file when saving'. The 'Copy remotely stored files...' option is unselected. The 'OK' button is at the bottom right.

Press **Advanced** and scroll down to **Save**.

Un-tick **Copy remotely stored files onto your computer, and update the remote file when saving**.




Press **OK**.

5221	<div><div>Performance recommendation</div><div>Chronolator has set the option. Please close and re-open this document to allow it to take effect.</div></div>
Further Information	See <b>Message 5220</b> .

<p><b>5230</b></p>	<p><b>Change tracking alert!</b></p> <p><i>&lt;document name&gt;</i> is using Word's Track Changes feature. Tracking changes can cause severe problems when processing tables.</p> <p>Press OK to accept all tracked changes and turn change tracking off, or Cancel if you want to review them.</p>
<p>Further Information</p>	<p>Using Tracked Changes with tables can cause problems in any Word document, not just a Chronolator one. Microsoft are aware of this, but at the time of writing there is no fix on the horizon.</p>

<p><b>5231</b></p>	<p><b><i>&lt;process&gt;</i> cancelled - change tracking active</b></p> <p><i>&lt;document name&gt;</i> is using Word's Track Changes feature.</p> <p>The Tracked Changes feature can cause severe problems when processing tables.</p>
<p>Further Information</p>	<p>The named <i>&lt;process&gt;</i> was cancelled because change tracking is active in the document <i>&lt;document name&gt;</i>.</p>
<p>Possible causes</p>	<p>You replied <b>Cancel</b> to <b>Message 5230</b>.</p> <p>You replied <b>OK</b> to <b>Message 5230</b>, but Chronolator was unable to turn off tracked changes.</p>
<p>Suggested actions</p>	<p>Review the tracked changes if you wish, then retry the cancelled process and reply <b>OK</b> to <b>Message 5230</b>.</p>

<p><b>5232</b></p>	<p><b>Unable to determine Tracked Changes status in <i>&lt;document name&gt;</i></b></p> <p>Chronolator could not determine whether Tracked Changes is on in the document because it appears to be locked by another user.</p> <p>To be on the safe side, Chronolator will assume that Tracked Changes is on.</p> <p>The Tracked Changes feature can cause severe problems when processing tables.</p>
<p>Possible causes</p>	<p>Someone else is editing the document and Chronolator could not determine whether Change Tracking is on.</p>
<p>Suggested actions</p>	<p>Close the document and wait for the other person to close it as well. Reopen the document.</p>

5233	<p><b>Unable to turn off Tracked Changes in &lt;document name&gt;</b></p> <p>Chronolator could not turn off Tracked Changes.</p> <p>This is probably because the document has been protected.</p> <p>The Tracked Changes feature can cause severe problems when processing tables.</p>
Possible causes	<document name> has been protected so that the Tracked Changes feature cannot be turned off.
Suggested actions	<p>Turn off the protection. You might need to supply a password.</p> <p>The relevant protection feature can be found in various places:</p> <ul style="list-style-type: none"> <li> <b>Word 2013 and later</b>- the <b>Track Changes</b> dropdown or the <b>Restrict Editing</b> button on the <b>Review</b> tab of the Ribbon</li> <li> <b>Word 2010</b> - the <b>Restrict Editing</b> button on the <b>Review</b> tab of the Ribbon</li> <li> <b>Word 2007</b> - the <b>Protect Document</b> dropdown on the <b>Review</b> tab of the Ribbon</li> </ul>

5310	<p><b>Web connection error.</b></p> <p>Word cannot open the Web site.</p> <p>Please check your connection is OK.</p>
Further Information	A Chronolator Web site cannot be found.
Possible causes	You do not have an open Internet connection, or your organisation might have limited your access.
Possible actions	Connect to the Internet or contact your IT department to grant you access to our website as appropriate.

5320	<p><b>Cannot save the document using the name you chose</b></p> <p>A document with that name is already open in Word.</p> <p>Please try the save again using a different name.</p>
Further Information	Word does not allow you to save a document with the same name as one which is already open.
Possible causes	You have tried to save a document using the same name as an open document.
Possible actions	Retry the save using a different name.

5321	<p><b>Cannot overwrite Chronolator system file</b></p> <p>Saving the file using this name might overwrite documents which Chronolator needs to function.</p> <p>Please try the save again using a different name.</p>
Further Information	Chronolator will not let you save a file using one of its own reserved file names ( <b>chronolator-conversion-tool</b> and <b>ChronolatorOnlineWorkbench</b> ).
Possible actions	Retry the save using a different name.

5322	<p><b>Permission Denied</b></p> <p>You do not have Write access to the requested folder.</p> <p>Please try to save the file in a different folder.</p>
Further Information	You have tried to save the file in a folder to which you do not have Write access
Possible actions	<p>Save the file in a folder to which you do have Write access, such as <b>My Documents</b>.</p> <p>If you think you should have Write access to the folder, contact your IT department.</p>



**5323**

## **File might be temporary**

This file looks like a temporary one, or is in a temporary folder. If you are unaware of this you might not be able to find it after you close it.

After you press OK, you will be asked to save the document using another name and folder.

Please refer to the manuals if you frequently get this message.

Further  
Information

You might have become a victim of a bug in Word.

Possible actions

Save the file in the right place with the right name.

If the message is issued often, please ask your Administrator to contact Berrick Computing, quoting **Message 5323**.

**5400**

## **Internal inconsistencies in Chronolator document**

Chronolator has found internal inconsistencies in this document, which are detailed below.

These may stop Chronolator functions working. Standard Word features are unaffected.

*<list of inconsistencies>*

Further  
Information

Information about the structure of a Chronolator Document is stored in document variables. Inconsistencies in this information might stop some Chronolator functions working. However, standard Word functions should not be affected.

Possible causes

The document is stored on a slow network.

Word might have ended abnormally when it last processed the document, causing internal inconsistencies.

Possible actions

If the document is on a slow network, close it and try opening it again. If that does not work, copy the document to your Desktop and work on that copy; remember to move it back to the network when you have finished.

If the document is indeed corrupted, open a valid Chronolator Document with the correct table headings (for example, the original document sent to you by an Administrator), and copy the contents of the problem document into it. Save this new document and use it from now on.

<b>5402</b>	<p><b>Unable to create table</b></p> <p>Chronolator cannot create a new table in this document because of following internal inconsistencies in its structure:</p> <p><i>&lt;list of inconsistencies&gt;</i></p>
Further Information	See <b>Message 5400</b> for suggestions about how to resolve these inconsistencies.

<b>5403</b>	<p><b>Unable to set styles</b></p> <p>Chronolator could not set some document styles because the file appears to be locked by another user.</p> <p>This will only affect the fonts used to display any error messages at the end of the document.</p>
Further Information	If there are any error messages at the end of the document, they might not be displayed in the usual font.
Possible causes	Someone else is editing the document.
Suggested actions	Close the document and wait for the other person to close it as well. Reopen the document.

<b>5500</b>	<p><b>Clipboard Unavailable</b></p> <p>Chronolator could not access the clipboard. Another application is probably using it.</p> <p>Press OK to try again, or Cancel.</p>
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## 9.7 MESSAGES 6000 - 6999

Chronolator issues these messages when an unexpected error occurs.

6000	<p><b>Unexpected processing error</b></p> <p>Please note the information below and report it to us using the form on our website: <a href="http://www.chronolator.com/bug-form.htm">www.chronolator.com/bug-form.htm</a>.</p> <p><i>&lt;problem description&gt;</i></p>
Further Information	Chronolator has encountered an unexpected error. The problem description provided will help diagnose the error.
Possible actions	Please note the problem description and what you were doing at the time and send the details to us using the form on the website. The more information you can provide the better. The <b>Document Details</b> and <b>Word Environment</b> reports will be useful if you can produce them after closing and reopening the document. See <a href="#">Document Details and Word Environment Reports</a> in the <b>Using Chronolator Documents</b> help or manual.

## 9.8 MESSAGES 7000 - 7999

Chronolator issues these messages when you use the Anonymisation and Highlighting features.

7000	<p><b>Glossary contains similar entries</b></p> <p>Anonymisation and Personalisation are not possible because the Abbreviations Glossary contains abbreviations and / or definitions that are too similar to each other..</p> <p>You can update the glossary and related text using Tools &gt; Glossary &gt; Edit.</p> <p>Press Review to see the relevant entries, or OK to dismiss this message.</p>
Possible actions	See <a href="#">Changing an abbreviation</a> in the <b>Using Chronolator Documents</b> help or manual.

7010

**Warning!**

Formatting introduced while using the *<feature>* feature can be lost when Checking or Merging Tables, processing Sequence numbers, and in some other circumstances which are described in the 'Using Chronolator Documents' manual.

Press OK to continue, or Cancel so that you can save your work and review the manual before trying again.

This message will not be shown again during this session.

<p>Further Information</p>	<p>The <b><i><u>Bold, Italic, Underline</u></i></b> formatting which can be applied using the <b>Anonymisation</b> feature, and the colours applied by the <b>Highlight Source</b> feature can sometimes be lost.</p> <p>This happens because Chronolator makes some compromises between convenience and speed. When formatting and colouring are lost it would be possible for Chronolator to reapply it automatically, but this could take time in a large file. Instead of doing this, it warns you it might happen and directs you here for more information.</p> <p>The following buttons and processes will <b>ALWAYS</b> destroy formatting and colouring:</p> <ul style="list-style-type: none"> <li>☺ <b>Check Tables</b></li> <li>☺ <b>Tools &gt; Duplicates &gt; Highlight</b></li> <li>☺ <b>Tools &gt; Duplicates &gt; Delete</b></li> <li>☺ <b>Tools &gt; Sequencing &gt; Add</b></li> <li>☺ <b>Tools &gt; Sequencing &gt; Update - sequential</b></li> <li>☺ <b>Tools &gt; Sequencing &gt; Update - group by day</b></li> </ul> <p>The following buttons and processes will <b>SOMETIMES</b> destroy formatting and colouring because they rely on the Source Prefixes in the <b>Source of Information</b> column being in a uniform state (for example, having the right number of spaces between words and being in the correct case). As long as the column is unchanged from one run to the next, formatting and colouring will be unaffected:</p> <ul style="list-style-type: none"> <li>☺ <b>Tools &gt; Glossary &gt; Edit &gt; Change</b></li> <li>☺ <b>Tools &gt; Glossary &gt; Edit &gt; Delete</b></li> <li>☺ <b>Tools &gt; Glossary &gt; Edit &gt; Review</b></li> <li>☺ <b>Tools &gt; Glossary &gt; Anonymisation and Review &gt; Anonymise</b></li> <li>☺ <b>Tools &gt; Glossary &gt; Anonymisation and Review &gt; Personalise</b></li> <li>☺ <b>Tools &gt; Glossary &gt; Anonymisation and Review &gt; Review</b></li> <li>☺ <b>Tools &gt; Highlight Source &gt; Define and Do &gt; OK</b></li> </ul> <p>The following buttons and processes will <b>SOMETIMES</b> destroy formatting and colouring, either because the table has cells of different widths or because a bug in Microsoft Word erroneously thinks it has:</p> <ul style="list-style-type: none"> <li>☺ <b>Tools &gt; Sequencing &gt; Delete</b></li> <li>☺ <b>Tools &gt; Sequencing &gt; Clear</b></li> <li>☺ <b>Import Tables</b> (if the importing document has a Sequence column but the imported one does not, or vice versa)</li> </ul>
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Possible actions	<p>Do not use the <b>Anonymisation</b> and <b>Highlight Source</b> features until you have no further need for the buttons and processes known <b>ALWAYS</b> to destroy formatting and colouring before using.</p> <p>Avoid changing the <b>Source of Information</b> column.</p>
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7030

## Abbreviation Not Used

The selected abbreviation and definition are not used in the text.

7031

## Abbreviations Not Used

The selected abbreviations and definitions are not used in the text.

7032

## Nothing to anonymise

The selected abbreviation is not used in the text.

OR

The selected abbreviations are not used in the text.

7033

## Nothing to personalise

The selected abbreviation is not used in the text.

OR

The selected abbreviations are not used in the text.

Further  
Information

If the message includes the text 'with the specified formatting', you have asked Chronolator only to look for abbreviations which have ***Bold, Italic, Underline*** formatting by ticking the box on the **Anonymisation** form.



If the **Use formatting** checkbox is ticked when a document is being Personalised, only those occurrences of an abbreviation which are formatted ***like this*** will be changed.

## 9.9 MESSAGES 8000 - 8999

Chronolator issues these messages when you use Chronolator Add-ins.

<b>8000</b>	<b>Add-in loaded successfully</b>
	Please refer to the documentation accompanying the add-in for details about what it does and how to use it.

<b>8010</b>	<b>Add-in failed to load</b>
	<i>&lt;document&gt;</i>
	<i>&lt;error message&gt;</i>
Further Information	Add-in <i>&lt;document&gt;</i> failed to load. The reason is given in <i>&lt;error message&gt;</i>
Possible actions	Ensure that <i>&lt;document&gt;</i> is a valid Chronolator Add-in for the version of Chronolator. If you think it is, contact your Administrator and ask them to report the problem to Berrick Computing. Give them as much detail as possible.

<b>8020</b>	<b>Cannot open document - a Chronolator Add-in is loaded</b>
	Only one Chronolator document can be open while a Chronolator Add-in is loaded.

## 9.10 CHECK TABLE ERROR CODES

These messages appear as Tooltips when the mouse is hovered over a table error, and are also listed at the bottom of a Chronolator Document after **Check Tables** discovers errors.

<b>c8n100</b>	<b>This row contained the wrong number of columns. Chronolator has rectified this, but you should check that the each entry is under the right heading</b>
Further Information	The number of columns in this row was different from the number of column headings. Chronolator has added or deleted columns to rectify this. No data will have been deleted, but it might not be in the correct column.
Possible actions	Review where Chronolator has put the original data, and move it into another column if necessary.

<b>c8n120</b>	<b>This column is blank, but must always be completed. Add some text.</b>
Further Information	The Case Review Administrator has deemed it mandatory that this column should always be completed.
Possible actions	Add text to the column.

<b>c8n125</b>	<b>'As Above', 'See Above', or ditto marks are not allowed.</b>
Further Information	This can seem annoying when you are entering many similar events into an Internal Chronology. However, remember that the Administrator will probably merge your chronology with others. When merged chronologies are sorted, 'As Above' and similar rows may well become separated from their previous predecessors.
Possible actions	Copy and paste text from the previous row.

<b>c8n130</b>	<b>Cell is vertically merged. Copy any text to another row or rows and delete all rows containing this cell.</b>
Further Information	The table cell in question spans more than one row; this is called a 'vertically merged cell'. Chronolator is unable to process tables containing vertically merged cells.
Possible actions	Insert one or more rows. Copy and paste any required text, then delete all rows containing the problem cell.



<b>c8n135</b>	<b>Cell contains a nested table. Convert the nested table to text.</b>
Further Information	The table cell in question contains a nested table. This can happen if you select the relevant option when pasting from one table into another.
Possible actions	Convert the nested table to text, and make sure the information it contains is under the correct column headings.

<b>c8n140</b>	<b>The '&gt;' character is not allowed in this column.</b>
Further Information	Chronolator uses the '>' character to keep track of the Source of Information in a Composite Chronology. It is, therefore, not allowed in the Source of Information column in an Internal Chronology.
Possible actions	Use a different character.

<b>c8n145</b>	<b>Invalid Source</b>
Further Information	The <b>Source of Information</b> column contains an invalid Source Prefix. Source Prefixes are assigned when you import a chronology document and cannot be changed afterwards.
Possible actions	Press <b>Admin &gt; Show Document Details</b> to see the list of prefixes which are valid in this document.

<b>c8n210</b>	<b>Invalid date, or invalid date format. Try another format (e.g. '01 feb 2006' or '01.02.06').</b>
Further Information	Chronolator cannot interpret the date in this cell. It might be in a recognisable format but be invalid (e.g. '32 May 2007'), or Chronolator might not recognise the format.
Possible actions	Enter a date in a recognisable format. Chronolator recognises most common date formats.

<b>c8n220</b>	<b>Invalid time, or invalid time format. Try another format (e.g. '1.20 am', '0120', or '01.20').</b>
Further Information	Chronolator cannot interpret the time in this cell. It might be in a recognisable format but be invalid (e.g. '25:00'), or Chronolator might not recognise the format.
Possible actions	Enter a time in a recognisable format. The message text indicates a number of formats that Chronolator recognises.

<b>c8n230</b>	<b>Event ends before it starts.</b>
Further Information	None.
Possible actions	Change the start or end dates / times of the event.

<b>c8n240</b>	<b>Start of event is out of sequence.</b>
Further Information	None.
Possible actions	<p>Check the information about when the event started. If it is correct, you can use the Sort Tables button to put the event in the proper place in the table.</p> <p>Sometimes you might get many of these errors. If so, go to the first one and then look at the event immediately before it; it is often that one which is the root cause of the problem.</p>

<b>c8n250</b>	<b>End of event is out of sequence.</b>
Further Information	None.
Possible actions	Check the information about when the event finished. If it is correct, you can use the Sort Tables button to put the event in the proper place in the table.

c8n300	At least one abbreviation is not defined. Change the abbreviation, or use the Tools > Glossary > Edit button to define a new one. Put multiple abbreviations on separate lines, or separate them with commas.
Further Information	None.
Possible actions	As suggested in the note.

## 10 APPENDIX C - LICENSING

Chronolator is licensed software. You can evaluate its features without having a licence, but the documents it creates include a watermark on every page. If you do not want these watermarks to appear, Chronolator must be licensed.

When you open the first Chronolator Document in a particular Microsoft Word session, a form is displayed where you can accept or decline the licence terms. The **Licensee** and **Expiry Date** are shown on the form, and the full terms of the licence can be displayed by pressing the **View Licence** button. If you do not accept them, the document will close.

Chronolator Documents and the Chronolator Online Workbench are licensed in different ways.

### ONLINE WORKBENCH LICENCE

When you buy a licence to use the Chronolator Online Workbench, you are given a small text file whose name begins **Chronolator40Licence**.

The licence is specific to a particular purchaser, and the licence file should not be distributed to anyone else except as allowed in the licence terms.

Details about how to get a licence for the Online Workbench can be found on the Chronolator Web site at [www.chronolator.com/licence.htm](http://www.chronolator.com/licence.htm).

To install the licence, copy it into the same folder as the Online Workbench. The Online Workbench propagates the licence information into the Chronolator Documents it creates.

### CHRONOLATOR DOCUMENT LICENCE

Chronolator Document licences are created by the Online Workbench and stored internally in the Chronolator Document.

### LICENCE PERIODS

A Chronolator licence is valid for a specified period.

- For the **Online Workbench**, the period is contained in the licence file
- **Internal Chronologies** are licensed for up to six calendar months from the day they are created, subject to a maximum of one month after the Online Workbench licence expires
- **Composite Chronologies created by the Online Workbench** are licensed for the same period as the Online Workbench
- **Composite Chronologies created by Local Administrators** using the facilities included in an Internal Chronology expire at the same time as that Internal Chronology



Internal Chronologies created by Berrick Computing Ltd under the terms of a Single Case licence are licensed for the period agreed with the purchaser

## WHAT HAPPENS WHEN A LICENCE EXPIRES

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When a licence expires, **all the standard Microsoft Word features continue to function**, but:

- Ⓢ the Chronolator toolbar and buttons do not appear
- Ⓢ no Chronolator features are available

Chronolator Documents whose licence has expired can be imported into licensed Composite Chronologies as if they were still licensed.

## LICENCE EXTENSION

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Unavailability of records and other factors can sometimes delay the completion of a Chronolator Document beyond its expiry date. Chronolator Documents therefore provide a simple way to extend a licence without having to contact Berrick Computing Ltd.

Starting 30 days before a Chronolator Document expires, an **Extend Licence** button appears on the **Licence Acceptance** form. Pressing it prompts the user to enter an **Extension Password**, which is supplied along with the Online Workbench licence. Entering the correct password extends the licence for up to three calendar months, subject to a maximum of one month after the Online Workbench licence expires.

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## APPENDIX D - HOW CHRONOLATOR DEALS WITH EVENTS WITH IMPRECISE DATES OR TIMES

In the real world, events begin and end on exact dates and at exact times. In a chronology, not all this information might be known for a particular event. Indeed, in some chronologies, the administrator might decide not to collect some of this information at all.

Chronolator always ensures that the **Start Date** of event is specified, but the **Start Time**, **End Date** and **End Time** are often missing. How does it deal with such events?

### ASSUMPTIONS

#### INDIVIDUAL EVENTS

When information about the exact start or end of an event is missing, Chronolator makes the following assumptions so that it can be processed.

- Ⓢ if **Start Time** is missing, it is assumed to be midnight (00:00)
- Ⓢ if **End Date** is missing, it is assumed to be the same as **Start Date**
- Ⓢ if **End Time** is missing, it is assumed to be the same as **Start Time**

#### DURATIONS

Sometimes the elapsed time between two instants needs to be calculated; for example, the interval between two events, or between the start and end of a single event. Chronolator assumes that any information missing in the later instant is the same as that of the earlier one.

#### ASSUMED INFORMATION IS NEVER DISPLAYED

Whatever assumptions Chronolator might make about missing information, it will never display those assumptions explicitly. For example:

- Ⓢ an event which Chronolator assumes to start at midnight, for example, will never include that time in any display
- Ⓢ a duration based upon an assumed time will only include date-based information

### OVERRIDING CHRONOLATOR'S ASSUMPTIONS

Sometimes you might know the order in which events happen even though you do not know their dates and time exactly. In these circumstances you can use a **Sequence** column to ensure that Chronolator sorts events in the order you specify. The **Check Tables** button can still be used to check that such 'manually' sorted events are in a valid order. For more information about the **Sequence** column, see [Using a Sequence column](#) in the **Using Chronolator Documents** help or manual.

## 12 APPENDIX E - SUPPLEMENTARY INFORMATION

### 12.1 OPENING A CHRONOLATOR DOCUMENT

Word might require you to allow some actions before it initialises Chronolator. In particular:

- 🕒 you might need to **Enable Editing** if the document opens in **Protected View**
- 🕒 you might need to **Enable macros**, depending on your macro security settings

You will also need to accept the terms of the Chronolator licence if you have not already done so since you opened Word.

For details, please refer to the following:

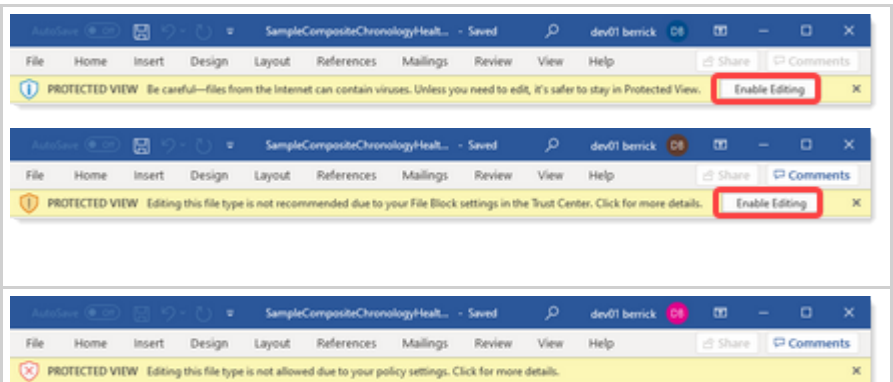
- 🕒 [Protected View](#) (section 12.1.1)
- 🕒 [Enabling macros](#) (section 12.1.2)
- 🕒 [Licensing](#) (section 12.1.3)

#### 12.1.1 PROTECTED VIEW

Word sometimes opens a document in Protected View, in which no editing is allowed. You must enable editing if you want to make any changes to the document, let alone use its Chronolator facilities.

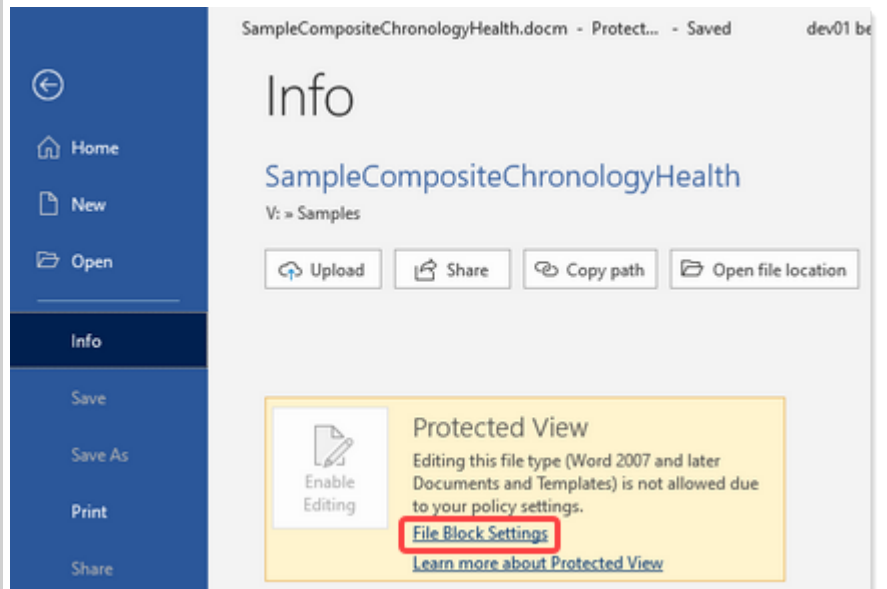
🕒 If you get a warning like one of these, in which the **Protected View** warning includes an **Enable Editing** button, press it and then see [Enabling Macros](#) (section 12.1.2).

🕒 If the **Protected View** warning does not include an **Enable Editing** button, click on the warning to discover more information, and continue reading here.



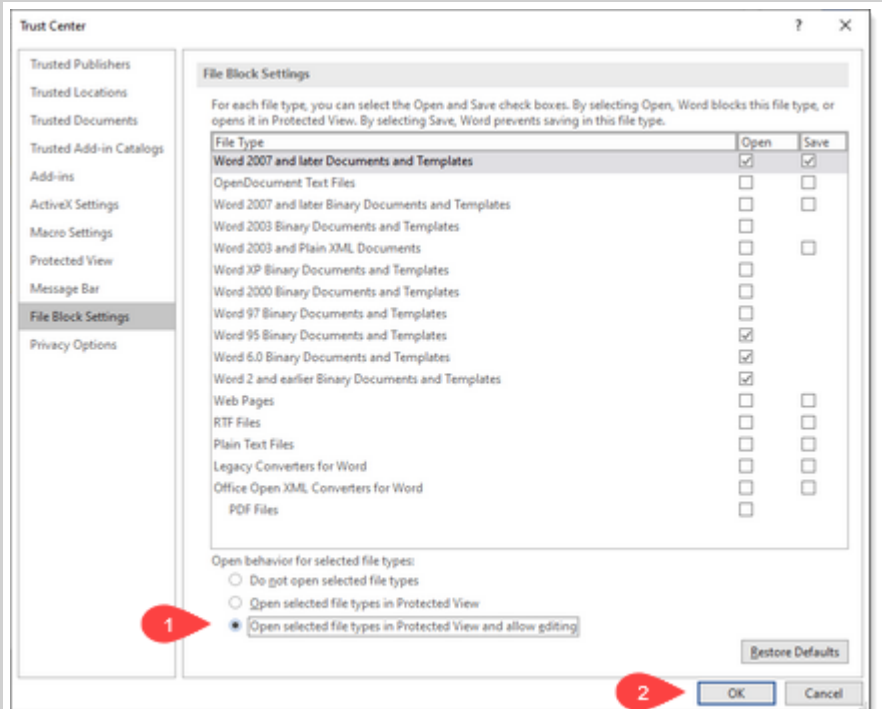
The resulting display tells you more about why Word stopped you editing the document and offers the opportunity to change some settings.

In this example, you would press **File Block Settings** . . .



. . . and then:

- ③ press the circle next to **Open selected file types in Protected View and allow editing**
- ③ press **OK** a few times until you return to the Chronolator document
- ③ close and reopen the document
- ③ press **Enable Editing** as shown in the picture *above* in this section



💡 The File Block settings in the above example are just some of those which can make a document open in **Protected View**. Other settings which activate **Protected View** can be found in the Trust Center. See [The Trust Center](#) (section 12.4) to discover how to open it.

After you have enabled editing in **Protected View**, you will probably need to **Enable Macros**. See [Enabling Macros](#) (section 12.1.2) for details.

## 12.1.2 MICROSOFT WORD MACROS



💡 If, when you open a Chronolator Document, either the [Licence](#) (section 12.1.3) is displayed or the **Add-ins** tab on the Ribbon has a [Chronolator Toolbar](#), you do not need to read here any further.

Word might – or might not – warn you that a document contains macros when you open it.

💡 Before it does so, Word might open a document in **Protected View**. For more details, see [Protected View](#) (section 12.1.1).

Chronolator works by using Word macros. Because they are computer programs, macros can be used to propagate and run computer viruses. Word therefore allows you to prevent them running, since for most documents they are unnecessary. However, for Chronolator they are essential.

The following pages show you how to allow Chronolator macros to run without compromising your computer.

## DIGITALLY SIGNED MACROS

Chronolator Version 4.0 macros are 'digitally signed' by **Berrick Computing Ltd**, which means that Word checks they have not been tampered with since they were published. If they have been, Word will not allow them to run.

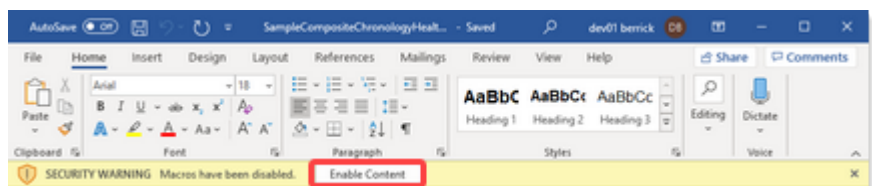
You can choose to trust all documents signed by Berrick Computing Ltd, in which case Chronolator Documents will always run macros when you open them. This document shows you how.

💡 Sometimes your IT department might prevent you from making the changes described below. If so, you might like to ask them to read [Group Policy settings for Chronolator Macros](#).

## ENABLING MACROS

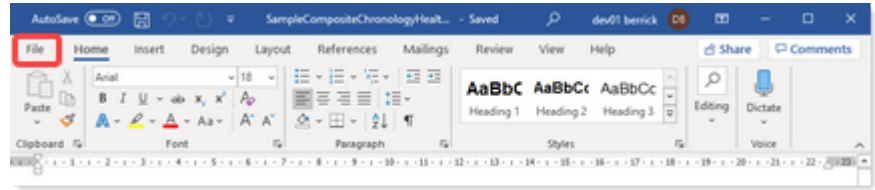
Word usually informs you it has disabled macros by displaying a message under the Ribbon, with an **Enable Content** button.

🕒 If you want to enable macros just this once, press **Enable Content**, and continue reading at [Licensing](#) (section 12.1.3)



🕒 If you want always to let macros run in this document, press **Macros have been disabled**, and continue reading at [Setting a level of Trust](#) in this section.

ⓘ If Word does not inform you it has disabled macros, press **File**, and continue reading at [Setting a level of Trust](#) in this section.



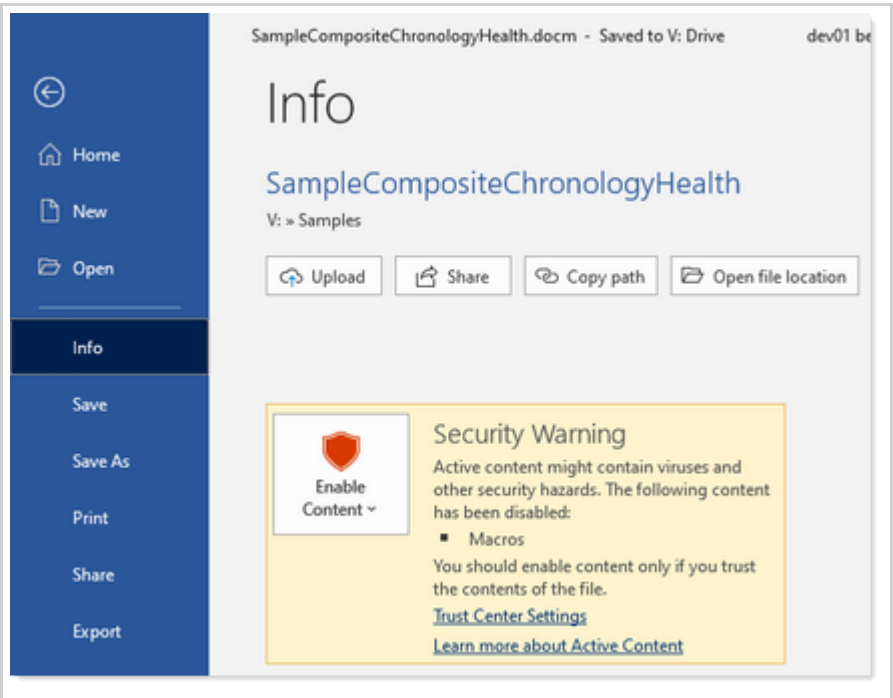
## SETTING A LEVEL OF TRUST

You can choose to enable macros each time you open a Chronolator Document. If you find that inconvenient, you can specify a level of trust in them:

- ⓘ To enable macros every time you open **a particular** Chronolator Document, make it a **Trusted Document**
- ⓘ To enable macros every time you open **any** Chronolator Document, you can make **Berrick Computing Ltd** a **Trusted Publisher**

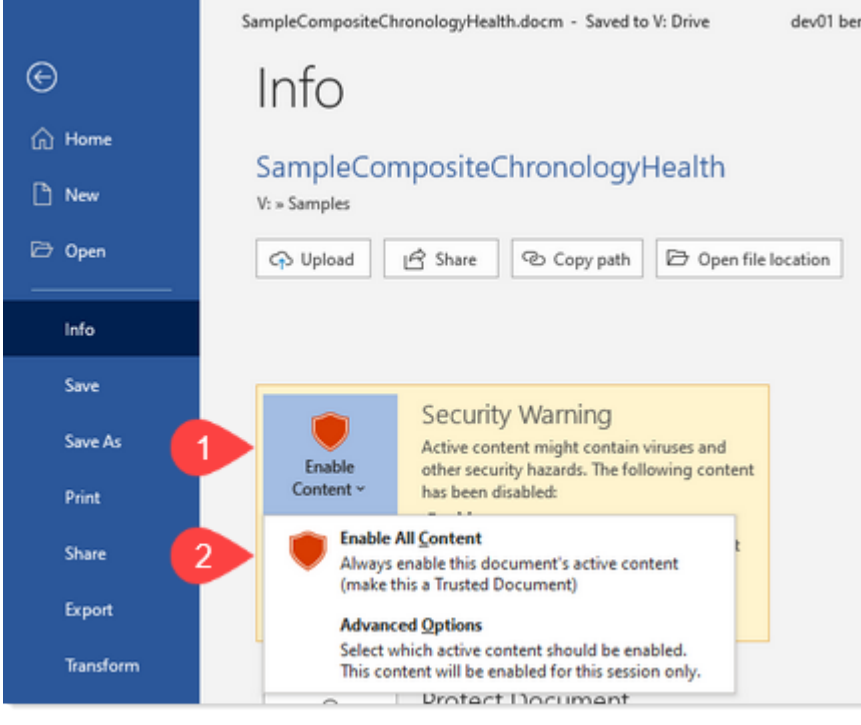
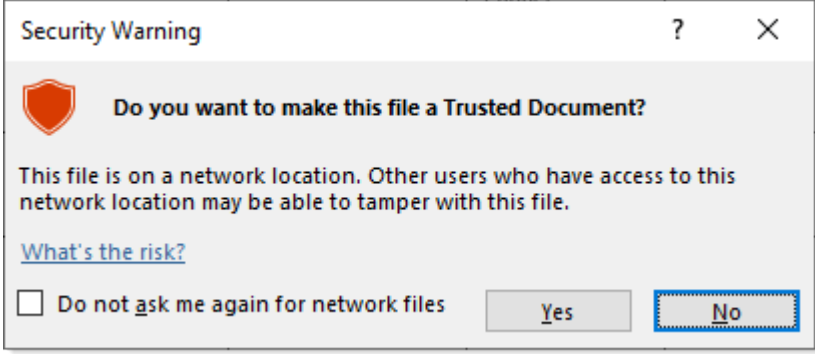
You set a level of Trust on the **Info** tab in Word's **Backstage View**.

You can get to **Backstage View** by pressing the **File** tab on the Ribbon, or by pressing **Macros have been disabled** if Word displayed a security warning when you opened a document.



## Making a Trusted Document

If you make the document a **Trusted Document**, Word will automatically enable macros in it whenever you open it.

<p>In <b>Backstage View</b>:</p> <p>Press <b>Enable Content</b> to see more options.</p> <p>Press <b>Enable All Content</b>.</p>	
<p>If the document is on a network location, Word might warn you about it.</p> <p>Press <b>Yes</b>.</p>	

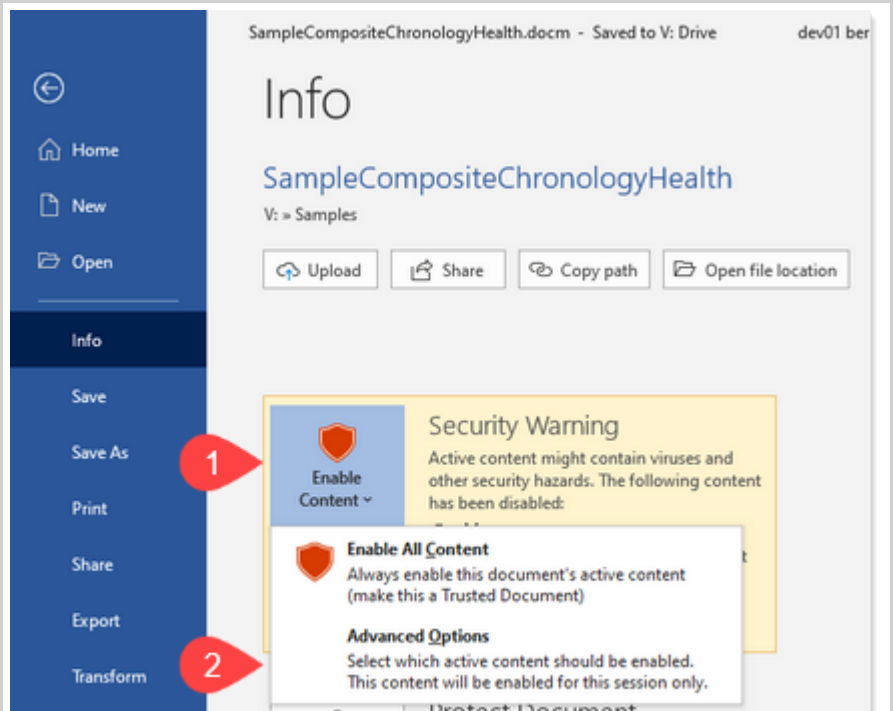
## Making Berrick Computing Ltd a Trusted Publisher

If you make Berrick Computing Ltd a **Trusted Publisher**, Word will automatically enable macros in this document and any other Chronolator Documents you receive in future.

In **Backstage View**:

Press **Enable Content** to see more options.

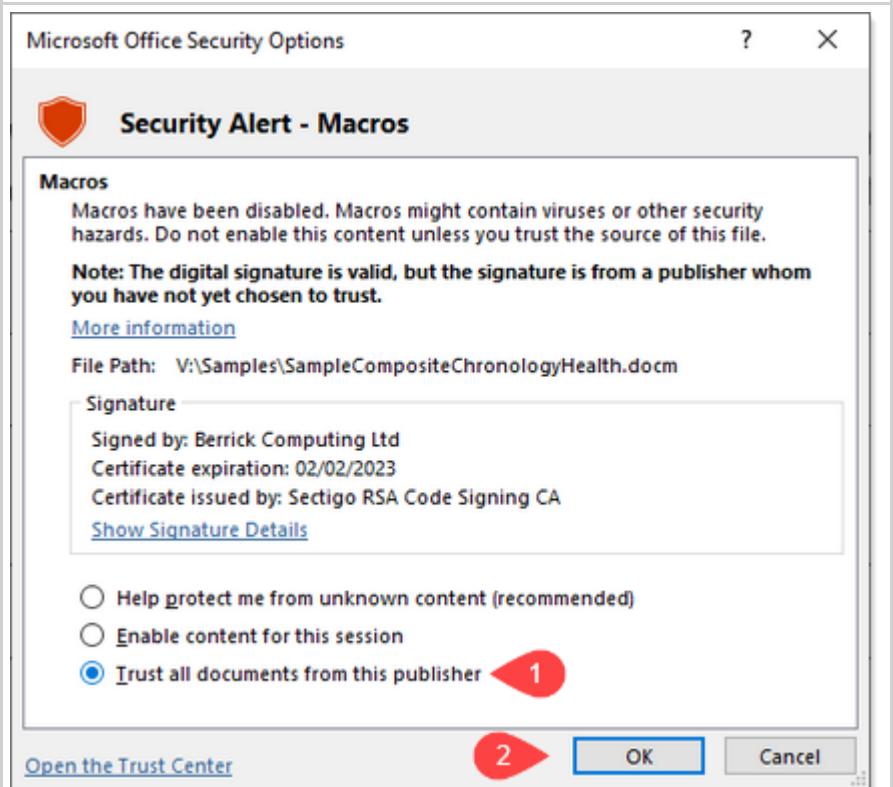
Press **Advanced Options**.



In the resulting **Microsoft Office Security Options** display:

Press **Trust all documents from this publisher**.

Press **OK**.



## WHAT IF I CANNOT ENABLE MACROS?

If for some reason you cannot enable macros, you can still update the document but you will not be able to use basic Word **Save** (you will get a message about macros being disabled). In that case, you should save your changes either:

- by using **Save As**, or
- by closing the document and making the relevant reply when Word asks you if you want to save changes

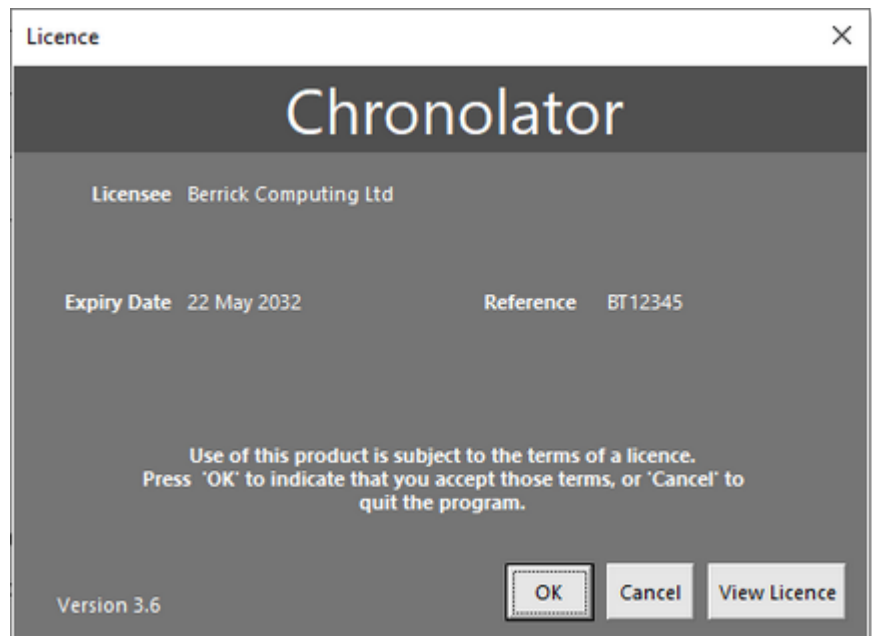
## 12.1.3 ACCEPTING THE LICENCE

Chronolator is licensed software. If macros have been properly enabled, a **Licence** screen is displayed when you open the Online Workbench or a Chronolator Document.

Press **OK** to continue using Chronolator.

Press **Cancel** if you do not agree to the licence terms. The document will close.

Press **View Licence** if you want to read the licence terms.



You are only asked to accept a licence once in a particular Microsoft Word session.

Further details about licensing can be found in [Appendix C](#) (section 10).

## 12.2 COMPLETING INTERNAL CHRONOLOGY DOCUMENTS

As a Case Review Administrator, you might not be particularly involved in entering data in the Chronolator Documents you create. However, as you might be asked about them it will be useful for you to know how they work and what they do. Details can be found in the [Using Chronolator Documents](#) manual, or you might like to watch the short video at [www.chronolator.com/tutorials/quickstart01-chronology-recipient/index.htm](http://www.chronolator.com/tutorials/quickstart01-chronology-recipient/index.htm).

One significant benefit of Chronolator which is described in the manual and video is that a Local Administrator can distribute an Internal Chronology to a number of people and merge their input into a Local Composite Chronology to be returned to you.

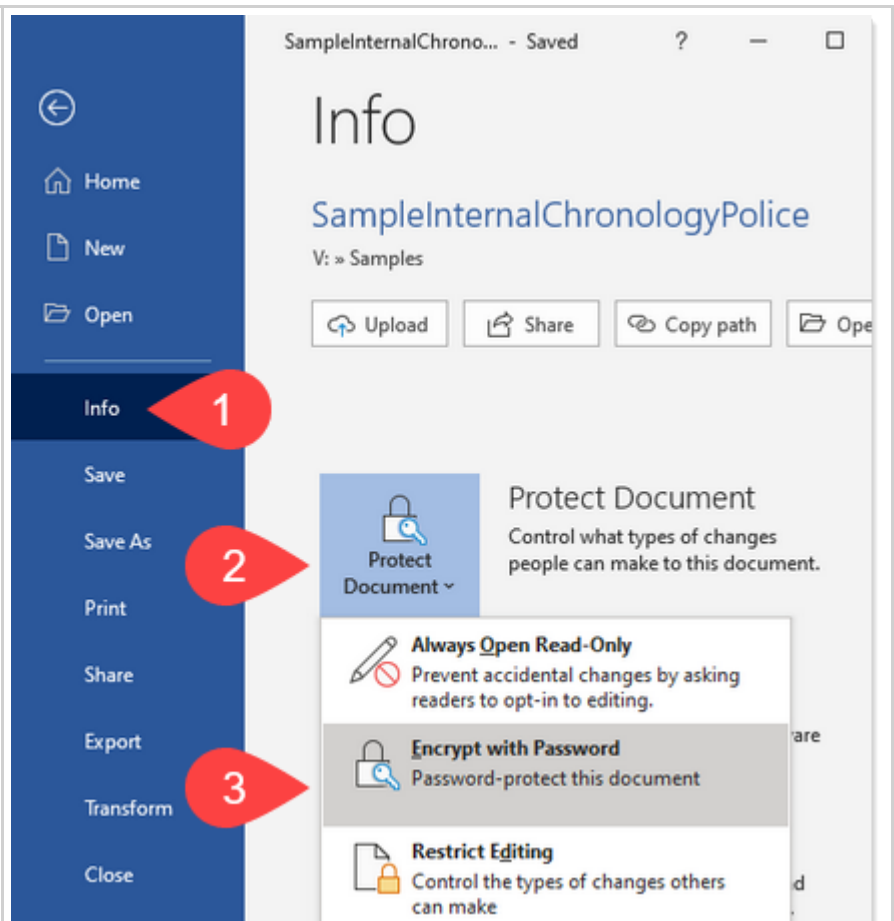
The flowcharts in the [Chronolator Process Summary](#) (section 2.1) illustrate the flow of documents between administrators and data collectors

## 12.3 PROTECTING A DOCUMENT WITH A PASSWORD

Word can protect your document with a password. Consult Word Help for full details, but here are two methods.

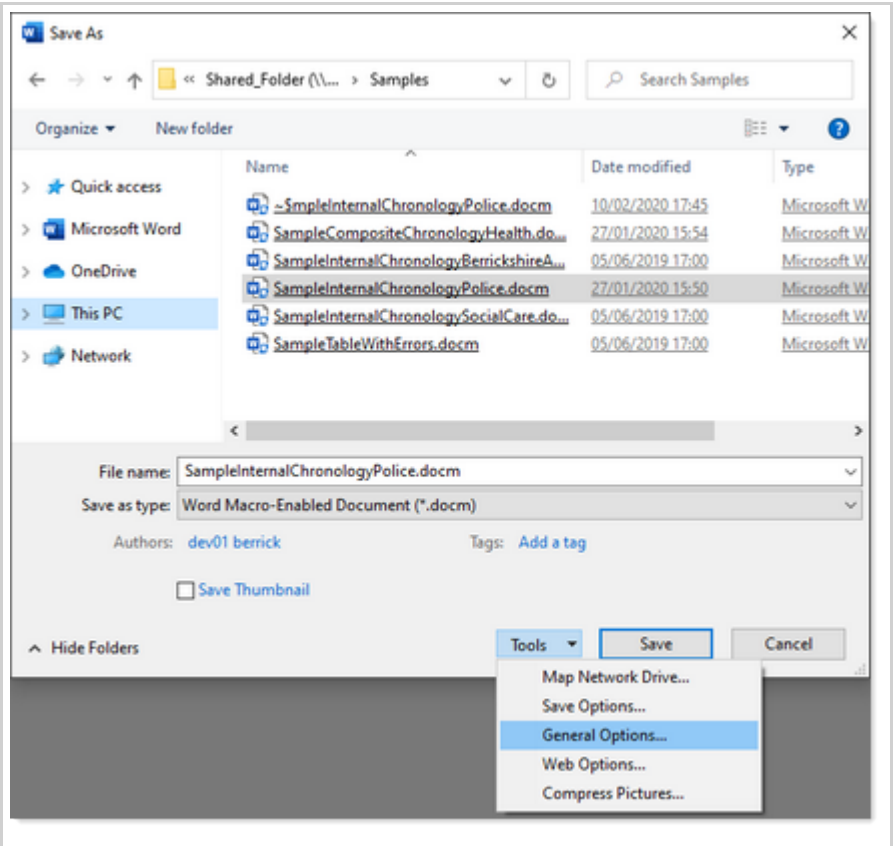
## USING THE FILE TAB

Press the **File** tab on the Ribbon, and then press **Info > Protect Document > Encrypt with Password** and follow the ensuing instructions.



## USING SAVE AS

You can also password-protect a document by clicking on the **Tools** > **General Options** dropdown on the **Save As** dialog.

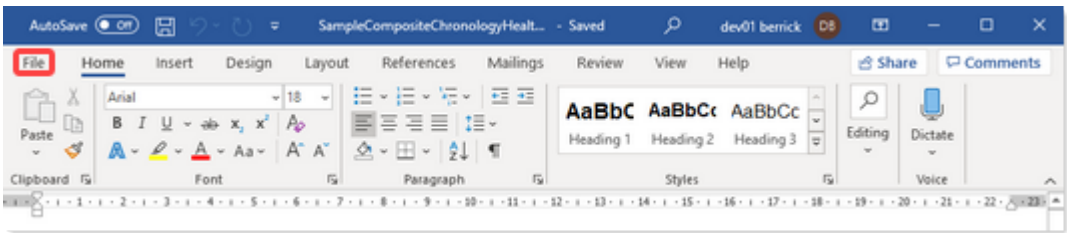


## 12.4 THE TRUST CENTER

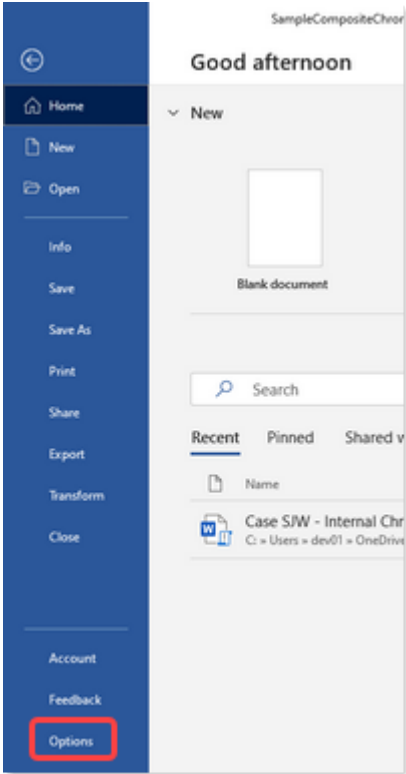
The **Trust Center** is where you set security options for Microsoft Word. It is found in the **Word Options** dialog.

OPENING THE WORD OPTIONS DIALOG

Press the *File* tab

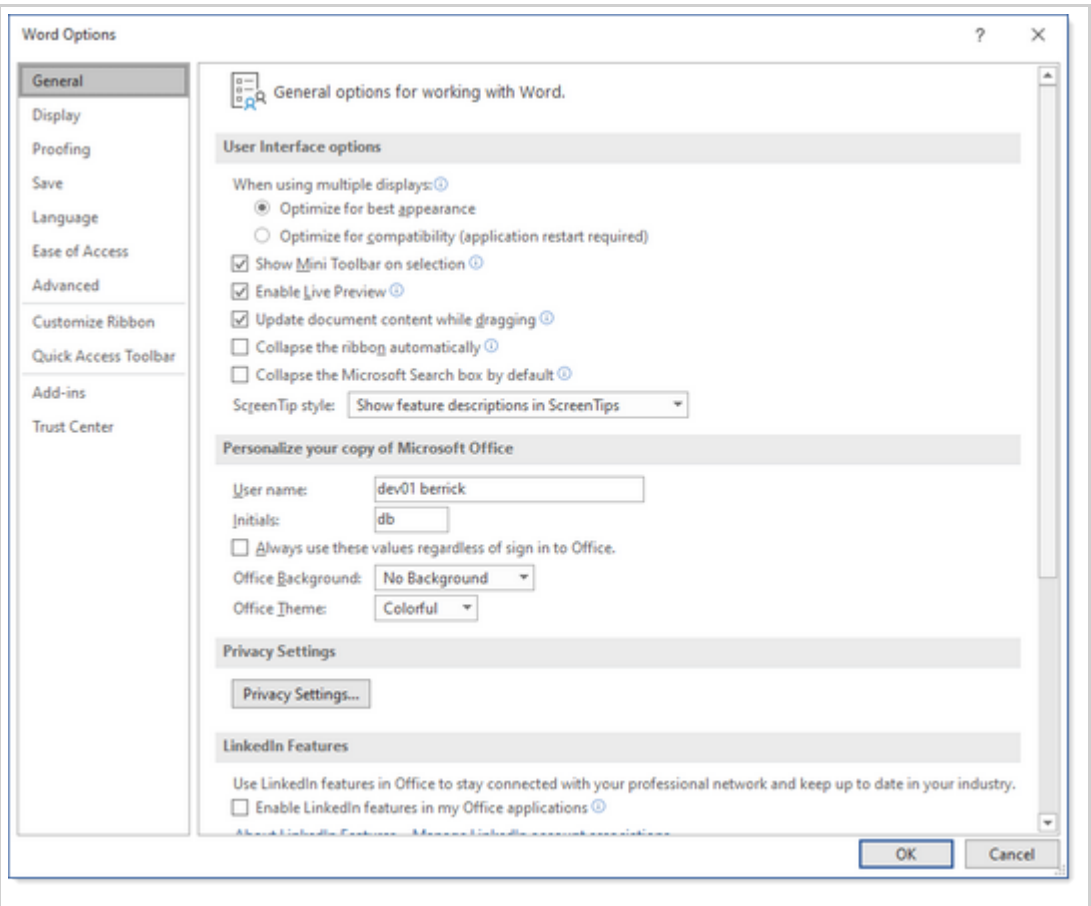
A screenshot of the Microsoft Word ribbon interface. The 'File' tab is highlighted with a red box. Other tabs visible include Home, Insert, Design, Layout, References, Mailings, Review, View, and Help. The ribbon shows various icons for file operations, editing, and formatting.

Press *Options*

A screenshot of the Microsoft Word Options dialog box. The 'Options' button at the bottom of the left sidebar is highlighted with a red box. The main area shows the 'New' section with a 'Blank document' button and a search bar. Below the search bar, there are tabs for 'Recent', 'Pinned', and 'Shared v'. A list of recent documents is visible, including 'Case SJW - Internal Chr'.

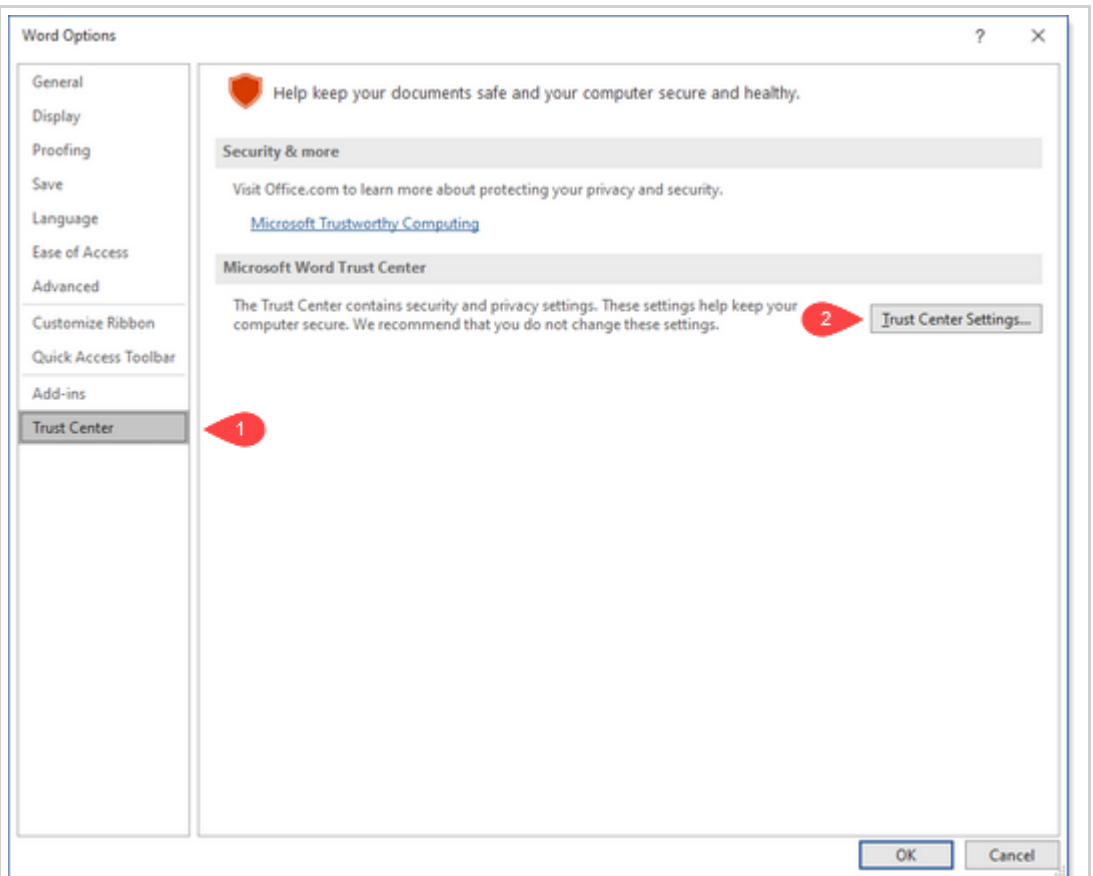


The **Word Options** dialog is displayed

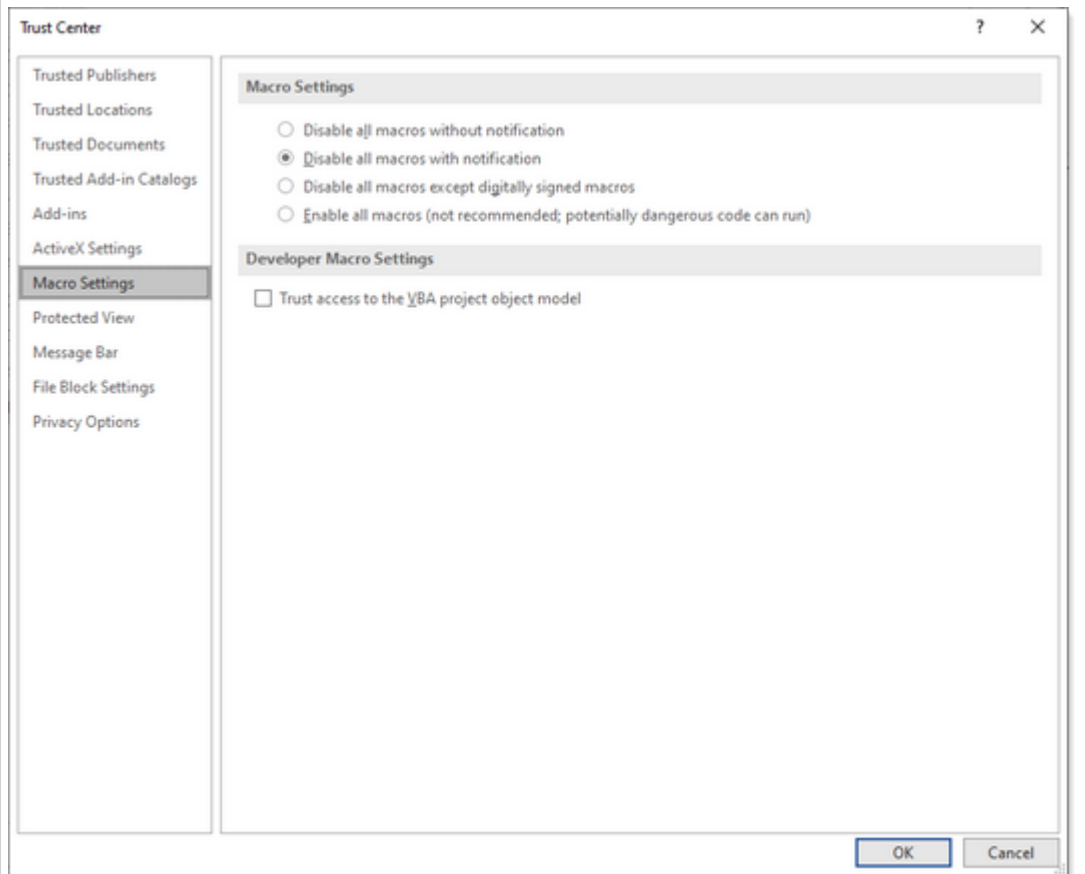


## THE TRUST CENTER

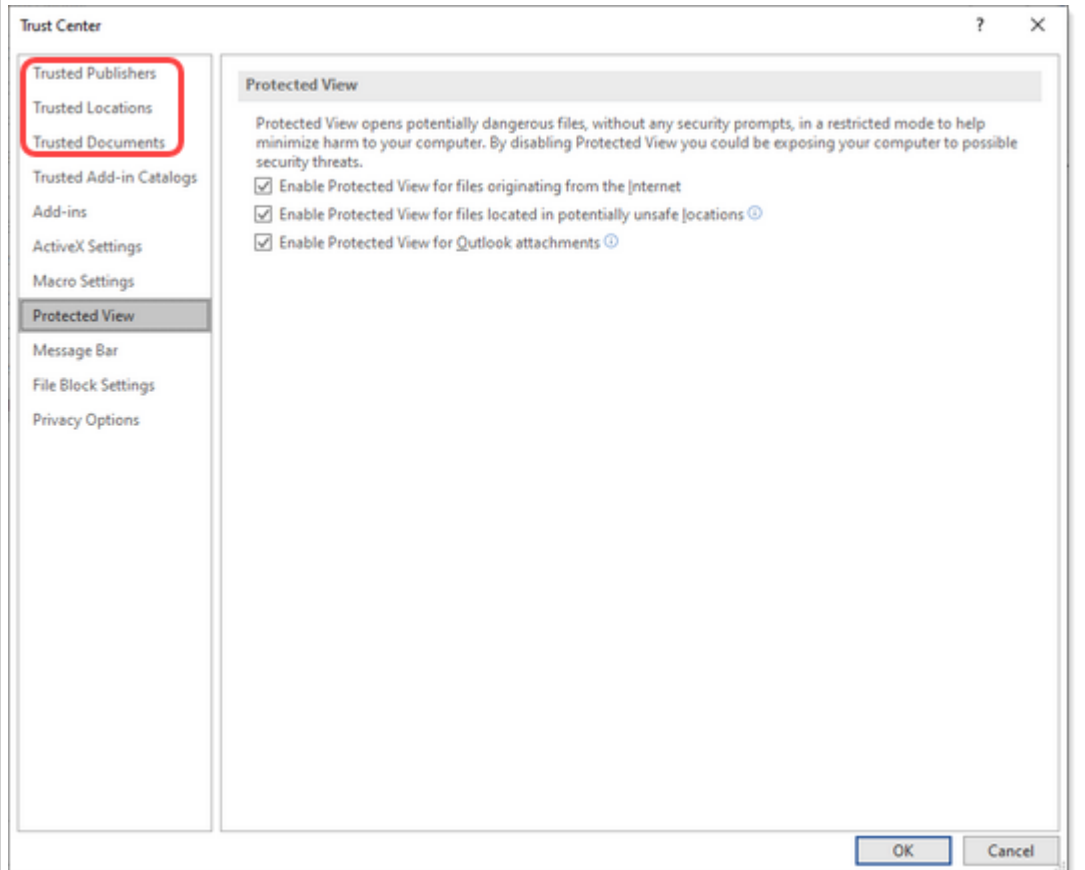
In the **Word Options** dialog, press **Trust Center**, then press **Trust Center Settings**.



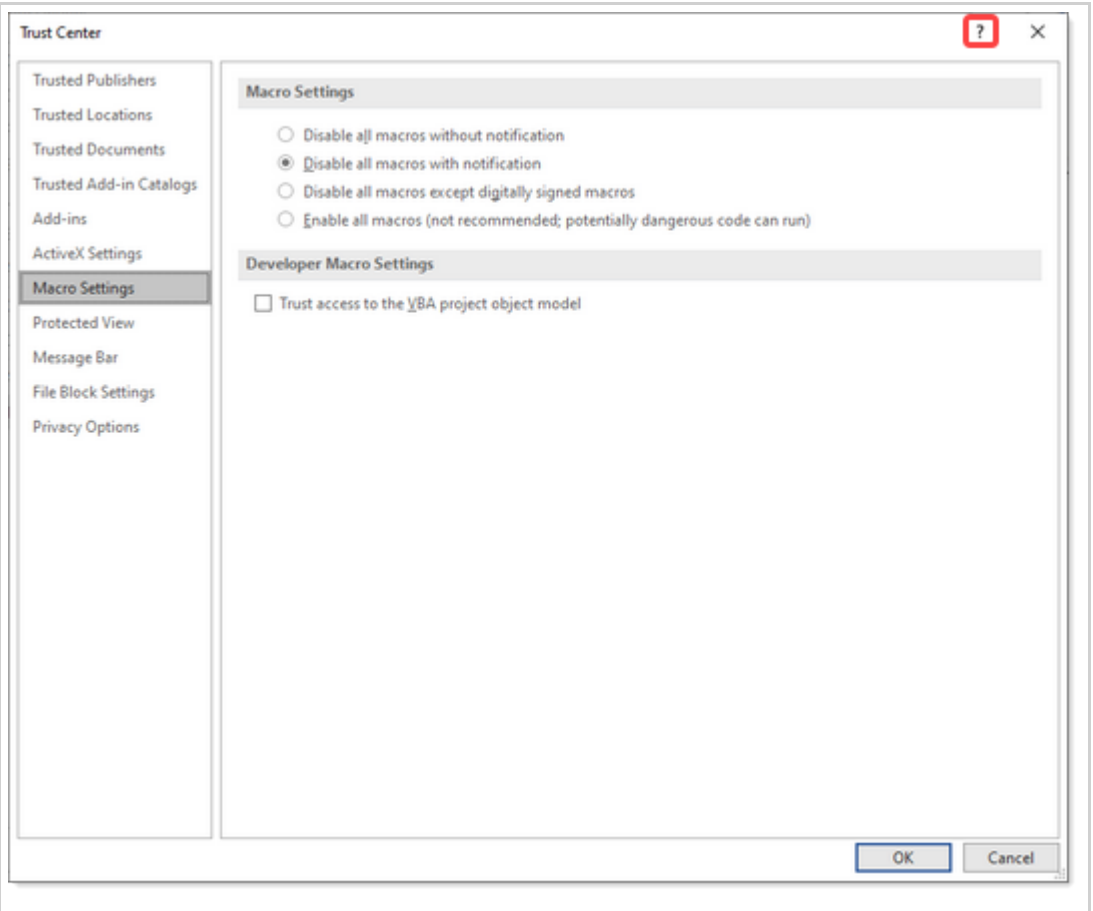
The **Macro Settings** button controls whether macros can run. When set as shown here, it works in conjunction with the **Message Bar** settings




The **Trusted Publishers**, **Trusted Locations**, **Trusted Documents**, and **Protected View** buttons work together to influence when a document opens in **Protected View**.



To find out more information about the settings you can make after pressing one of these buttons, click on it and press **?** at the top right hand corner of the display to open Word **Help** for the relevant topic.



## 12.5 SAMPLE COVERING EMAIL / LETTER

 This is some sample text you might want to use in a covering letter or email. If you want to preserve the links and formatting in it, use the 'Keep Source Formatting' or similar option when you copy it into another program such as Word or Outlook.

Please find attached the Serious Case Review document as discussed at the recent panel meeting. It is a special Word document which has been produced using Chronolator, the Chronology Tool. The first thing you should do is to ***save it in a suitable place on your computer or network.***

## TUTORIAL

If you would like to watch a brief tutorial about using Chronolator, please go to the Web page at [www.chronolator.com/tutorials/quickstart01-chronology-recipient](http://www.chronolator.com/tutorials/quickstart01-chronology-recipient).

## MACROS AND THE CHRONOLATOR TOOLBAR

Chronolator uses Word 'macros', and if you are prompted about them when you open the document you should ensure you allow them to run.

When you do, Chronolator will create a toolbar on the **Add-Ins** tab of the Word Ribbon.

If the toolbar does not appear, please check **Appendix A** in the [Using Chronolator Documents](#) (section 8.1) manual (see [www.chronolator.com/documentation/version-4.0](http://www.chronolator.com/documentation/version-4.0) if you have not received a copy) for possible causes.

If for some reason you cannot enable macros, you can still update the document but you will not be able to use basic Word **Save** (you will get a message about macros being disabled). In that case, you should save your changes either:

- by using **Save As**, or
- by closing the document and making the relevant reply when Word asks you if you want to save changes

## WHAT TO PUT IN THE TABLE

The first pages of the Chronolator document give you background to the case and instructions about what details to enter in the table and where to put them.

The table itself is pre-set with the columns agreed by the Case Review panel. Fill in the cells in the usual way using Word.



The document is a Word document, so you can change the font, the column widths, the shading and other cosmetic formatting, but you **must not add or remove columns or change the column headings** as Chronolator will be unable to check and process the table. If you do so by accident, you can create a suitable blank table at the end of the document by pressing **Admin > New Table** on the Chronolator toolbar.

## ENTERING EVENTS


You can enter events as the records come to hand, and use the Sort Tables button on the Chronolator toolbar to put them in date order. You can enter dates and times as they appear on the original records, and use the Format Dates button to put them into a consistent format.

## ERROR CHECKING

Every time you close the document, Chronolator will check that the table conforms to the specifications made by the Case Review Administrator, and that it is in chronological order.

All problems are flagged with the symbol . Non-blank invalid entries are highlighted in **turquoise**, and dates and times of out-of-sequence events are highlighted in **yellow**. If you rest your mouse on the , a description of the error is displayed.

You can scroll from one error to another using the video-like buttons on the Chronolator toolbar.

A full list of errors is also created at the end of the document. If you click on the  next to an error in the list, Chronolator will go to it in the document.

**CAUTION: Do not write anything after the error list as it will be deleted the next time Chronolator checks the document.**

**Please ensure that all errors are corrected before returning this document.**

You can get Chronolator to check the table at any time by pressing the **Check Tables** button, and it also

has many other features which you might find useful.

## COMBINING A NUMBER OF INDIVIDUAL CHRONOLOGIES FROM YOUR AGENCY


If you want to devolve responsibility for data collection to a number of other people, you can forward this document to them and then use Chronolator to merge their individual chronologies. The **Using Chronolator Documents** manual contains information about this and other features, together with some useful general tips about using Microsoft Word tables.

## FINDING OUT MORE ABOUT CHRONOLATOR

The **Using Chronolator Documents** manual contains more information, and also some useful tips about working with Word tables. There is also a set of video tutorials at [www.chronolator.com/tutorials](http://www.chronolator.com/tutorials).

If you have any problems please contact [Marion West@berrick-LSCB.gov.uk](mailto:Marion.West@berrick-LSCB.gov.uk), who will be able to advise you.

## 12.6 SAMPLE COVERING EMAIL FOR CHRONOLATOR DATA ENTRY USERS

 This is some sample text you might want to use in a covering letter or email. If you want to preserve the links and formatting in it, use the 'Keep Source Formatting' or similar option when you copy it into another program such as Word or Outlook.

Please find attached the Serious Case Review document as discussed at the recent panel meeting.

It is a special text document which has been produced using Chronolator, the Chronology Tool.

The first thing you should do is to ***save it in a suitable place on your computer or network***.

When you have done so, you can start to update it using the Chronolator Data Entry tool at [tools.chronolator.com/enter](http://tools.chronolator.com/enter). The tool has three main tabs:

- **Get started** - this is where you can open the file
- **Update** - add or update events here
- **Finish** - use this tab to save your work

There is also a **Settings** tab, and a **Help** one which explains most things about the tool and has a link to further Help should you need it.

## ENTERING EVENTS

You can enter events as the records come to hand, and use the **Sort** button on the Chronolator toolbar to put them in date order.

You can enter dates and times as they appear on the original records, and use the **Format** button to put them into a consistent format.

## ERROR CHECKING

Chronolator will check that any event you enter has all the required information, and will not allow you to save it if it does not.


If you want to check that events are in chronological order, use the Check button on the toolbar.

## RETURNING THE DOCUMENT

When you have finished, please save the file using one of the buttons on the **Finish** tab.

If you have any problems please contact [Marion West@berrick-LSCB.gov.uk](mailto:Marion.West@berrick-LSCB.gov.uk), who will be able to advise you.

## 12.7 ADVANCED MACROS

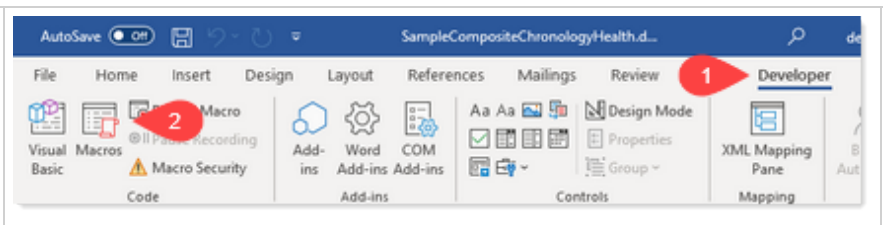
 You should usually only run these macros if asked to do so by Chronolator support staff.

The **Advanced** menu contains the following tools:

-  **c8EnvironmentCleanup**
-  **c8CleanupAddins**

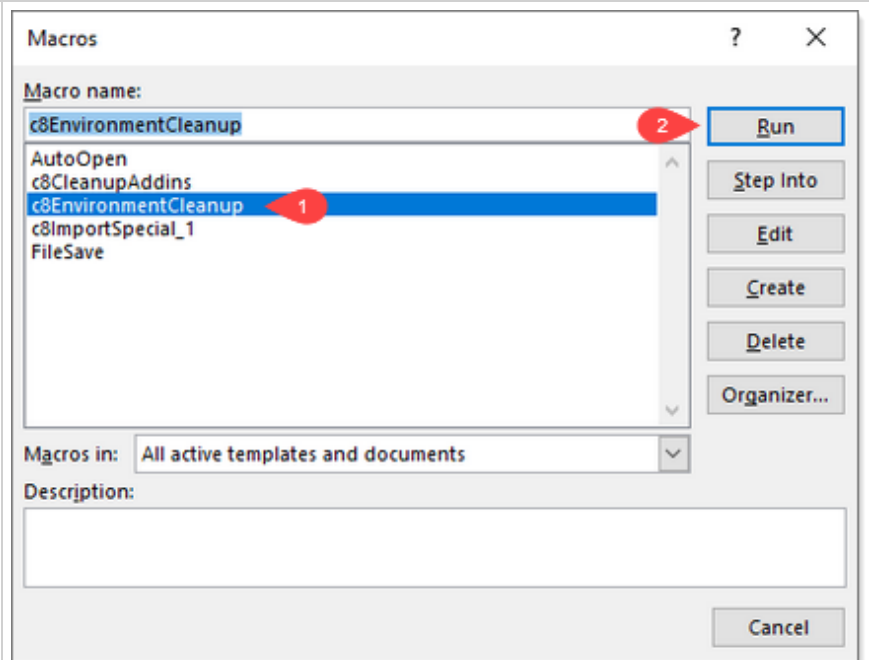
Some of these tools are also available using Word's **Run Macro** facility in case of problems with the standard Chronolator toolbar.


You run a macro by pressing **Macros** on the **Developer** tab of the Ribbon:

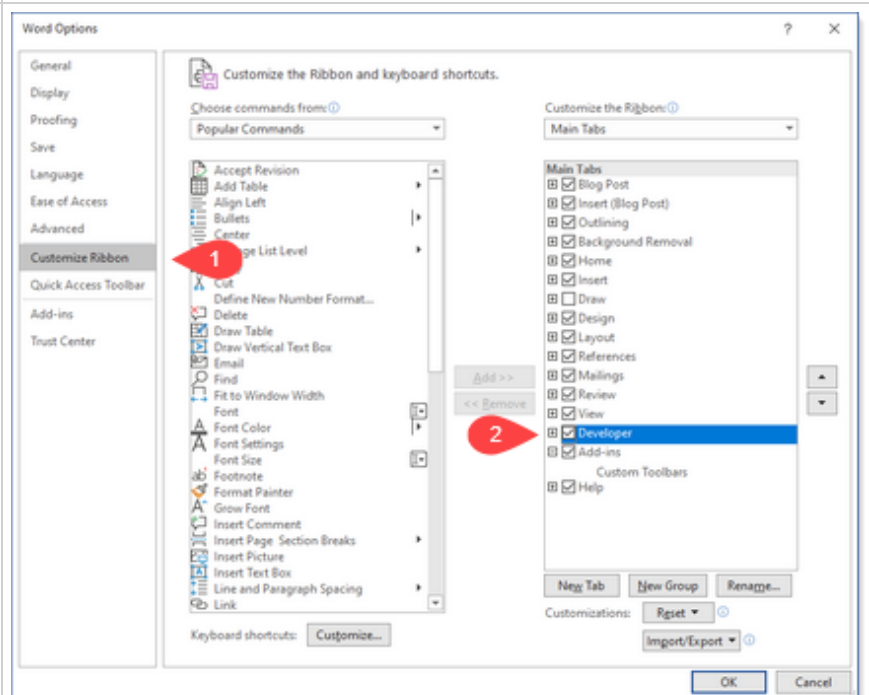


You will be asked which macro you want to run as shown here.

Select it and press **Run**.



 The **Developer** tab is only shown on the Ribbon if the Word Option **Customise Ribbon > Developer** is ticked:



## 12.7.1 CLEANING UP THE CHRONOLATOR ENVIRONMENT

Chronolator stores some settings in the user area of the Windows Registry, and sometimes saves your work in hidden Word documents. It removes these things when the last Chronolator document in a Word session is closed. If this removal were to fail (if Word crashes for example) it might affect opening the next Chronolator Document.

Macro **c8EnvironmentCleanup** performs the same clean-up that Chronolator does when it closes normally.



## 12.7.2 UNLOADING CHRONOLATOR ADD-INS

The last Chronolator Document to be closed in a Word session should unload any Chronolator Add-ins. If it fails to do so, you can run macro *c8CleanupAddins*, which will unload Chronolator Add-ins but leave any others you might use in place.

## 13 GLOSSARY

### A

#### **Abbreviations Glossary**

The Glossary contains Abbreviations and their Definitions that can be used to anonymise, personalise, search and navigate the chronology.

#### **Add-in**

A stand-alone Word document that can be used to add functions to a Chronolator Document.

#### **Add-ins**

A Chronolator Add-in is a stand-alone Word document that can be used to add functions to a Chronolator Document.

### C

#### **Case Details Wizard**

The tool in the Online Workbench that is used to define a new Chronology Document

#### **Case Review Administrator**

Someone who sets up a Chronology Document using the Online Workbench

#### **Chronolator Browser Tools**

Some tools that use your web browser (e.g. Chrome) to process chronologies.

It is important to note that only the software resides on the Web. Your chronologies stay on your computer, completely under your control. Their confidentiality is not compromised.

See [tools.chronolator.com](https://tools.chronolator.com).

#### **Chronolator Document**

A document containing one or more tables created by Chronolator

#### **Chronolator Documents**

Documents containing one or more tables created by Chronolator

#### **Chronolator Online Workbench**

The Word document (ChronolatorOnlineWorkbench.docm) used by a Case Review Administrator to create Chronolator chronology documents

#### **Chronology Document**

A document containing one or more tables created by Chronolator

#### **Composite Chronology**

A Chronolator Document containing information from two or more organisations or departments. Often referred to as a 'Multi-Agency Chronology'

## I

### **Internal Chronology**

A Chronolator Document specific to a particular organisation or department

### **ISO 8601**

ISO 8601 is an international standard covering the exchange of date- and time-related data. It was issued by the International Organization for Standardization (ISO) and was first published in 1988.

## J

### **JSON**

JavaScript Object Notation. A text-based format for storing and exchanging data. Can be read by any text editor, such as Notepad.

### **JSON parser**

Software that translates JSON into items that a computer can process.

## L

### **Local Administrator**

Someone who distributes an Internal Chronology for others to complete and then merges the results into a Composite Chronology

### **London Child Protection Procedures**

London Child Protection Procedures, Edition 4, p510 (London Safeguarding Children Board, 2010 ([www.londonscb.gov.uk](http://www.londonscb.gov.uk)))

## M

### **macros**

Macros are a standard feature of all Microsoft Office programs. They automate repetitive tasks and commands by using **Visual Basic for Applications** programs.

## O

### **Online Workbench**

The Word document (ChronolatorOnlineWorkbench.docm) used by a Case Review Administrator to create Chronolator chronology documents

## P

### **Preamble**

The first couple of pages in a new **Internal Chronology**. You can update it in any way you like: Chronolator does not check it.

### **Protected View**

A standard Word feature that protects your computer from viruses, worms, or other kinds of malware that can harm your computer.

Because Chronolator Documents contain macros, and macros can be used to create viruses, Word sometimes flags them as potentially harmful and opens them in Protected View.

## R

### **Ribbon**

The area at the top of the Word display

## S

### **Source Prefix**

Specifies the agency or organisation that provided the information about an event. You are prompted to enter it when you import a chronology into a Composite Chronology, and Chronolator adds it to the beginning of whatever is already in the **Source of Information** column.

## T

### **Trust Center**

The area in the Word Options dialog that lets you set security options.

### **txt**

A text file produced by one of the Chronolator Browser Tools. Although simple text, only the Tools can make sense of it.

## W

### **Windows Task Bar**

The area along the bottom of the screen.

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