



Version 4.0

Using Chronolator Samples

A practical guide to the main features of Chronolator

TABLE OF CONTENTS

1.	<i>About this document</i>	3
2.	<i>Chronology Document Toolbars</i>	4-6
3.	<i>About the sample documents</i>	7
4.	<i>About the Exercises</i>	8
5.	<i>Exercise 1 - Entering, formatting, and sorting events in an Internal Chronology</i>	9-13
6.	<i>Exercise 2 - Error Checking</i>	14-19
7.	<i>Exercise 3 - The Age and Interval Calculator</i>	20-23
8.	<i>Exercise 4 - Importing and Merging tables into a Composite Chronology</i>	24-33
9.	<i>Exercise 5 - Finding duplicated events</i>	34-40
10.	<i>Exercise 6 - Giving events a Reference Number</i>	41-44
11.	<i>Exercise 7 - Forcing events into order</i>	45-50
12.	<i>Exercise 8 - Highlighting events according to their agency or organisation</i>	51-58
13.	<i>Exercise 9 - Anonymising and Personalising a chronology</i>	59-65
14.	<i>Exercise 10 - Updating the Abbreviations Glossary</i>	66-71
15.	<i>Exercise 11 - Navigating a document and extracting events using the Abbreviations Glossary</i>	72-78
16.	<i>Exercise 12 - Making a narrative version of the chronology table</i>	79-85
17.	<i>Conclusion</i>	86
18.	<i>Appendix E - Supplementary information</i>	87
18.1.	<i>Opening a Chronolator Document</i>	87

18.1.1.	<i>Protected View</i>	87-89
18.1.2.	<i>Microsoft Word Macros</i>	89-95
18.1.3.	<i>Accepting the Licence</i>	95-96
19.	<i>Glossary</i>	97-101
20.	<i>Index</i>	102-103

1 ABOUT THIS DOCUMENT

This document contains a number of exercises using the Chronolator sample documents. Each exercise can be done on its own and should only take a few minutes to complete. If you are already familiar with the basic concepts of Chronolator, click [here](#) (section 4) to go straight to the exercises.

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

OTHER MAJOR DOCUMENTS

[Setting Up Chronolator Documents](#) describes how to create Chronolator Documents using the Chronolator Online Workbench, and how to distribute them.

[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.

SUPPLEMENTARY DOCUMENTS

The following supplementary documents are available in PDF format.

Chronolator Installation Verification Procedure	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.
Chronolator Version 4.0 Release Notes	Summarises the changes made between Chronolator Versions 3.5 and 4.0.
Getting a non-Chronolator review into Chronolator	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.
Group Policy Settings for Chronolator macros	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 CHRONOLOGY DOCUMENT TOOLBARS

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

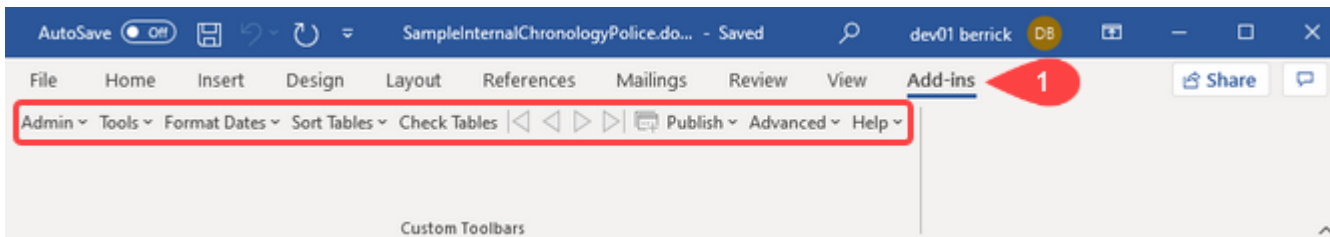
If a Chronolator toolbar does not appear, see [The Chronolator toolbar does not appear](#).

Different Chronology Document types have different toolbars as shown below.

COMMON BUTTONS

The **Advanced** and **Help** buttons are included on every toolbar. The former provides facilities that you should normally use only if asked to by Chronolator support. The latter provides links to this Help and to other learning tools.

THE INTERNAL CHRONOLOGY TOOLBAR



The **Internal Chronology toolbar** provides several features to simplify the production of an accurate chronology which can easily be merged with others. These features are described in detail elsewhere in this Help, but here is a summary of what they do:

The **Admin** menu has buttons for various administrative tasks, such as:

- viewing internal information about the document
- creating a Composite Chronology containing chronologies from different departments and organisations

The **Tools** menu helps you:


- calculate the interval between two dates
- use the Abbreviations Glossary to search through, anonymise and re-personalise a document
- find duplicated rows
- add reference numbers to a chronology, and specify the order of events on a day when their exact times are unknown
- highlight events according to the agency that reported them
- use Chronolator Add-ins to provide additional functions

The **Format Dates** menu changes dates and times to a consistent format, including options to include the day of the week.

The **Sort Tables** menu sorts the rows of a table into ascending or descending date and time order.

The **Check Tables** button checks the data in a document on demand (Chronolator also checks it when you close an Internal Chronology document).

The  buttons navigate from one error to the next.

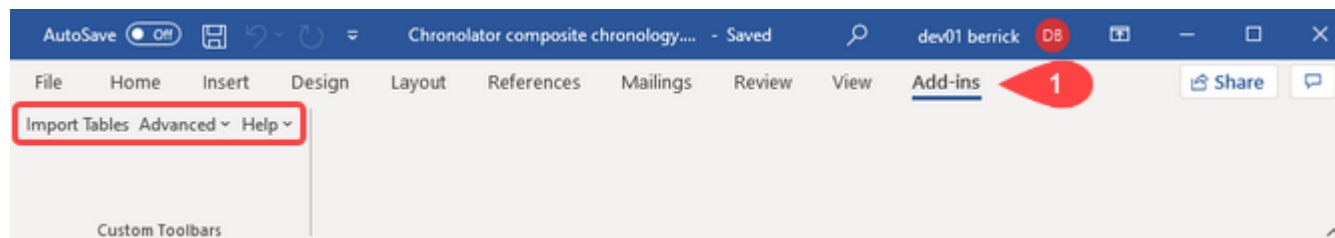
The  button takes you to list of errors at the end of the document.

The **Publish** menu creates an exact copy of the document without any Chronolator macros. It also allows you to produce the chronology table in several narrative formats, and to produce an analysis of the chronology.

The **Advanced** menu contains some functions that should normally only be used if you are asked to do so by Chronolator support staff.

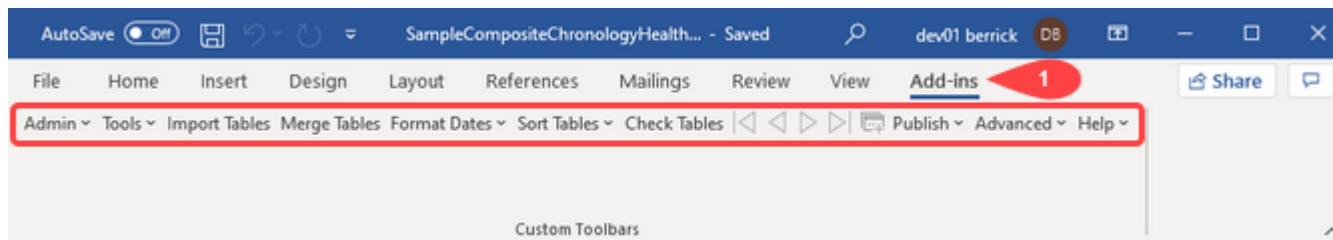
The **Help** menu provides links to this Help and other learning tools.

THE NEW COMPOSITE CHRONOLOGY TOOLBAR



A new Composite Chronology does not 'know' anything about the case it is going to include - it gets that information from the first chronology you import. To keep the toolbar simple, the **New Composite Chronology toolbar** only includes a button to *Import Tables* from a chronology.

THE OLD COMPOSITE CHRONOLOGY TOOLBAR



The **Old Composite Chronology toolbar** is the same as the *Internal Chronology toolbar* in this section, with the addition of the *Import Tables* and *Merge Tables* buttons.

3 ABOUT THE SAMPLE DOCUMENTS

The sample documents can be used to practise using Chronolator and to familiarise yourself with its main features. They include an Internal Chronology containing a number of errors and some error-free Internal and Composite Chronologies. Each one is briefly described in the table below.

You can open each sample and experiment, or if you prefer to take a more structured approach you can follow some of the exercises later on in this document.

If you save any changes you make but want to go back to the original versions, you can always download them again from www.chronolator.com/downloads/download-samples.htm.

Sample	Description
<i>SampleTableWithErrors</i>	An Internal Chronology containing examples of most of the problems Chronolator looks for in a chronology, such as missing entries.
<i>SampleInternalChronologyPolice</i>	An error-free Internal Chronology.
<i>SampleInternalChronologySocialCare</i>	An error-free Internal Chronology.
<i>SampleInternalChronologyBerrickshireAmbulance</i>	An error-free Internal Chronology.
<i>SampleCompositeChronologyHealth</i>	An anonymised error-free Composite Chronology such as might have been assembled by the Designated Professional in the diagram in the Using Chronolator Documents help or manual .

4 ABOUT THE EXERCISES

The exercises in the following sections will help you become familiar with Chronolator's main features. Choose which ones you want to do - there is no need to do them all in order.

For more information about these features and other tools, refer to the [Using Chronolator Documents](#) manual.

All the exercises assume that the sample documents have not been changed. If that is not the case, you can download them again from www.chronolator.com/downloads/download-samples.htm.



Word might require you to allow some actions each time you open a sample document. 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 18.1.1)
- [Enabling macros](#) (section 18.1.2)
- [Licensing](#) (section 18.1.3)


Chronolator often displays a completion message of some kind after it has done a bit of processing. Also, some tools stay open so you can use them repeatedly while checking results in the background. Unless it is important for the exercise, the instructions below do not mention these things: just press **OK**, **Close**, or whatever you need to dismiss the message or tool and carry on.

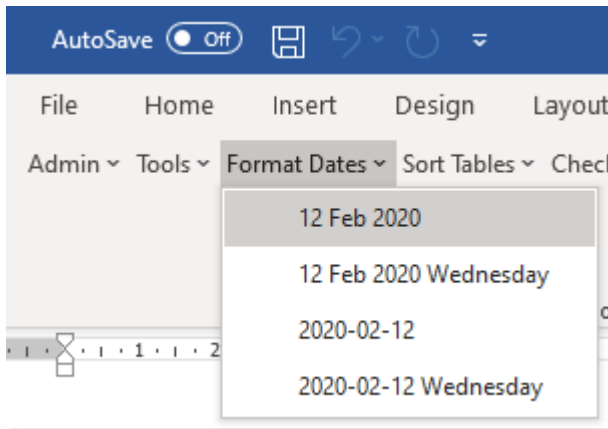
If you are using Word's **Auto-save** feature, a red box will be added to the document header at every auto-save interval. You can safely ignore it.

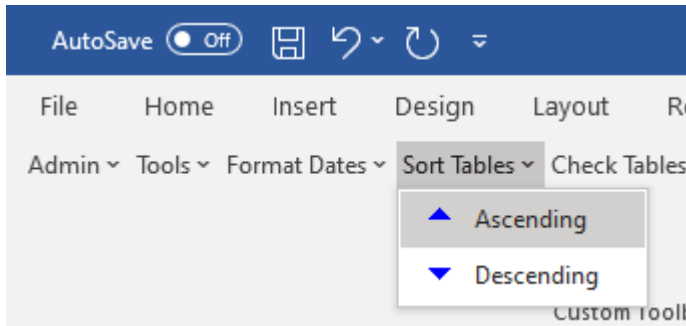
*This document has been produced using an Unlicensed Version of Chronolator, the Chronology Tool. Licensed Versions will not produce this mark.
Copyright © 2004-2019 Berrick Computing Ltd*

5 EXERCISE 1 - ENTERING, FORMATTING, AND SORTING EVENTS IN AN INTERNAL CHRONOLOGY


Chronolator has a number of features to help you quickly transcribe events from other sources and produce a high quality chronology which meets the requirements of the Case Review Administrator.

Step	Action	What to expect and other comments
1	Read Chronolator Toolbars (section 2) and About the Exercises (section 4) if you have not already done so.	
2	Open SampleInternalChronologyPolice .	
3	Click in the bottom right hand cell of the table.	
4	Press the Tab key on the left of your keyboard:	<p>A new row is added to the table.</p> <div>  <p>💡 You can add events to the bottom of the table as new records come to hand. There is no need to hunt around in the table looking for where they should go - you can use Chronolator to put them in the right order.</p> </div>

Step	Action	What to expect and other comments																		
5	Type 16feb13 in the Date Column. Type 1pm in the Time column. Type My first new event in the Comments column.	<div>💡 The dates and times are exactly as you might have found them in some paper records. Being able to do this lessens the possibility of errors in transcription.</div>																		
6	Press the Tab key to add a new row to the table.																			
7	Type 22/5/12 in the Date Column. Type 2.30 in the Time column. Type Another new event in the Communication - within agency column.	<p>The bottom two rows should now look like this:</p> <table><tr><td>16feb13</td><td>1pm</td><td></td><td></td><td></td><td></td><td></td><td></td><td>My first new event</td></tr><tr><td>22/5/12</td><td>2.30</td><td></td><td></td><td></td><td>Another new event</td><td></td><td></td><td></td></tr></table>	16feb13	1pm							My first new event	22/5/12	2.30				Another new event			
16feb13	1pm							My first new event												
22/5/12	2.30				Another new event															
8	Press Format Dates and press the first option from the list that drops down: <div></div>	<p>The dates and times are put into the specified format:</p> <table><tr><td>16 Feb 2013</td><td>13:00</td><td></td><td></td><td></td><td></td><td></td><td></td><td>My first new event</td></tr><tr><td>22 May 2012</td><td>02:30</td><td></td><td></td><td></td><td>Another new event</td><td></td><td></td><td></td></tr></table> <div><div>💡 Format Dates formats times as well.</div></div>	16 Feb 2013	13:00							My first new event	22 May 2012	02:30				Another new event			
16 Feb 2013	13:00							My first new event												
22 May 2012	02:30				Another new event															

Step	Action	What to expect and other comments																																																						
9	<p>Press <i>Sort Tables</i> and press <i>Ascending</i>:</p> 	<p>The events that you added are put in the right places in the table:</p> <table><tr><th>Date</th><th>Time</th><th>Source of Information</th><th>Family Contact - Child</th><th>Family Contact - Adult</th><th>Communication - within agency</th><th>Communication - external to agency</th><th>Response or Outcome</th><th>Comments</th></tr><tr><td>03 Feb 2012</td><td></td><td>Berrick New Town Station log</td><td></td><td>Ms F calls police stating HF has not returned home. Believed to be out with friends..</td><td></td><td></td><td>Found by BTP and taken home at 0805</td><td></td></tr><tr><td>22 May 2012</td><td>02:30</td><td></td><td></td><td></td><td>Another new event</td><td></td><td></td><td></td></tr><tr><td>15 Feb 2013</td><td></td><td>Berrick New Town Station log</td><td></td><td>Ms F reports HF missing</td><td></td><td></td><td></td><td></td></tr><tr><td>15 Feb 2013</td><td></td><td>PC1 notebook</td><td></td><td>HF stops PC1 on Berry Street and reports having his mobile phone stolen</td><td></td><td></td><td>Crime reported, ref 12345</td><td></td></tr><tr><td>16 Feb 2013</td><td>13:00</td><td></td><td></td><td></td><td></td><td></td><td></td><td>My first new event</td></tr></table>	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments	03 Feb 2012		Berrick New Town Station log		Ms F calls police stating HF has not returned home. Believed to be out with friends..			Found by BTP and taken home at 0805		22 May 2012	02:30				Another new event				15 Feb 2013		Berrick New Town Station log		Ms F reports HF missing					15 Feb 2013		PC1 notebook		HF stops PC1 on Berry Street and reports having his mobile phone stolen			Crime reported, ref 12345		16 Feb 2013	13:00							My first new event
Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments																																																
03 Feb 2012		Berrick New Town Station log		Ms F calls police stating HF has not returned home. Believed to be out with friends..			Found by BTP and taken home at 0805																																																	
22 May 2012	02:30				Another new event																																																			
15 Feb 2013		Berrick New Town Station log		Ms F reports HF missing																																																				
15 Feb 2013		PC1 notebook		HF stops PC1 on Berry Street and reports having his mobile phone stolen			Crime reported, ref 12345																																																	
16 Feb 2013	13:00							My first new event																																																

Step	Action	What to expect and other comments
10	Close <i>SampleInternalChronologyPolice</i> without saving changes.	<div data-bbox="922 293 1720 919"> <p>Chronolator Message</p> <p>Document contains errors - do you want to close it?</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> <p>Message Reference Number 3005 More information may be found in the Messages section of the manuals.</p> <p>Version 3.5</p> <p>OK Cancel</p> </div> <p>Chronolator checks the document for errors.</p> <p>When the check completes, Message 3005 is displayed, asking you to correct the errors before returning the document.</p> <div data-bbox="922 932 2128 1040"> <p>💡 Internal Chronologies are checked every time they are closed, helping to ensure that administrators receive error-free documents.</p> </div> <div data-bbox="922 1082 2128 1279"> <p>💡 One of the checks that Chronolator makes is that certain columns must always be completed. This exercise deliberately did not ask you to type anything in the mandatory Source of Information column so you could see what happens when you close a document containing errors.</p> </div>

Step	Action	What to expect and other comments
11	Press OK as if you want to correct the errors later.	<p>The document closes.</p> <div> You would press Cancel if you wanted to keep the document open and correct the errors.</div>

In this exercise, you have learnt that:

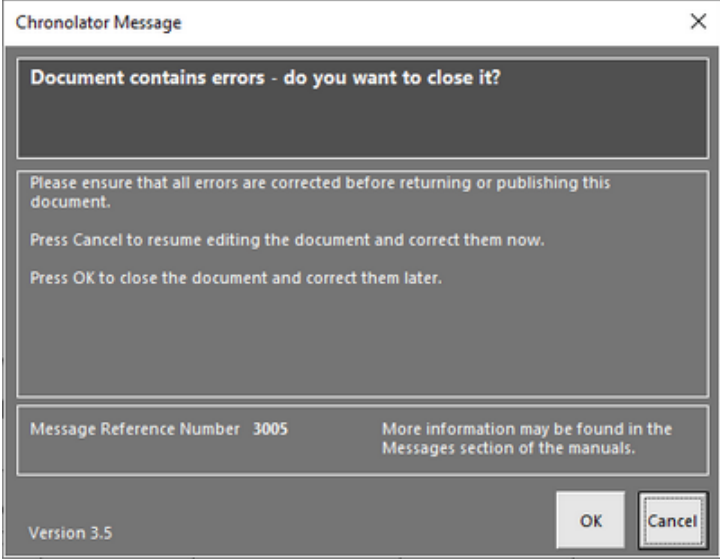


- you can add new events at the bottom of the chronology table and let Chronolator put them in order
- you can enter dates and times exactly as written on the source records and let Chronolator put them in a consistent format
- Chronolator checks an Internal Chronology for errors every time it is closed.

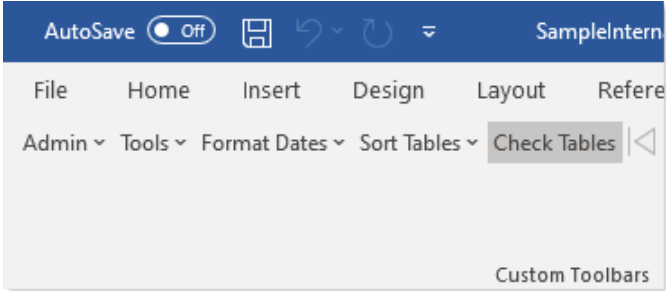
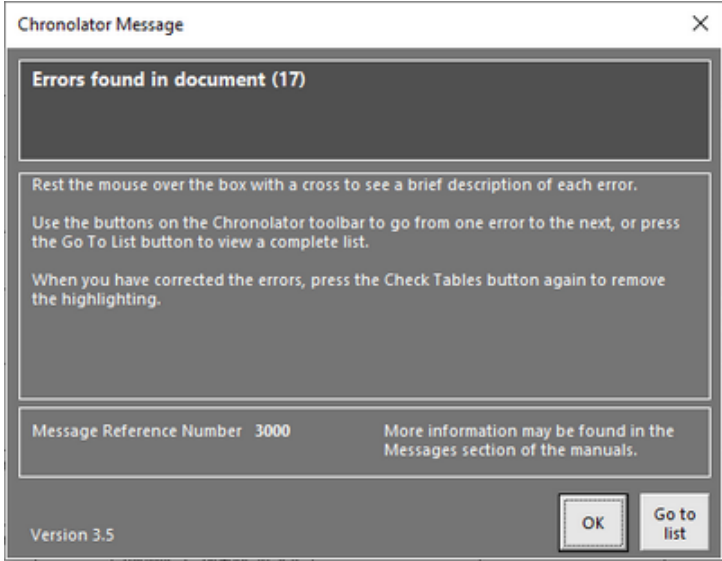

[Exercise 2 - Error Checking](#) (section 6) has more information about the sort of errors Chronolator detects, how you can find out more about them, and how you can check for them whenever you want.

6 EXERCISE 2 - ERROR CHECKING

Chronolator automatically checks for errors every time an Internal Chronology is closed. It does not save the details about any errors it finds unless you save the document, so you can also check for them at any time by pressing the **Check Tables** button on the toolbar.

Chronolator checks the document for errors.



























































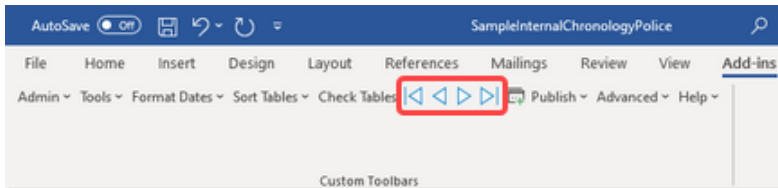
Step	Action	What to expect and other comments
1	Read <i>Chronolator Toolbars</i> (section 2) and <i>About the Exercises</i> (section 4) if you have not already done so.	
2	Open <i>SampleTableWithErrors</i> .	
3	Close <i>SampleTableWithErrors</i> .	 <p>Chronolator checks the document for errors.</p> <p>When the check completes, Message 3005 is displayed, asking you to correct the errors before returning the document.</p> <p> Internal Chronologies are checked every time they are closed, helping to ensure that administrators receive error-free documents.</p>
4	Press OK .	<p>The document closes.</p> <p> You would press Cancel if you wanted to keep the document open and correct the errors.</p>

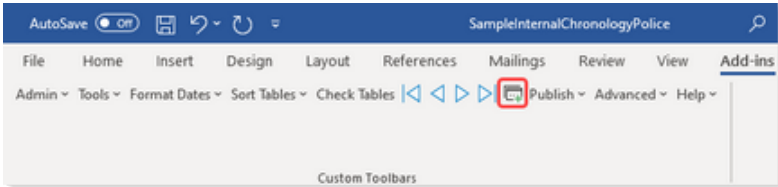
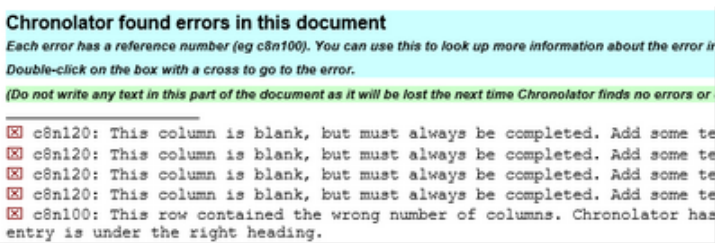


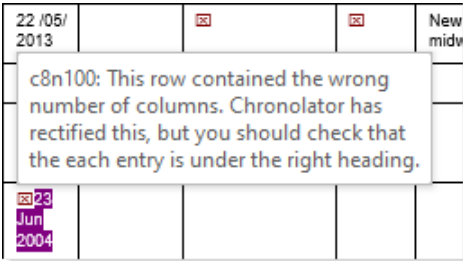

Step	Action	What to expect and other comments
5	Open <i>SampleTableWithErrors</i> .	
6	Press <i>Check Tables</i> . 	 <p>Chronolator checks the document for errors.</p> <p>When the check completes, Message 3000 is displayed, asking you to correct the errors before returning the document.</p> <div>  Chronolator has been designed so that there is little need to read the extensive documentation. Its messages usually have enough information in them for you to know what to do next. </div>

Step	Action	What to expect and other comments
7	Press OK .	<div data-bbox="1003 284 1720 845"> <p>Chronolator Message</p> <p>Some rows had the wrong number of columns - fix these first</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> <p>Message Reference Number 3001 More information may be found in the Messages section of the manuals.</p> <p>Version 3.5</p> <p>OK</p> </div> <p>Message 3001 is displayed.</p> <div data-bbox="1733 384 2123 639"> <p>💡 Chronolator can correct rows which have the wrong number of columns, but it cannot be sure that it has placed information under the correct heading.</p> </div>

Using Chronolator Samples


17

Step	Action	What to expect and other comments																																																																																																																								
8	Press OK .	<p>The document is displayed with errors highlighted. A flag like this  is shown to the left of each error:</p> <table><tr><th>Date</th><th>Time</th><th>Source of Information</th><th>Initials</th><th>Family Contact - Child</th><th>Family Contact - Adult</th><th>Communication - within agency</th><th>Communication - external to agency</th><th>Response or Outcome</th><th>Comments</th></tr><tr><td></td><td></td><td>GP records</td><td></td><td>Mother seen by GP1. Pregnant. ?date of LMP.</td><td>GP completes antenatal referral to St Salome's</td><td></td><td></td><td></td><td>This row has no date</td></tr><tr><td>22 /05/ 2013</td><td></td><td></td><td></td><td>New booking visit by midwife 1. No concerns.</td><td></td><td></td><td></td><td></td><td>This row has no Source</td></tr><tr><td> 23 Jun 2004</td><td></td><td></td><td></td><td></td><td></td><td></td><td> This row has too few columns</td><td></td><td></td></tr><tr><td> 23 Jun 2004</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td> This row has too many columns</td></tr><tr><td> 34 May 2013</td><td> 13.00am</td><td>Antenatal records no 5578</td><td>SD</td><td>Routine antenatal visit by midwife 2. No concerns.</td><td></td><td></td><td></td><td></td><td>This row has an invalid date and time</td></tr><tr><td>23 Jun 2013</td><td>1 am</td><td>Antenatal records no 9012</td><td>SD</td><td>Routine antenatal visit by midwife 1. No-one in. left note, to call tomorrow.</td><td></td><td></td><td></td><td></td><td>This row is OK</td></tr><tr><td>24 Jun 2013</td><td>2 pm</td><td>Antenatal records no 9876</td><td>SD</td><td>Routine antenatal visit by midwife 1. No concerns.</td><td>Antenatal observation of mother satisfactory.</td><td></td><td></td><td></td><td>This row is OK</td></tr><tr><td>30 Jun 2013</td><td>20.10</td><td>Antenatal records no 9876</td><td></td><td> see above</td><td></td><td></td><td></td><td> as above</td><td>References to rows above can become erroneous when in a composite chronology</td></tr><tr><td> 21 May 2013</td><td></td><td>Community Midwifery records</td><td>SD</td><td>Routine postnatal visit by midwife 1. No concerns.</td><td></td><td></td><td></td><td></td><td>This row is almost OK but the date is earlier than a previous date</td></tr><tr><td>24 07 2013</td><td></td><td>Community Midwifery records</td><td></td><td>Routine postnatal visit by midwife 2. No concerns.</td><td></td><td></td><td></td><td></td><td>This row is OK</td></tr><tr><td>20 Sep 2013</td><td></td><td>Community Midwifery records</td><td> SD</td><td>Routine postnatal visit by midwife 2. No concerns.</td><td></td><td></td><td></td><td></td><td>This row has some initials which are not in the glossary</td></tr></table>	Date	Time	Source of Information	Initials	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments			GP records		Mother seen by GP1. Pregnant. ?date of LMP.	GP completes antenatal referral to St Salome's				This row has no date	22 /05/ 2013				New booking visit by midwife 1. No concerns.					This row has no Source	 23 Jun 2004							 This row has too few columns			 23 Jun 2004									 This row has too many columns	 34 May 2013	 13.00am	Antenatal records no 5578	SD	Routine antenatal visit by midwife 2. No concerns.					This row has an invalid date and time	23 Jun 2013	1 am	Antenatal records no 9012	SD	Routine antenatal visit by midwife 1. No-one in. left note, to call tomorrow.					This row is OK	24 Jun 2013	2 pm	Antenatal records no 9876	SD	Routine antenatal visit by midwife 1. No concerns.	Antenatal observation of mother satisfactory.				This row is OK	30 Jun 2013	20.10	Antenatal records no 9876		 see above				 as above	References to rows above can become erroneous when in a composite chronology	 21 May 2013		Community Midwifery records	SD	Routine postnatal visit by midwife 1. No concerns.					This row is almost OK but the date is earlier than a previous date	24 07 2013		Community Midwifery records		Routine postnatal visit by midwife 2. No concerns.					This row is OK	20 Sep 2013		Community Midwifery records	 SD	Routine postnatal visit by midwife 2. No concerns.					This row has some initials which are not in the glossary
Date	Time	Source of Information	Initials	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments																																																																																																																	
		GP records		Mother seen by GP1. Pregnant. ?date of LMP.	GP completes antenatal referral to St Salome's				This row has no date																																																																																																																	
22 /05/ 2013				New booking visit by midwife 1. No concerns.					This row has no Source																																																																																																																	
 23 Jun 2004							 This row has too few columns																																																																																																																			
 23 Jun 2004									 This row has too many columns																																																																																																																	
 34 May 2013	 13.00am	Antenatal records no 5578	SD	Routine antenatal visit by midwife 2. No concerns.					This row has an invalid date and time																																																																																																																	
23 Jun 2013	1 am	Antenatal records no 9012	SD	Routine antenatal visit by midwife 1. No-one in. left note, to call tomorrow.					This row is OK																																																																																																																	
24 Jun 2013	2 pm	Antenatal records no 9876	SD	Routine antenatal visit by midwife 1. No concerns.	Antenatal observation of mother satisfactory.				This row is OK																																																																																																																	
30 Jun 2013	20.10	Antenatal records no 9876		 see above				 as above	References to rows above can become erroneous when in a composite chronology																																																																																																																	
 21 May 2013		Community Midwifery records	SD	Routine postnatal visit by midwife 1. No concerns.					This row is almost OK but the date is earlier than a previous date																																																																																																																	
24 07 2013		Community Midwifery records		Routine postnatal visit by midwife 2. No concerns.					This row is OK																																																																																																																	
20 Sep 2013		Community Midwifery records	 SD	Routine postnatal visit by midwife 2. No concerns.					This row has some initials which are not in the glossary																																																																																																																	
9	Use the navigation buttons on the toolbar to go from one error to the next:	<p>The cursor goes to the requested error.</p> <p>In this short sample document there is not much advantage in doing this over simply looking for highlights, but if there are just a few errors in a 300-page document, the navigation buttons become very useful.</p> 																																																																																																																								

Step	Action	What to expect and other comments
10	<p>Press the Go To List navigation button:</p> 	<p>The document scrolls to the list of errors at the bottom:</p>  <p>💡 The error list is a useful way to get an idea of what sort of errors are in the document.</p>
11	<p>Double-click on one of the  flags to the left of an error description.</p>	<p>The document scrolls and the cursor is placed next to the error.</p>
12	<p>Rest your mouse on one of the  flags to the left of an error.</p>	<p>A description of the error pops up:</p> 
13	<p>Correct some of the errors - for example, by adding some text to the blank cells, or correcting the invalid date.</p> <p>You do not need to delete the  flag, but it does not matter if you do.</p>	<p>The highlighting remains even when you have corrected an error.</p> <p>💡 Chronolator does not check for errors as you type - this would make it very slow. You need to check the tables again to remove highlights from corrected errors.</p>
14	<p>Press Check Tables.</p>	<p>A message is issued saying whether or not any errors were found.</p>

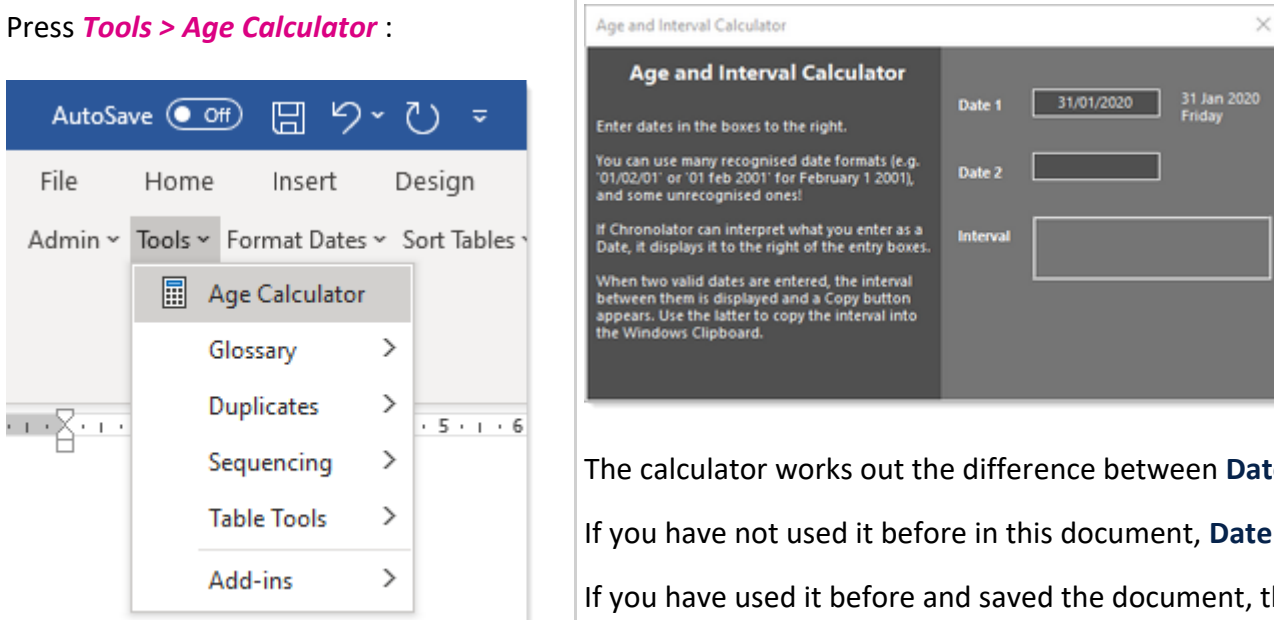
Step	Action	What to expect and other comments
15	Press OK .	Highlighting is removed from the errors you corrected. Any other errors are highlighted.
16	Close SampleTableWithErrorswithout saving changes.	Chronolator checks the document for errors. A message is issued saying whether or not any errors were found.
17	Press OK .	The document closes.

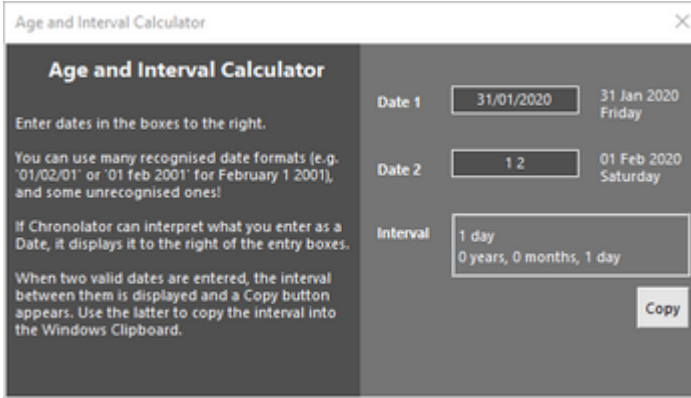
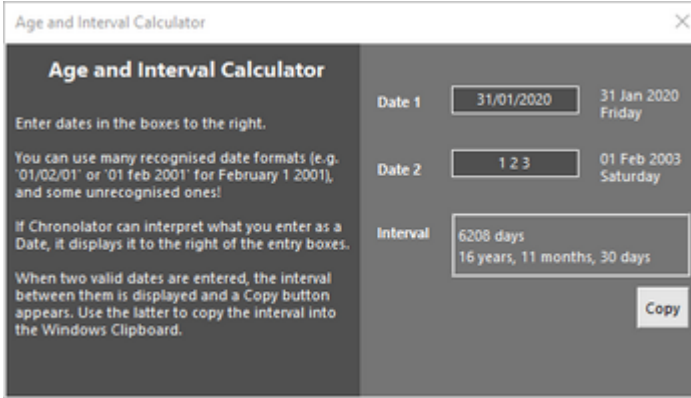
In this exercise, you have:

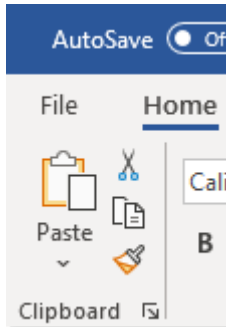
- seen that Chronolator checks an Internal Chronology for errors whenever it is closed
- used the **Check Tables** button to check for errors on demand
- seen examples of the errors Chronolator looks for
- learned that Chronolator does not check for errors as you type, so you must press **Check Tables** after correcting them to remove any highlighting
- used the error navigation buttons to go from one error to another, or to a complete list of errors
- clicked on the  symbols in the error list to go to where an error is in the document

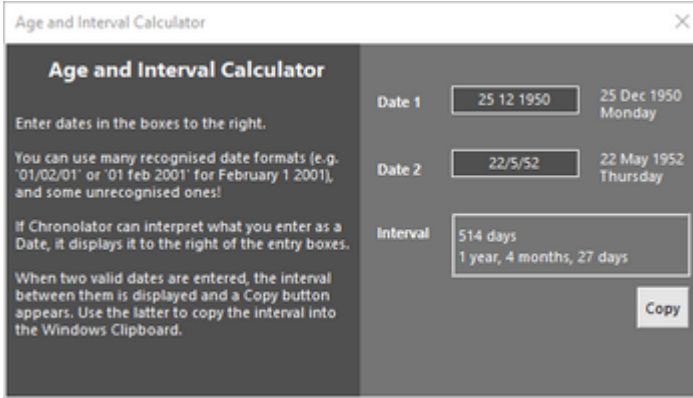
7 EXERCISE 3 - THE AGE AND INTERVAL CALCULATOR

When you are working on a chronology, it is often useful to calculate the interval between two dates. The **Age and Interval Calculator** does just that, and lets you copy and paste the results into your document.

Step	Action	What to expect and other comments
1	Read Chronolator Toolbars (section 2) and About the Exercises (section 4) if you have not already done so.	
2	Open SampleCompositeChronologyHealth .	
3	Press Tools > Age Calculator :	 <p>The screenshot shows two parts of the software interface. On the left is a portion of the 'Tools' menu, which is open, showing options like 'Age Calculator', 'Glossary', 'Duplicates', 'Sequencing', 'Table Tools', and 'Add-ins'. The 'Age Calculator' option is highlighted. On the right is a screenshot of the 'Age and Interval Calculator' dialog box. It has a title bar and a close button. Inside, it says 'Enter dates in the boxes to the right.' and provides instructions on date formats. It has three input fields: 'Date 1' (containing '31/01/2020' and '31 Jan 2020 Friday'), 'Date 2' (empty), and 'Interval' (empty). It also includes a 'Copy' button and instructions on how to use it.</p> <p>The calculator works out the difference between Date 1 and Date 2.</p> <p>If you have not used it before in this document, Date 1 has today's date in it, and Date 2 is blank.</p> <p>If you have used it before and saved the document, the last two dates you used will be shown.</p>

Step	Action	What to expect and other comments
4	Type 1 2 into the Date 2 box.	 <p>Notice that as soon as Chronolator can interpret what you type as a date, it tells you its interpretation to the right of the box and a Copy button appears. In the example here, Chronolator has interpreted 1 2 as the first of February in the current year.</p>
5	Carry on typing, so the box now says 1 2 3 .	 <p>Chronolator has interpreted 1 2 3 as the first of February in the year 2003.</p>

Step	Action	What to expect and other comments					
6	Press Copy .	The text in the Interval box is copied to the clipboard.					
7	Click somewhere in the document.	You do not need to close the Calculator.					
8	Paste the clipboard in your usual way: e.g. by pressing Ctrl + V , or by pressing Paste on the Home tab:	<div>The text is pasted into the document at the position you chose:</div> <div><table><tr><td>15 Mar 2013</td><td>Berrickshire Ambulance Service > Paramedic notes</td><td>Infant collapsed. Resuscitation commenced.</td><td>Mother sustained facial injuries and is distressed.</td><td>16 years, 11 months, 30 days (6208 days)</td></tr></table></div> <div></div> <div>It is now just like any other document text and you can edit it as you please - perhaps to change the full detail 16 years, 11 months, 30 days (62082 days) to something shorter like 16 years, 11 months.</div>	15 Mar 2013	Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.	16 years, 11 months, 30 days (6208 days)
15 Mar 2013	Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.	16 years, 11 months, 30 days (6208 days)			

Step	Action	What to expect and other comments
9	Experiment with other date formats such as 25 12 1950, 22/5/52, Jul 7 80, 1982-06-25, 7th jun84.	 <p>Chronolator accepts a variety of date formats, just as it does when you enter a date in a chronology.</p>
10	Close <i>SampleCompositeChronologyHealth</i> without saving changes.	

In this exercise, you have learnt that:

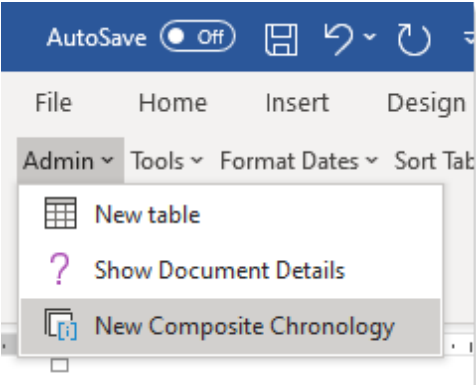
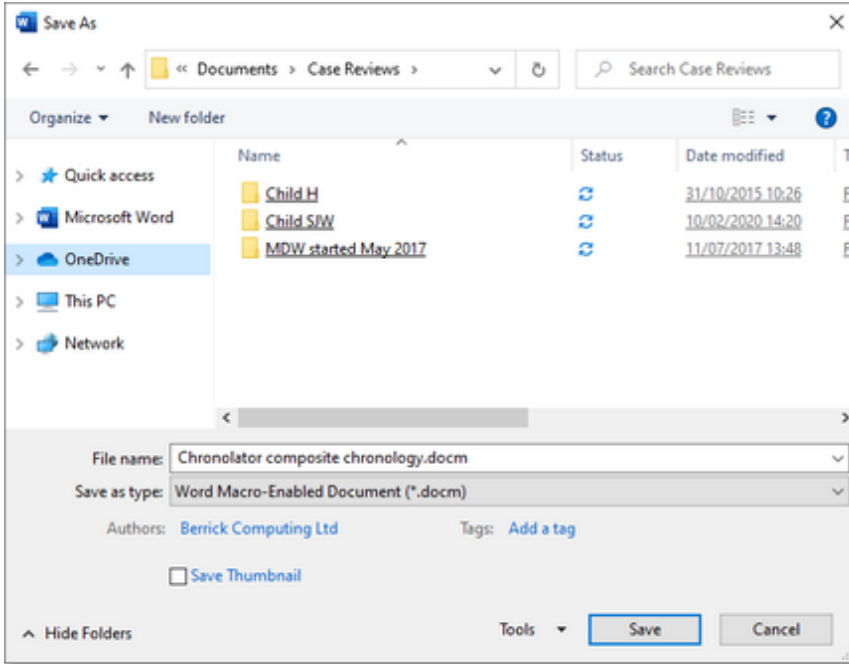
- the **Age and Interval Calculator** can be used to work out the time passed between two dates
- it accepts dates in many formats, some quite unconventional
- you can copy and paste the calculator results into your document

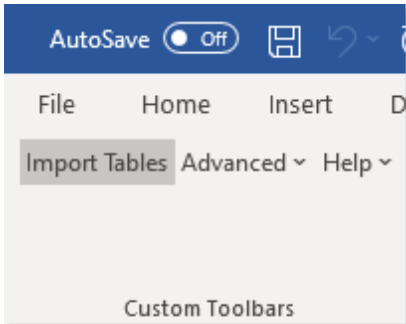
8 EXERCISE 4 - IMPORTING AND MERGING TABLES INTO A COMPOSITE CHRONOLOGY

The main reason Chronolator was written was to simplify and accelerate the process of collating chronologies from many sources into a multi-agency Composite Chronology.

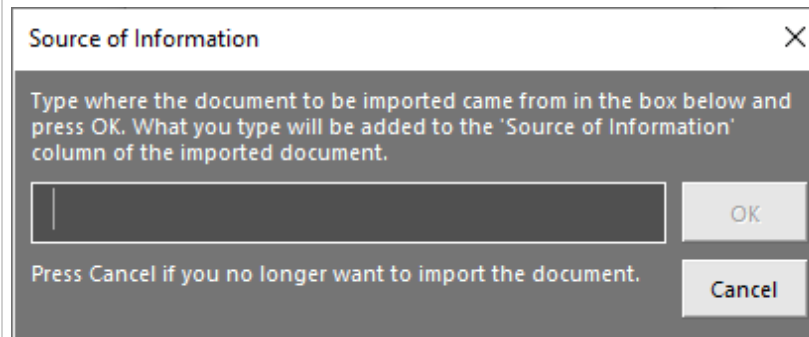
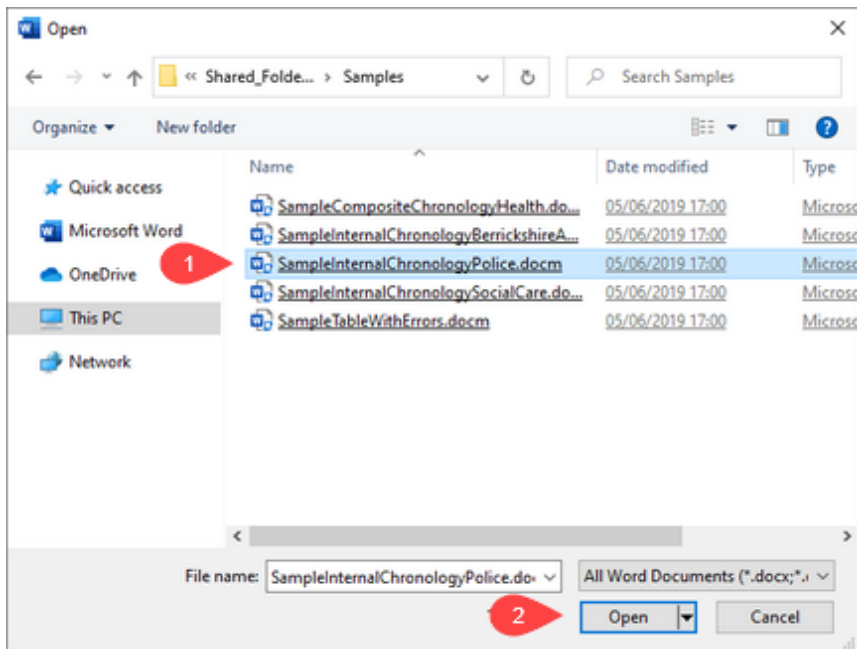
Anybody can do this, not just a Chronolator licensee: every Internal Chronology includes a **New Composite Chronology** button to start the process.

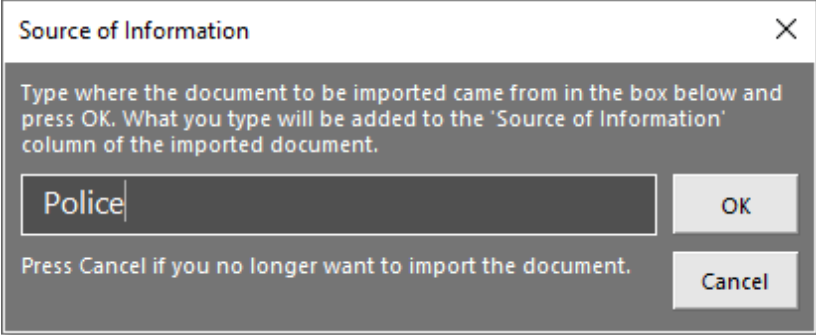

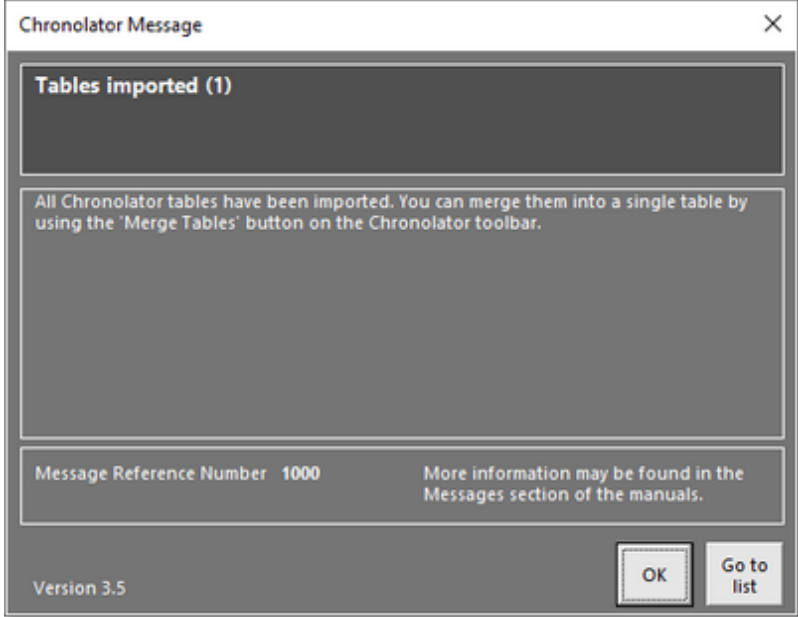
Step	Action	What to expect and other comments																
1	Read <i>Chronolator Toolbars</i> (section 2) and <i>About the Exercises</i> (section 4) if you have not already done so.																	
2	Open <i>SampleInternalChronologyPolice</i> .	<p>This will be the first document we import into the new Composite Chronology. The first few rows look like this:</p> <table><tr><th>Date</th><th>Time</th><th>Source of Information</th><th>Fam Chil</th></tr><tr><td>2012-02-03</td><td></td><td>Berrick New Town Station log</td><td></td></tr><tr><td>2013-02-15</td><td></td><td>Berrick New Town Station log</td><td></td></tr><tr><td>2013-02-15</td><td></td><td>PC1 notebook</td><td></td></tr></table> <p>Notice that the Police have completed the Source of Information column with information about their own records: they have mentioned nothing about being the Police.</p>	Date	Time	Source of Information	Fam Chil	2012-02-03		Berrick New Town Station log		2013-02-15		Berrick New Town Station log		2013-02-15		PC1 notebook	
Date	Time	Source of Information	Fam Chil															
2012-02-03		Berrick New Town Station log																
2013-02-15		Berrick New Town Station log																
2013-02-15		PC1 notebook																

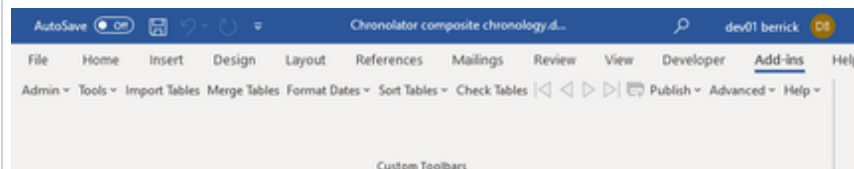
Step	Action	What to expect and other comments
3	<p>Press Admin > New Composite Chronology ;</p>  <p>When they come to do this on a real case, licensees should use the New Composite Chronology button on the Online Workbench toolbar, as the document will usually be licensed for longer.</p>	<p>Word's Save As dialog is displayed:</p> 
4	<p>Save the new Composite Chronology wherever you like (e.g. in My Documents), giving it a name of your choice. In this exercise, we will use the Chronolator suggestion of Chronolator composite chronology.</p>	<p>SampleInternalChronologyPolice closes, being replaced by Chronolator composite chronology.</p> <p>The toolbar changes to include just Import Tables, Advanced, and Help buttons.</p>


Step	Action	What to expect and other comments
5	<p>Press <i>Import Tables</i> ;</p> 	<p>Word's Open dialog is displayed.</p>

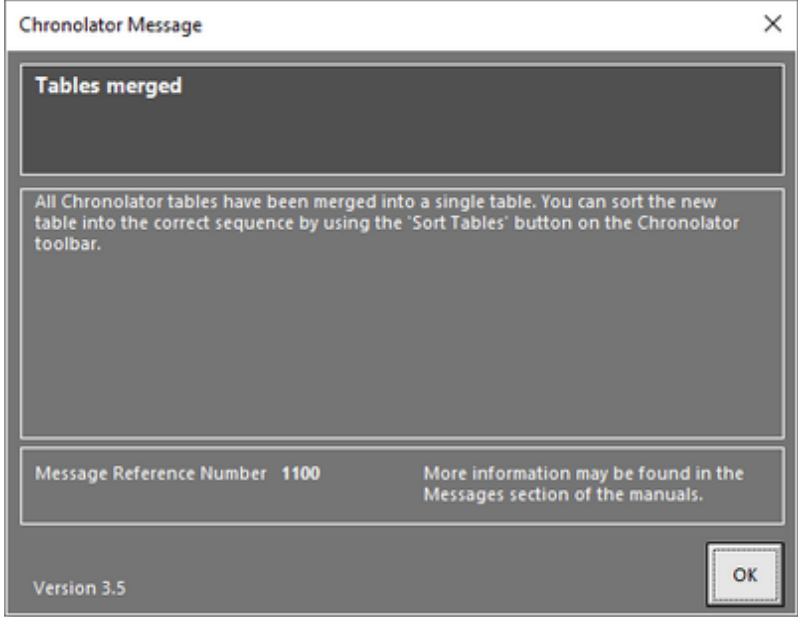
Step	Action	What to expect and other comments
6	Find and open <i>SampleInternalChronologyPolice</i> ;	The Source of Information dialog appears:

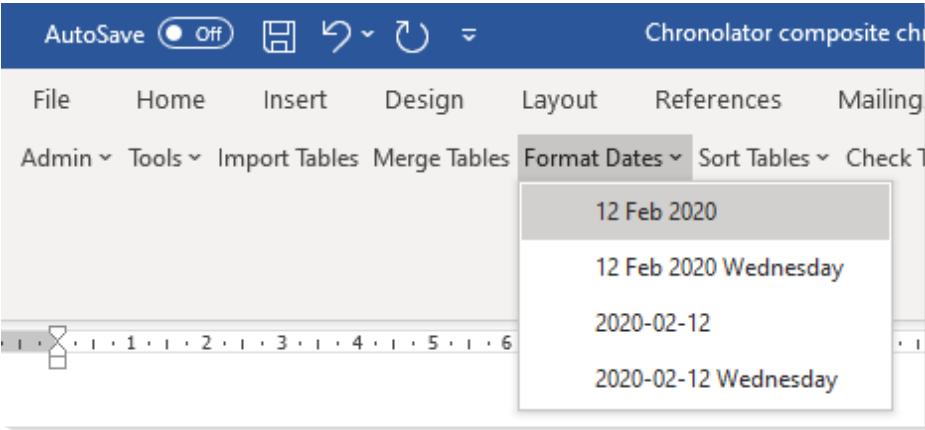
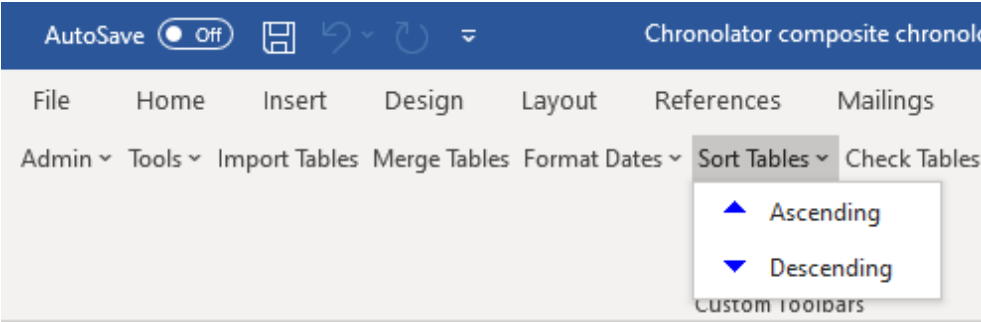


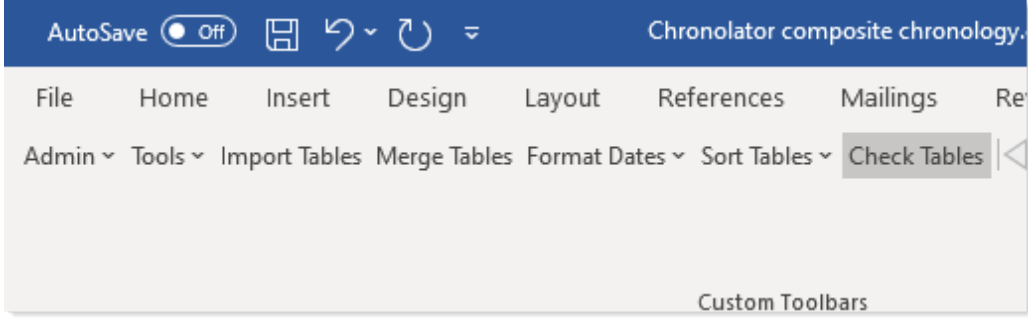

Step	Action	What to expect and other comments
7	<p>Type Police in the box and press OK;</p>  <p> What you type in the box will be added to the beginning of the Source of Information column.</p>	<p>Message 1000 is displayed:</p> 

Step	Action	What to expect and other comments																
8	Press OK .	<p>The Police document has been imported. Its Source of Information column has been updated:</p> <table><tr><th>Date</th><th>Time</th><th>Source of Information</th><th>Fan Chi</th></tr><tr><td>2012-02-03</td><td></td><td>Police > Berrick New Town Station log</td><td></td></tr><tr><td>2013-02-15</td><td></td><td>Police > Berrick New Town Station log</td><td></td></tr><tr><td>2013-02-15</td><td></td><td>Police > PC1 notebook</td><td></td></tr></table> <p>Also, more buttons have been added to the Chronolator toolbar, and the Import Tables button has moved along a bit:</p> 	Date	Time	Source of Information	Fan Chi	2012-02-03		Police > Berrick New Town Station log		2013-02-15		Police > Berrick New Town Station log		2013-02-15		Police > PC1 notebook	
Date	Time	Source of Information	Fan Chi															
2012-02-03		Police > Berrick New Town Station log																
2013-02-15		Police > Berrick New Town Station log																
2013-02-15		Police > PC1 notebook																
9	Press Import Tables .	Word's Open dialog is displayed.																
10	Find and open SampleInternalChronologySocialCare .	The Source of Information dialog appears.																

Step	Action	What to expect and other comments
11	Type Social Care in the box and press OK .	<p>The Social Care table is copied to the bottom of the document, and its Source of Information column has been updated.</p> <div>  The table is simply added to the Composite Chronology as a new table; it is not merged with what is already there. </div>
12	Press Import Tables .	Word's Open dialog is displayed.
13	Find and open SampleCompositeChronologyHealth .	The Source of Information dialog appears.
14	Type Health in the box and press OK .	The Health table is copied to the bottom of the document, and its Source of Information column has been updated.
15	Review the contents of the Composite Chronology.	<p>There are three separate tables. Import Tables does just that and nothing else.</p> <p>Each table has different column widths and date formats. Merging these by hand into a single table with events consistently formatted and in the right order would take some time.</p>
16	Save Chronolator composite chronology using standard Word Save .	It is always good practice to save your work from time to time so that you can pick up where you left off if something goes wrong.

Step	Action	What to expect and other comments
17	Press Merge Tables .	<p>Message 1100 is displayed.</p> 
18	Press OK .	<p>The tables have been merged into a single table with uniform column widths.</p> <p>Dates and times are still in the same format as in the original documents.</p> <p>Events are still in the same order they were imported - Police, Social Care, Health.</p> <p>Merge Tables does just that and nothing else.</p>

Step	Action	What to expect and other comments
19	<p>Press Format Dates and choose an option from the list that drops down:</p> 	<p>The dates are put into the format you chose.</p> <p>Times are put into a 24-hour clock format (e.g. 23:10).</p>
20	<p>Press Sort Tables > Ascending:</p> 	<p>The events are put in date and time order.</p> <div data-bbox="1267 900 2130 1008" style="border: 1px solid red; background-color: yellow; padding: 5px;"> <p>💡 On any one day, events with blank times are put before those whose time is specified</p> </div>

Step	Action	What to expect and other comments
21	Press Check Tables : 	No errors are found. <div>  Having imported, merged, and sorted three error-free documents, there is no reason to expect any - but it is always sensible to check. </div>
22	Close Chronolator composite chronology , saving changes or not as you wish.	


In this exercise, you have learned that:

- assembling a Composite Chronology involves Importing, Merging, Formatting, and Sorting tables. Note that the exercise did NOT illustrate that if you have many chronologies to merge, it is up to you whether you import them all first and then do the other tasks, or do each one as you go, or some other combination
- Chronolator will format all dates and times for you consistently
- Chronolator will put events into the correct order

Sometimes, when the times of some events are known while those of others are not, you might want to force events into a certain order. [Exercise 7 - Forcing events into order](#) (section 11) illustrates how to do that.

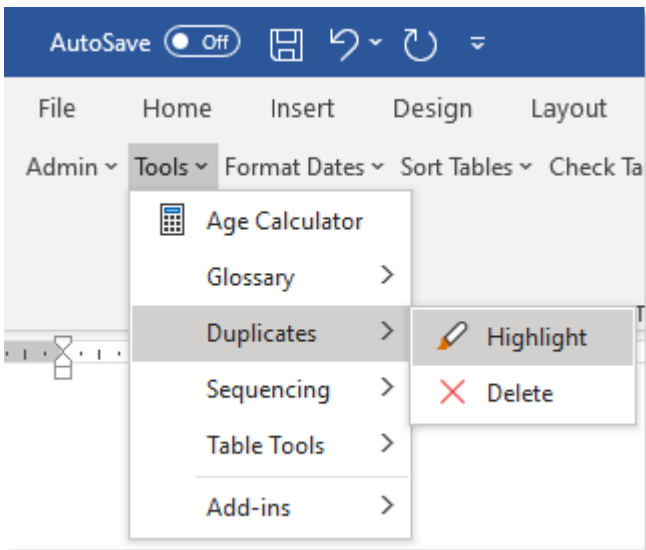
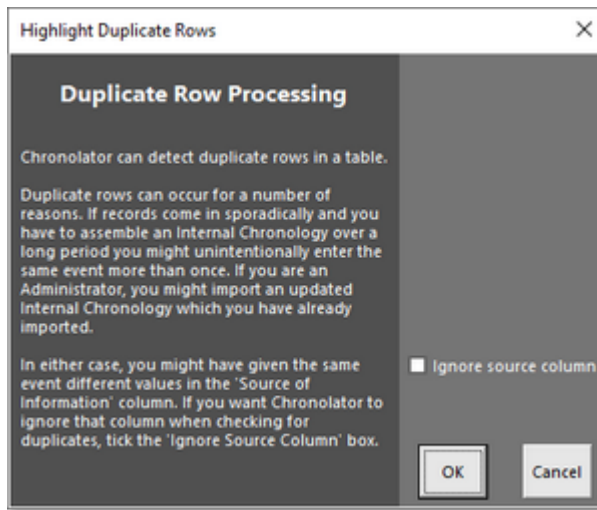
9 EXERCISE 5 - FINDING DUPLICATED EVENTS

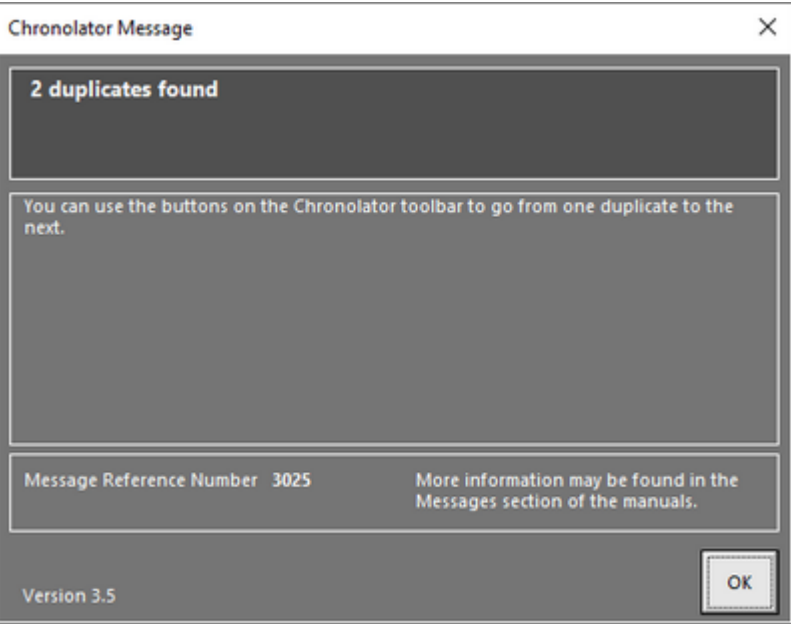
Suppose you have already put together a Composite Chronology. One of the agencies in it sends you an updated version of their chronology with some new events, but they are unable to tell you exactly which ones they are. To save you having to trawl through the two chronologies to identify them, simply import and merge the new version and use the *Duplicates* tool to highlight or delete the events that you already have.

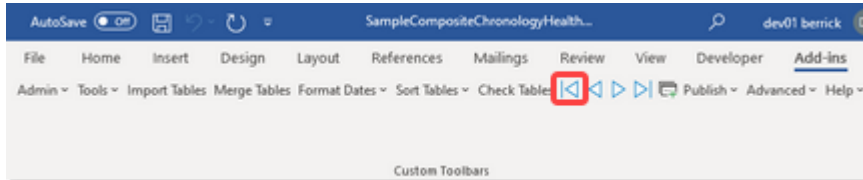
 In this exercise we will highlight duplicates first, then delete them. There is no need to do this though - you can delete them without highlighting them if you want.

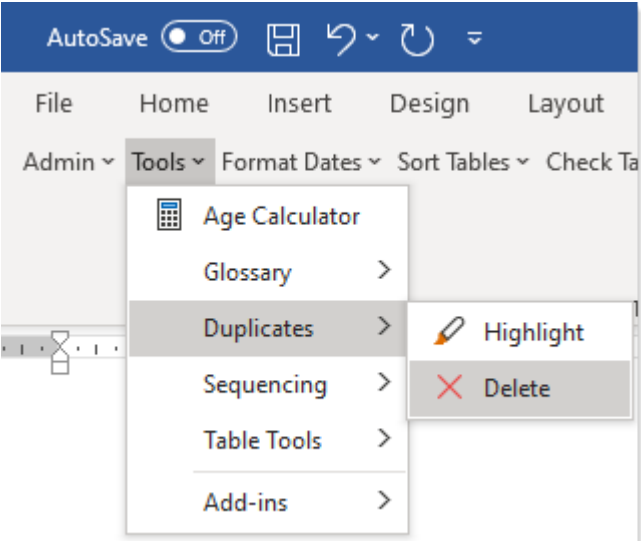
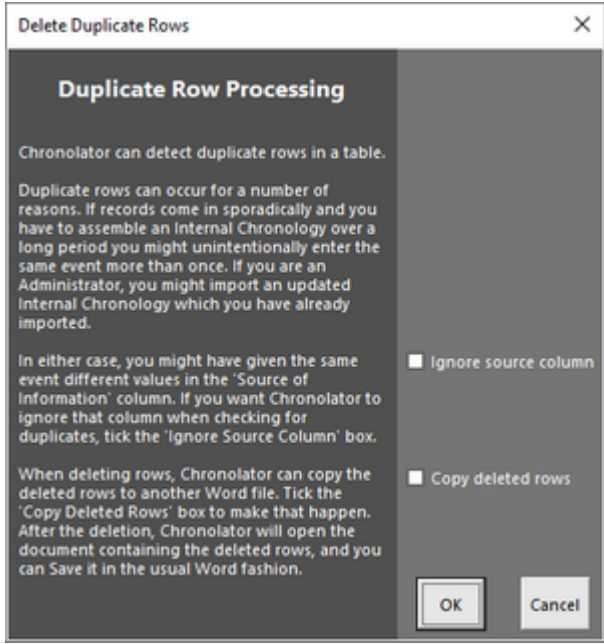

Step	Action	What to expect and other comments
1	Read <i>Chronolator Toolbars</i> (section 2) and <i>About the Exercises</i> (section 4) if you have not already done so.	
2	None of the Sample documents contains any duplicated rows. We shall make some in the first steps of this exercise, which have a light blue background . . .	

Step	Action	What to expect and other comments																							
3	Open <i>SampleInternalChronologyBerrickshireAmbulance</i> .	<table><thead><tr><th>Date</th><th>Time</th><th>Source of Information</th><th>Family Contact - Child</th></tr></thead><tbody><tr><td>18 Feb 2013</td><td>23:15</td><td>Central Ambulance Control log</td><td></td></tr><tr><td>18 Feb 2013</td><td>23:30</td><td>Central Ambulance Control log</td><td>HF taken to Berrick New Town Hospital.</td></tr><tr><td>15 Jul 2013</td><td>13:00</td><td>Central Ambulance Control log</td><td></td></tr><tr><td>15 Jul 2013</td><td></td><td>Paramedic notes</td><td>Infant collapsed. Resuscitation commenced.</td></tr></tbody></table>				Date	Time	Source of Information	Family Contact - Child	18 Feb 2013	23:15	Central Ambulance Control log		18 Feb 2013	23:30	Central Ambulance Control log	HF taken to Berrick New Town Hospital.	15 Jul 2013	13:00	Central Ambulance Control log		15 Jul 2013		Paramedic notes	Infant collapsed. Resuscitation commenced.
Date	Time	Source of Information	Family Contact - Child																						
18 Feb 2013	23:15	Central Ambulance Control log																							
18 Feb 2013	23:30	Central Ambulance Control log	HF taken to Berrick New Town Hospital.																						
15 Jul 2013	13:00	Central Ambulance Control log																							
15 Jul 2013		Paramedic notes	Infant collapsed. Resuscitation commenced.																						
4	Close <i>SampleInternalChronologyBerrickshireAmbulance</i> .	The only reason to open it was to look at the events.																							
5	Open <i>SampleCompositeChronologyHealth</i> .	This chronology already contains the two events on 15 Jul 2013 from Berrickshire Ambulance Service .																							
6	Import <i>SampleInternalChronologyBerrickshireAmbulance</i> , giving it the Source of Information Berrickshire Ambulance Service . Press <i>Merge Tables</i> . Press <i>Sort Tables > Ascending</i> .	For an exercise about Import and Merge, see <i>Exercise 4 - Importing and Merging tables into a Composite Chronology</i> (section 8).																							

Step	Action	What to expect and other comments
		... we have now ensured that the Composite Chronology contains duplicated rows from Berrickshire Ambulance Service .
7	<p>Press Tools > Duplicates > Highlight :</p> 	<p>The Highlight Duplicate Rows form is displayed:</p> 

Step	Action	What to expect and other comments
8	Press OK .	<p>Message 3025 is displayed, saying that two duplicate rows have been found:</p>  <div data-bbox="1111 1018 2105 1289" style="border: 1px solid red; background-color: #ffffcc; padding: 10px;"> <p>💡 If not, you might have mis-typed the Source of Information in step 6. Try repeating Steps 7 and 8, having ticked the Ignore source column check box.</p> <p>Refer to Working with Duplicated Rows in Using Chronolator Documents for more details.</p> </div>
9	Press OK .	

Step	Action	What to expect and other comments															
10	<p>Press the leftmost navigation button on the toolbar:</p> 	<p>The document scrolls to the first duplicate, which is highlighted in pale blue:</p> <table><tr><th>Date</th><th>Time</th><th>Source of Information</th><th>Family Contact - Child</th><th>Family Contact - Adult</th></tr><tr><td>15 Jul 2013</td><td></td><td>ST Salome A&E > Notes ref 150389</td><td></td><td></td></tr><tr><td>15 Jul 2013</td><td></td><td>Berrickshire Ambulance Service > Paramedic notes</td><td>Infant collapsed. Resuscitation commenced.</td><td>Mother sustained facial injuries and is distressed.</td></tr></table> <p>💡 The original event is not highlighted.</p>	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	15 Jul 2013		ST Salome A&E > Notes ref 150389			15 Jul 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.
Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult													
15 Jul 2013		ST Salome A&E > Notes ref 150389															
15 Jul 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.													

Step	Action	What to expect and other comments
11	<p>Press Tools > Duplicates > Delete :</p> 	<p>The Delete Duplicate Rows form is displayed:</p>  <div data-bbox="1099 1023 2116 1174" style="border: 1px solid red; padding: 5px;"> <p> Refer to Working with Duplicated Rows in Using Chronolator Documents if you are interested in the Copy deleted rows check box. It saves the deleted rows in a new document, but is not used in this exercise.</p> </div>
12	Press OK .	<p>The two duplicate rows have been deleted, and Message 3030 is issued to confirm this. Press OK to dismiss it.</p>
13	Close SampleCompositeChronologyHealth without saving changes.	

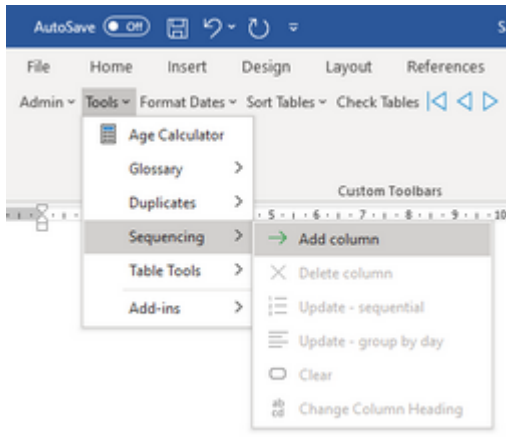
In this exercise, you have seen that:

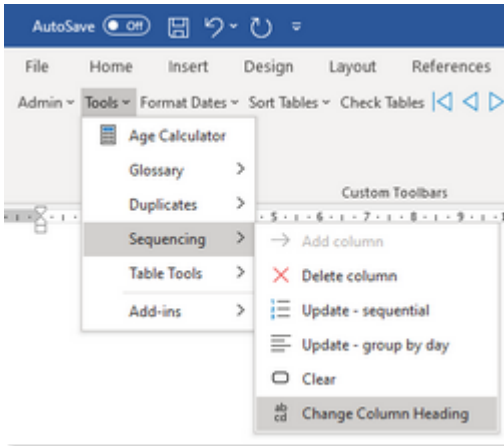
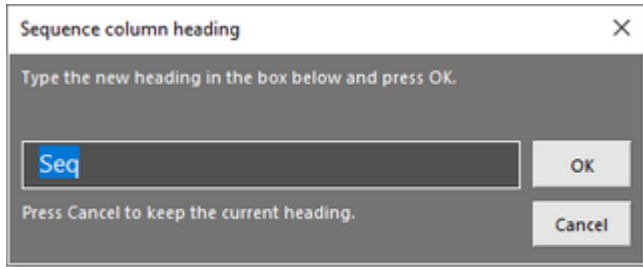
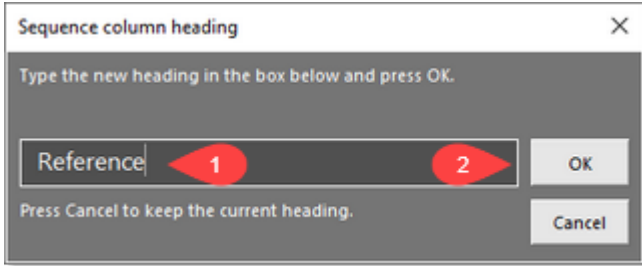
- Ⓢ Chronolator can detect duplicate rows in a document. These can occur if you import an updated version of a chronology into a Composite Chronology, or if you enter the same event more than once, perhaps when resuming work after a holiday
- Ⓢ having detected duplicate rows, Chronolator can highlight or delete them for you.

10 EXERCISE 6 - GIVING EVENTS A REFERENCE NUMBER

You might like to give each event a Reference Number. Chronolator's **Sequence** column lets you do that.

Step	Action	What to expect and other comments
1	Read <i>Chronolator Toolbars</i> (section 2) and <i>About the Exercises</i> (section 4) if you have not already done so.	
2	Open <i>SampleCompositeChronologyHealth</i> .	

Step	Action	What to expect and other comments																									
3	<p>Press Tools > Sequencing > Add Column:</p> 	<table border="1"><thead><tr><th>Seq</th><th>Date</th><th>Time</th><th>Source of Information</th><th>Family Contact - Child</th></tr></thead><tbody><tr><td>1</td><td>06 Oct 2012</td><td>03:30</td><td>Portmanor Medical Centre > GP records</td><td></td></tr><tr><td>2</td><td>03 Nov 2012</td><td>10:45</td><td>St Salome Maternity Unit > Antenatal records ref 0311</td><td></td></tr><tr><td>3</td><td>10 Dec 2012</td><td>02:00</td><td>Berrick New Town Clinic > Health Visitor HV1 diary</td><td></td></tr><tr><td>4</td><td>12 Dec 2012</td><td>13:00</td><td>St Salome Maternity Unit > Antenatal records ref 0521</td><td></td></tr></tbody></table> <p>A column headed Seq is added to the left of the table. It contains reference numbers, starting at 1 and increasing by 1.</p> <div><p>💡 An Administrator can define a Sequencing column when setting up the document, or - as in this exercise - it can be added later.</p><p>💡 You can change the column heading, unless it was defined by the Administrator in an Internal Chronology, which is not the case in this exercise. You do this later in this exercise.</p></div>	Seq	Date	Time	Source of Information	Family Contact - Child	1	06 Oct 2012	03:30	Portmanor Medical Centre > GP records		2	03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		3	10 Dec 2012	02:00	Berrick New Town Clinic > Health Visitor HV1 diary		4	12 Dec 2012	13:00	St Salome Maternity Unit > Antenatal records ref 0521	
Seq	Date	Time	Source of Information	Family Contact - Child																							
1	06 Oct 2012	03:30	Portmanor Medical Centre > GP records																								
2	03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311																								
3	10 Dec 2012	02:00	Berrick New Town Clinic > Health Visitor HV1 diary																								
4	12 Dec 2012	13:00	St Salome Maternity Unit > Antenatal records ref 0521																								

Step	Action	What to expect and other comments					
		<div>💡 If the table overflows the page margins, or a heading wraps inappropriately, you can use one of the Tools > Table AutoFit options to fix it.</div>					
4	<p>Press Tools > Sequencing > Change Column Heading;</p> 	<p>A form is displayed in which you can specify the new heading:</p> 					
5	<p>Type the new heading - let's call it Reference - and press OK;</p> 	<p>The heading is changed:</p> <table><tr><td>Reference</td><td>Date</td><td>Time</td><td>Source of Information</td><td>Family Contact - Child</td></tr></table> <div>💡 If the table overflows the page margins, or a heading wraps inappropriately, you can use one of the Tools > Table AutoFit options to fix it.</div>	Reference	Date	Time	Source of Information	Family Contact - Child
Reference	Date	Time	Source of Information	Family Contact - Child			

Step	Action	What to expect and other comments
6	Close <i>SampleCompositeChronologyHealth</i> without saving changes.	

In this exercise, you have seen that:

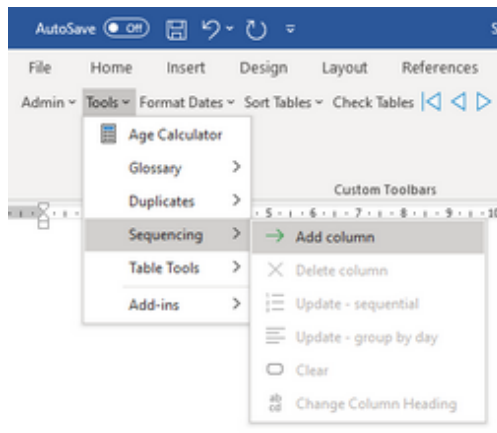

- you can use a **Sequence** column to add reference numbers to events. The numbers can increase throughout the document, or start at 1 on each new day
- you can add a **Sequence** column to a table which does not have one. This is the only change that Chronolator allows you to make to the column headings defined by the Case Review Administrator
- Word's Table *AutoFit Contents* and *AutoFit Window* options are available on the *Tools* menu

Exercise 7 - Forcing events into order (section 11) illustrates how you can use a **Sequence** column to force events into order when there is insufficient information about the time on which they occurred.

11 EXERCISE 7 - FORCING EVENTS INTO ORDER

Sometimes you might not know at what time events happened on a particular day, but you do know their order. Chronolator's **Sequence** column lets you specify that order.

Step	Action	What to expect and other comments							
1	Read Chronolator Toolbars (section 2) and About the Exercises (section 4) if you have not already done so.								
2	Open SampleCompositeChronologyHealth .								
3	Look at the events of July 15 2013 . They are obviously in the wrong order - for example, in the first one the baby has collapsed, while in the second one, the baby was well.	15 Jul 2013	Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.			Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.	Time not recorded
		15 Jul 2013	Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.				Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.
		15 Jul 2013	ST Salome A&E > Notes ref 150389				Emergency duty Social Worker called to attend.		
		15 Jul 2013	13:00 Berrickshire Ambulance Service > Central Ambulance Control log				999 call from Ms F reporting baby is injured and not breathing. Paramedic unit dispatched.		

Step	Action	What to expect and other comments																																																		
4	<p>Press Tools > Sequencing > Add Column:</p> 	<p>A column headed Seq is added to the left of the table. It contains reference numbers, starting at 1 and increasing by 1:</p> <table><tr><th>Seq</th><th>Date</th><th>Time</th><th>Source of Information</th><th>Family Contact - Child</th><th>Family Contact - Adult</th><th>Communication - within agency</th><th>Communication - external to agency</th><th>Response or Outcome</th><th>Comments</th></tr><tr><td>1</td><td>06 Oct 2012</td><td>03:30</td><td>Portmanor Medical Centre > GP records</td><td></td><td>Mother seen by GP1. Pregnant. ?date of LMP.</td><td>GP1 completes ante-natal referral to St Salome's</td><td></td><td></td><td>Slightly late notification but no concerns</td></tr><tr><td>2</td><td>03 Nov 2012</td><td>10:45</td><td>St Salome Maternity Unit > Antenatal records ref 0311</td><td></td><td>New booking visit by Midwife 1. No concerns.</td><td></td><td></td><td>Further appointments booked</td><td></td></tr><tr><td>3</td><td>10 Dec 2012</td><td>02:00</td><td>Berrick New Town Clinic > Health Visitor HV1 diary</td><td></td><td>Saw Ms F for first booking.</td><td></td><td></td><td></td><td>Mother looking forward to new baby.</td></tr><tr><td>4</td><td>12 Dec 2012</td><td>13:00</td><td>St Salome Maternity Unit > Antenatal records ref 0521</td><td></td><td>Routine antenatal visit to Ms F by Midwife 1. No concerns noted.</td><td></td><td></td><td></td><td></td></tr></table>	Seq	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments	1	06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns	2	03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Midwife 1. No concerns.			Further appointments booked		3	10 Dec 2012	02:00	Berrick New Town Clinic > Health Visitor HV1 diary		Saw Ms F for first booking.				Mother looking forward to new baby.	4	12 Dec 2012	13:00	St Salome Maternity Unit > Antenatal records ref 0521		Routine antenatal visit to Ms F by Midwife 1. No concerns noted.				
Seq	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments																																											
1	06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns																																											
2	03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Midwife 1. No concerns.			Further appointments booked																																												
3	10 Dec 2012	02:00	Berrick New Town Clinic > Health Visitor HV1 diary		Saw Ms F for first booking.				Mother looking forward to new baby.																																											
4	12 Dec 2012	13:00	St Salome Maternity Unit > Antenatal records ref 0521		Routine antenatal visit to Ms F by Midwife 1. No concerns noted.																																															
<p> An Administrator can define a Sequencing column when setting up the document, or - as in this exercise - it can be added later.</p>																																																				

Using Chronolator Samples


47

Step	Action	What to expect and other comments																															
5	Scroll down to the first two events of March 15: references 16 and 17 .	<table><tr><td>16</td><td>15 Jul 2013</td><td></td><td>Berrickshire Ambulance Service > Paramedic notes</td><td>Infant collapsed. Resuscitation commenced.</td><td>Mother sustained facial injuries and is distressed.</td><td></td><td></td><td></td><td>Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.</td><td>Time not recorded</td></tr><tr><td>17</td><td>15 Jul 2013</td><td></td><td>Portmanor Medical Centre > Reception notes</td><td></td><td>Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.</td><td></td><td></td><td></td><td></td><td>Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.</td></tr></table>										16	15 Jul 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.				Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.	Time not recorded	17	15 Jul 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.					Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.
16	15 Jul 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.				Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.	Time not recorded																							
17	15 Jul 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.					Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.																							
6	Type the correct sequence numbers in the Seq column:	<table><tr><td>17</td><td>15 Jul 2013</td><td></td><td>Berrickshire Ambulance Service > Paramedic notes</td><td>Infant collapsed. Resuscitation commenced.</td><td>Mother sustained facial injuries and is distressed.</td><td></td><td></td><td></td><td>Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.</td><td>Time not recorded</td></tr><tr><td>16</td><td>15 Jul 2013</td><td></td><td>Portmanor Medical Centre > Reception notes</td><td></td><td>Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.</td><td></td><td></td><td></td><td></td><td>Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.</td></tr></table>										17	15 Jul 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.				Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.	Time not recorded	16	15 Jul 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.					Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.
17	15 Jul 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.				Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.	Time not recorded																							
16	15 Jul 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.					Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.																							
7	Press Sort Tables > Ascending :	<p>The events are put into the correct order:</p> <table><tr><td>16</td><td>15 Jul 2013</td><td></td><td>Portmanor Medical Centre > Reception notes</td><td></td><td>Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.</td><td></td><td></td><td></td><td></td><td>Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.</td></tr><tr><td>17</td><td>15 Jul 2013</td><td></td><td>Berrickshire Ambulance Service > Paramedic notes</td><td>Infant collapsed. Resuscitation commenced.</td><td>Mother sustained facial injuries and is distressed.</td><td></td><td></td><td></td><td>Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.</td><td>Time not recorded</td></tr></table>										16	15 Jul 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.					Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.	17	15 Jul 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.				Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.	Time not recorded
16	15 Jul 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.					Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.																							
17	15 Jul 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.				Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.	Time not recorded																							

Step

Action

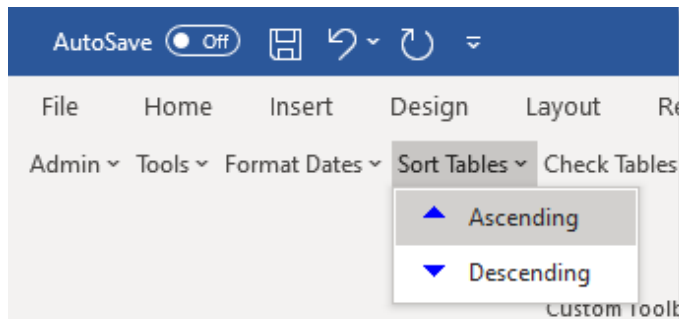
What to expect and other comments

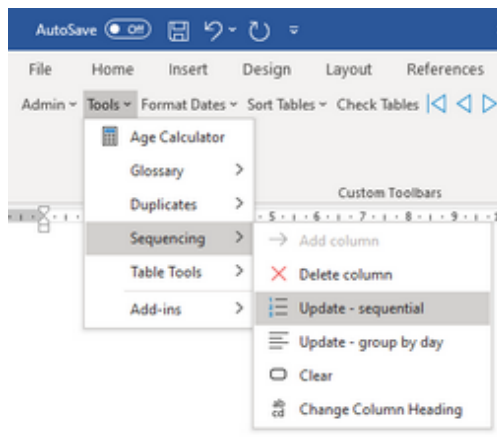

 You do not always have to update sequence numbers in all the events, as *Sort Tables* recognises decimal numbers. For example, suppose that you now wanted to put event **19** between events **16** and **17** (this does not make sense in terms of the story, but we will do it here just to illustrate the feature).

8

Replace the **19** in the event with a number between 16 and 17 – **16.5** say:

16	15 Jul 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.				Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.
17	15 Jul 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.			Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.	Time not recorded
18	15 Jul 2013		ST Salome A&E > Notes ref 150389				Emergency duty Social Worker called to attend.		
16.5	15 Jul 2013	13:00	Berrickshire Ambulance Service > Central Ambulance Control log				999 call from Ms F reporting baby is injured and not breathing. Paramedic unit dispatched.		

Step	Action	What to expect and other comments																																								
9	<p>Press Sort Tables > Ascending:</p> 	<p>The events are put into the requested order:</p> <table><tr><td>16</td><td>15 Jul 2013</td><td></td><td>Portmanor Medical Centre > Reception notes</td><td></td><td>Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.</td><td></td><td></td><td></td><td>Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.</td></tr><tr><td>16.5</td><td>15 Jul 2013</td><td>13:00</td><td>Berrickshire Ambulance Service > Central Ambulance Control log</td><td></td><td></td><td></td><td>999 call from Ms F reporting baby is injured and not breathing. Paramedic unit dispatched.</td><td></td><td></td></tr><tr><td>17</td><td>15 Jul 2013</td><td></td><td>Berrickshire Ambulance Service > Paramedic notes</td><td>Infant collapsed. Resuscitation commenced.</td><td>Mother sustained facial injuries and is distressed.</td><td></td><td></td><td>Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.</td><td>Time not recorded</td></tr><tr><td>18</td><td>15 Jul 2013</td><td></td><td>ST Salome A&E > Notes ref 150389</td><td></td><td></td><td></td><td>Emergency duty Social Worker called to attend.</td><td></td><td></td></tr></table>	16	15 Jul 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.				Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.	16.5	15 Jul 2013	13:00	Berrickshire Ambulance Service > Central Ambulance Control log				999 call from Ms F reporting baby is injured and not breathing. Paramedic unit dispatched.			17	15 Jul 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.			Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.	Time not recorded	18	15 Jul 2013		ST Salome A&E > Notes ref 150389				Emergency duty Social Worker called to attend.		
16	15 Jul 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.				Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.																																	
16.5	15 Jul 2013	13:00	Berrickshire Ambulance Service > Central Ambulance Control log				999 call from Ms F reporting baby is injured and not breathing. Paramedic unit dispatched.																																			
17	15 Jul 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.			Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.	Time not recorded																																	
18	15 Jul 2013		ST Salome A&E > Notes ref 150389				Emergency duty Social Worker called to attend.																																			

Step	Action	What to expect and other comments																																								
10	<p>The decimal reference number is probably not what you want. Now that events are in the right order, you can update the numbers.</p> <p>Press Tools > Sequencing > Update - sequential:</p> 	<p>The Seq column is updated with whole numbers:</p> <table border="1"> <tr> <td>16</td><td>15 Jul 2013</td><td></td><td>Portmanor Medical Centre > Reception notes</td><td></td><td>Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.</td><td></td><td></td><td></td><td>Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.</td></tr> <tr> <td>17</td><td>15 Jul 2013</td><td>13:00</td><td>Berrickshire Ambulance Service > Central Ambulance Control log</td><td></td><td></td><td></td><td>999 call from Ms F reporting baby is injured and not breathing. Paramedic unit dispatched.</td><td></td><td></td></tr> <tr> <td>18</td><td>15 Jul 2013</td><td></td><td>Berrickshire Ambulance Service > Paramedic notes</td><td>Infant collapsed. Resuscitation commenced.</td><td>Mother sustained facial injuries and is distressed.</td><td></td><td></td><td>Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.</td><td>Time not recorded</td></tr> <tr> <td>19</td><td>15 Jul 2013</td><td></td><td>ST Salome A&E > Notes ref 150389</td><td></td><td></td><td></td><td>Emergency duty Social Worker called to attend.</td><td></td><td></td></tr> </table>	16	15 Jul 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.				Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.	17	15 Jul 2013	13:00	Berrickshire Ambulance Service > Central Ambulance Control log				999 call from Ms F reporting baby is injured and not breathing. Paramedic unit dispatched.			18	15 Jul 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.			Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.	Time not recorded	19	15 Jul 2013		ST Salome A&E > Notes ref 150389				Emergency duty Social Worker called to attend.		
16	15 Jul 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.				Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.																																	
17	15 Jul 2013	13:00	Berrickshire Ambulance Service > Central Ambulance Control log				999 call from Ms F reporting baby is injured and not breathing. Paramedic unit dispatched.																																			
18	15 Jul 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.			Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.	Time not recorded																																	
19	15 Jul 2013		ST Salome A&E > Notes ref 150389				Emergency duty Social Worker called to attend.																																			
11	Close SampleCompositeChronologyHealth without saving changes.																																									

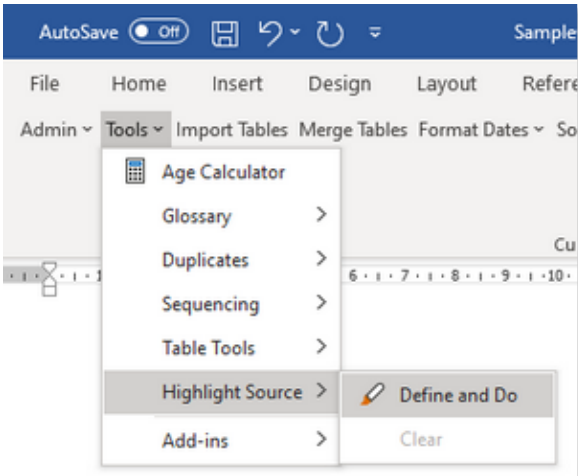
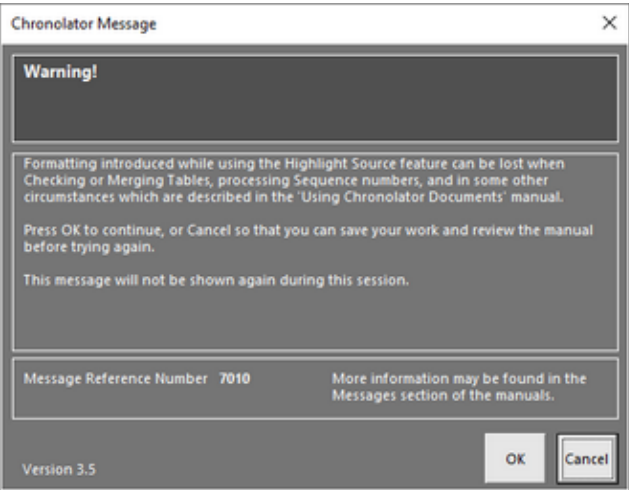
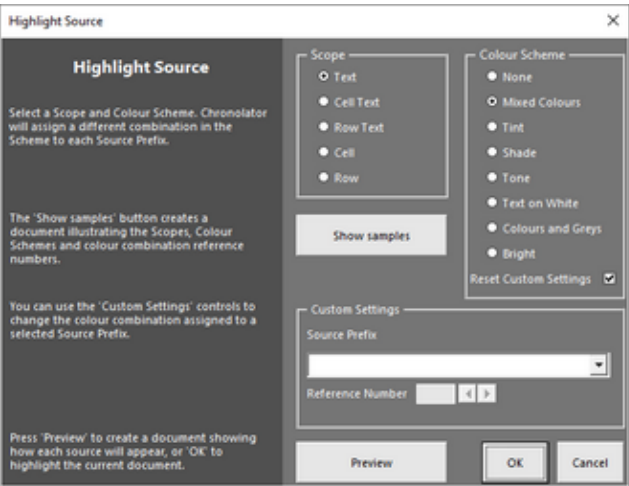
In this exercise, you have seen that:

- you can use a **Sequence** column to force events into the right order when Chronolator has insufficient information about when they happened
- you can add a **Sequence** column to a table which does not have one. This is the only change that Chronolator allows you to make to the column headings defined by the Case Review Administrator

12 EXERCISE 8 - HIGHLIGHTING EVENTS ACCORDING TO THEIR AGENCY OR ORGANISATION

Chronolator can highlight events from different agencies in a number of ways.

Step	Action	What to expect and other comments
1	Read <i>Chronolator Toolbars</i> (section 2) and <i>About the Exercises</i> (section 4) if you have not already done so.	
2	Open <i>SampleCompositeChronologyHealth</i> .	<p>This Composite Chronology contains events gathered from a number of health agencies:</p> <ul style="list-style-type: none">⦿ Berrick New Town Clinic⦿ Berrickshire Ambulance Service⦿ Portmanor Medical Centre⦿ St Salome A&E⦿ St Salome Community Midwives⦿ St Salome Labour Ward⦿ St Salome Maternity Unit

Step	Action	What to expect and other comments
3	<p>Press Tools > Highlight Source > Define and Do;</p> 	<p>Message 7010 is displayed.</p>  <p>⚡ Highlighting will be lost when certain other features are used. It is recommended that you do not highlight a document until you have finished with those other features. See Message 7010 for details of which features might lose highlighting.</p> <p>This message is only displayed once in a Word session.</p>
4	<p>Press OK.</p>	<p>The Highlight Source options selector is displayed.</p>  <p>⚡ Chronolator has many options for choosing colour schemes and styles. We will just use the defaults for now.</p>

Step	Action	What to expect and other comments																								
5	Press OK :	<div><p>The table is highlighted:</p><table><tr><th>Date</th><th>Time</th><th>Source of Information</th><th>Family Contact - Child</th><th>Family Contact - Adult</th><th>Communication - within agency</th></tr><tr><td>06 Oct 2012</td><td>03:30</td><td>Portmanor Medical Centre > GP records</td><td></td><td>Mother seen by GP1. Pregnant. ?date of LMP.</td><td>GP1 completes ante-natal referral to St Salome's</td></tr><tr><td>03 Nov 2012</td><td>10:45</td><td>St Salome Maternity Unit > Antenatal records ref 0311</td><td></td><td>New booking visit by Midwife 1. No concerns.</td><td></td></tr><tr><td>10 Dec 2012</td><td>02:00</td><td>Berrick New Town Clinic > Health Visitor HV1 diary</td><td></td><td>Saw Ms F for first booking.</td><td></td></tr></table></div>	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's	03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Midwife 1. No concerns.		10 Dec 2012	02:00	Berrick New Town Clinic > Health Visitor HV1 diary		Saw Ms F for first booking.	
Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency																					
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's																					
03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Midwife 1. No concerns.																						
10 Dec 2012	02:00	Berrick New Town Clinic > Health Visitor HV1 diary		Saw Ms F for first booking.																						
6	Press Tools > Highlight Source > Define and Do .	The Highlight Source options selector is displayed.																								

Step	Action	What to expect and other comments
------	--------	-----------------------------------

7 Press the *Show samples* button:

A new document opens, explaining how the *Scope* and *Colour Scheme* selectors work, and containing swatches of the colours Chronolator can use to highlight the document.

Scope

The Scope determines the extent of the highlighting. Each row in the following table illustrates a different scope, using the text 'Berrick Police >' as an example.

Scope			
Text	Berrick Police > New Town Station > Custody records	Chronolator - the Chronology Tool	Chronolator - the Chronology Tool
Cell Text	Berrick Police > New Town Station > Custody records	Chronolator - the Chronology Tool	Chronolator - the Chronology Tool
Row Text	Berrick Police > New Town Station > Custody records	Chronolator - the Chronology Tool	Chronolator - the Chronology Tool
Cell	Berrick Police > New Town Station > Custody records	Chronolator - the Chronology Tool	Chronolator - the Chronology Tool
Row	Berrick Police > New Town Station > Custody records	Chronolator - the Chronology Tool	Chronolator - the Chronology Tool

Colour Schemes

The built-in Colour Schemes provide a quick way to set the highlighting for all prefixes. You can override the scheme colour for a particular prefix by using the 'Custom Settings' controls.

Use the first number in each box below to assign a highlight to a source prefix. Use the number 0 if you do not want to highlight a prefix.

Step	Action	What to expect and other comments
8	Close the new document.	You can leave it open if you want and switch back to <i>SampleCompositeChronologyHealth</i> using the Windows taskbar.

Step

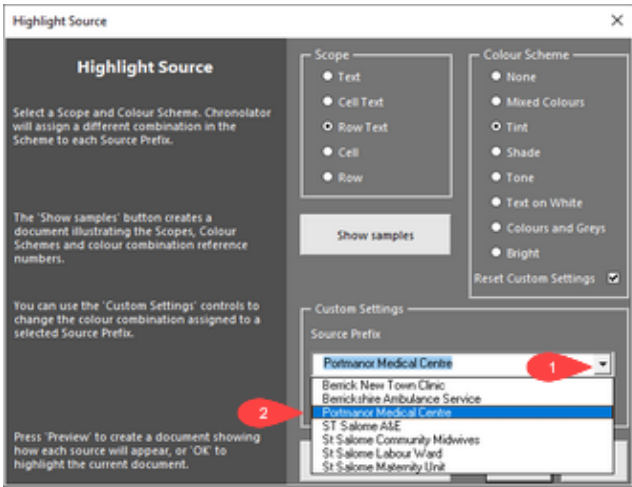
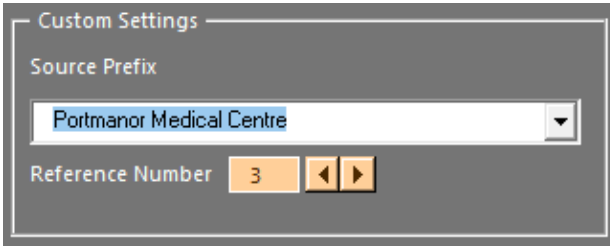
Action

What to expect and other comments

9 Choose a **Scope** and **Colour Scheme** (here we have chosen **Row Text** and **Tint**) and press **Preview**:

A new document opens, illustrating how each source will be highlighted:

Seq	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
	18 Feb 2020	12:29	Berrick New Town Clinic > record 1234	33 (7.34)	Chronolator	The Chronology Tool	Chronolator	The Chronology Tool	Chronolator
	18 Feb 2020	12:29	Berrickshire Ambulance Service > record 1234	34 (15.37)	Chronolator	The Chronology Tool	Chronolator	The Chronology Tool	Chronolator
	18 Feb 2020	12:29	Portmanor Medical Centre > record 1234	35 (19.75)	Chronolator	The Chronology Tool	Chronolator	The Chronology Tool	Chronolator
	18 Feb 2020	12:29	ST Salome A&E > record 1234	36 (17.39)	Chronolator	The Chronology Tool	Chronolator	The Chronology Tool	Chronolator
	18 Feb 2020	12:29	St Salome Community Midwives > record 1234	37 (17.31)	Chronolator	The Chronology Tool	Chronolator	The Chronology Tool	Chronolator
	18 Feb 2020	12:29	St Salome Labour Ward > record 1234	38 (12.93)	Chronolator	The Chronology Tool	Chronolator	The Chronology Tool	Chronolator
	18 Feb 2020	12:29	St Salome Maternity Unit > record 1234	39 (4.91)	Chronolator	The Chronology Tool	Chronolator	The Chronology Tool	Chronolator

Step	Action	What to expect and other comments
10	Close the new document.	You can leave it open if you want and switch back to <i>SampleCompositeChronologyHealth</i> using the Windows taskbar.
11	<p>Keeping the Scope and Colour Scheme you have chosen, click the drop-down arrow and select a Source Prefix:</p> 	
12	<p>Experiment with the Custom Settings:</p> 	<p>The background of the number box and arrows is the colour to be assigned to the selected Source Prefix.</p> <p>Use the arrows to choose a new colour, or type one in the box.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>💡 You will not be able to assign a colour if it is already in use, or if it is not a valid colour.</p> </div>

Step	Action	What to expect and other comments
13	Use the Preview button again to preview your choices, or press OK to highlight the document.	
14	Close SampleCompositeChronologyHealth without saving changes.	


In this exercise, you have learned about the **Highlight Source** feature. In particular:

- you can set the extent of the highlighting by setting its **Scope**
- Chronolator provides a number of different **Colour Schemes**
- **Scope** and **Colour Schemes** are described in more detail when you press the **Show Samples** button
- you can set the colour for individual **Source Prefixes** by using **Custom Settings**
- you can **Preview** the highlighting before applying it to the document

13 EXERCISE 9 - ANONYMISING AND PERSONALISING A CHRONOLOGY

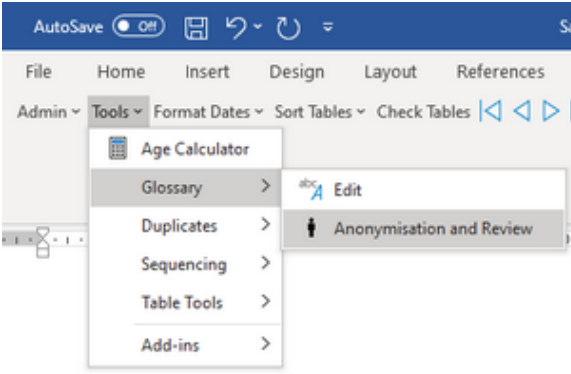
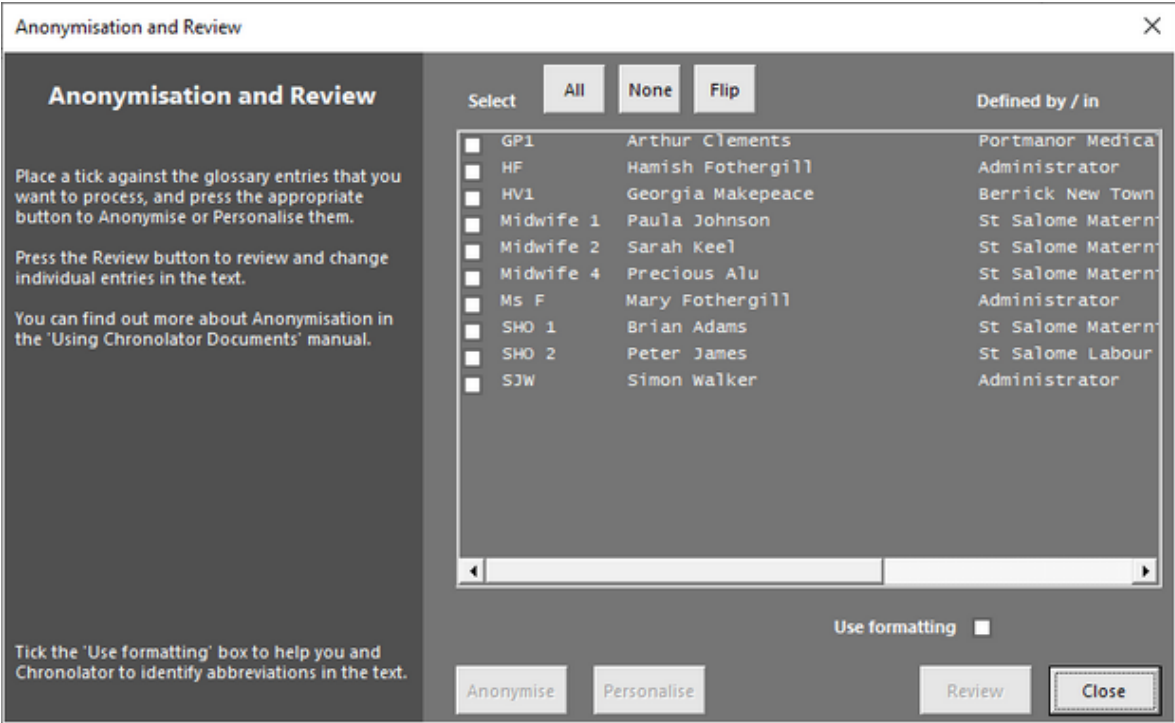
Chronolator can anonymise a document according to the entries in its Abbreviations Glossary. It can be hard for a reviewer to build up a mental picture of the people involved in a case when they are only referred to by their initials, so Chronolator allows you to switch between anonymised and personalised views.

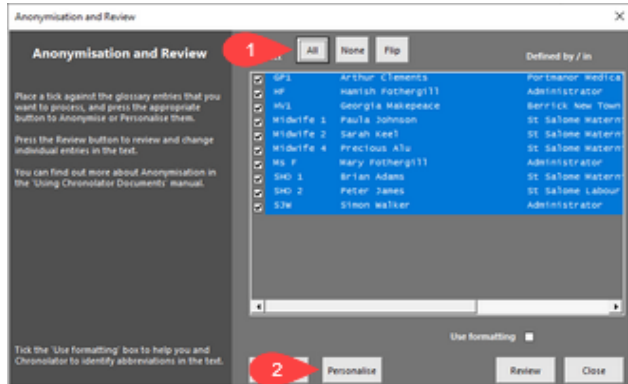


This exercise anonymises a document by replacing **definitions** in the Abbreviations Glossary with their **abbreviations**.

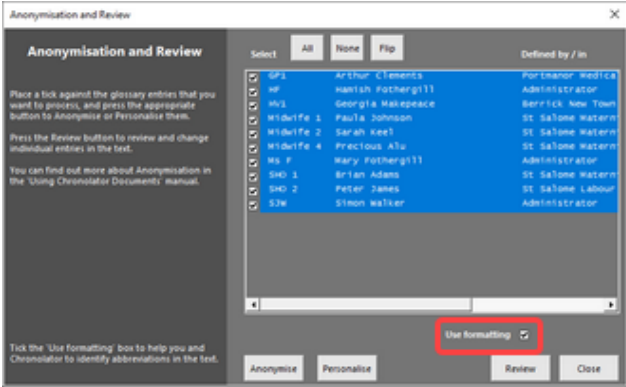
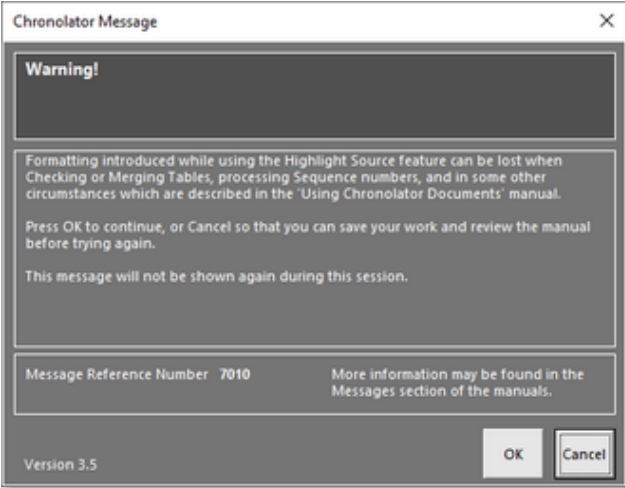

 Sometimes you might want to anonymise a document by replacing **real names** with **fictitious ones**. You can do that with a combination of the techniques below and those in [Exercise 10 - Updating the Abbreviations Glossary](#) (section 14):

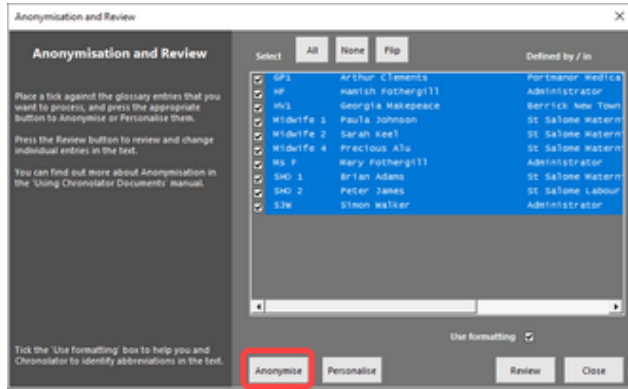
Firstly, anonymise the document as described in this exercise; then change the definitions for an abbreviation in the Glossary; finally, personalise the document as described here.

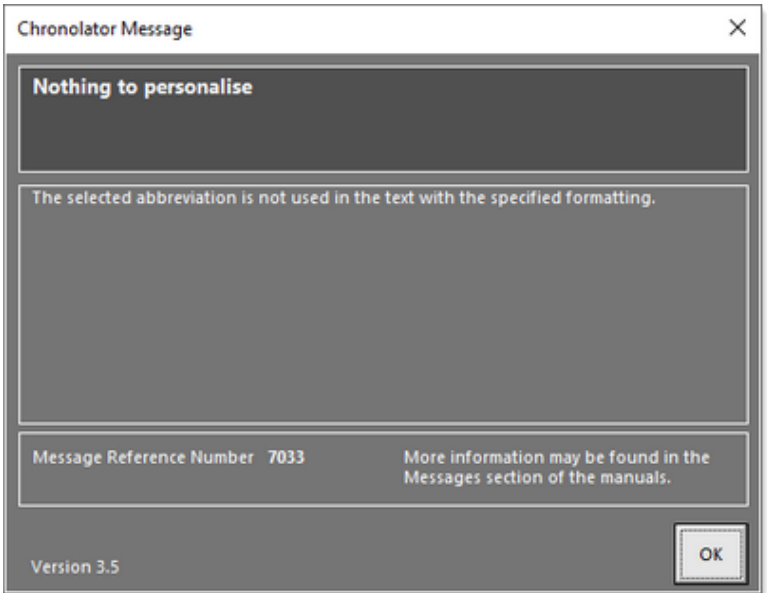
Step	Action	What to expect and other comments																		
1	Read Chronolator Toolbars (section 2) and About the Exercises (section 4) if you have not already done so.																			
2	Open SampleCompositeChronologyHealth .	<p>This document has already been anonymised, as you can see from the first two rows which mention GP1 and Midwife 1:</p> <table><tr><th>Date</th><th>Time</th><th>Source of Information</th><th>Family Contact - Child</th><th>Family Contact - Adult</th><th>Communication - within agency</th></tr><tr><td>06 Oct 2012</td><td>03:30</td><td>Portmanor Medical Centre > GP records</td><td></td><td>Mother seen by GP1 Pregnant. ?date of LMP.</td><td>GP1 completes ante-natal referral to St Salome's</td></tr><tr><td>03 Nov 2012</td><td>10:45</td><td>St Salome Maternity Unit > Antenatal records ref 0311</td><td></td><td>New booking visit by Midwife 1 No concerns.</td><td></td></tr></table>	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1 Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's	03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Midwife 1 No concerns.	
Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency															
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1 Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's															
03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Midwife 1 No concerns.																

Step	Action	What to expect and other comments
3	<p>Press Tools > Glossary > Anonymisation and Review:</p> 	<p>The Anonymisation and Review form is displayed showing the abbreviations in the document and their definitions:</p>  <p>Note that GP1 is Arthur Clements and Midwife 1 is Paula Johnson.</p>

Step	Action	What to expect and other comments																		
4	<p>Press the All button at the top of the form and then the Personalise one at the bottom. DO NOT tick the Use formatting box.</p> <div></div> <div><p> You can select particular entries to process by ticking the boxes next to them individually, but for this exercise we have done them all.</p></div>	<p>The abbreviations in the document are replaced by their definitions:</p> <table><tr><th>Date</th><th>Time</th><th>Source of Information</th><th>Family Contact - Child</th><th>Family Contact - Adult</th><th>Communication - within agency</th></tr><tr><td>06 Oct 2012</td><td>03:30</td><td>Portmanor Medical Centre > GP records</td><td></td><td>Mother seen by Arthur Clements Pregnant. ?date of LMP.</td><td>Arthur Clements completes ante-natal referral to St Salome's</td></tr><tr><td>03 Nov 2012</td><td>10:45</td><td>St Salome Maternity Unit > Antenatal records ref 0311</td><td></td><td>New booking visit by Paula Johnson No concerns.</td><td></td></tr></table>	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by Arthur Clements Pregnant. ?date of LMP.	Arthur Clements completes ante-natal referral to St Salome's	03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Paula Johnson No concerns.	
Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency															
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by Arthur Clements Pregnant. ?date of LMP.	Arthur Clements completes ante-natal referral to St Salome's															
03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Paula Johnson No concerns.																
<div><p> Be careful to follow the remaining steps exactly, as the Use formatting box has significant effects on Anonymisation and Personalisation.</p></div>																				
5	<p>Press Tools > Glossary > Anonymisation and Review.</p>	<p>The Anonymisation and Review form is displayed.</p>																		


Step	Action	What to expect and other comments
6	<p>Tick the Use formatting box.</p> 	<p>Message 7010 is displayed:</p>  <div> <p> The formatting you are about to apply will be lost when certain other features are used.</p> <p>It is recommended that you do not anonymise a document with formatting until you have finished with those other features.</p> <p>See Message 7010 for details of which features might lose highlighting.</p> </div> <p>This message is only displayed once in a Word session.</p>
7	<p>Press OK to dismiss the message.</p>	


Step	Action	What to expect and other comments																		
8	<p>Press Anonymise.</p> 	<p>The definitions in the document are replaced by their abbreviations, which are <i><u>Bold, Italic, and Underlined</u></i>:</p> <table><tr><th>Date</th><th>Time</th><th>Source of Information</th><th>Family Contact - Child</th><th>Family Contact - Adult</th><th>Communication - within agency</th></tr><tr><td>06 Oct 2012</td><td>03:30</td><td>Portmanor Medical Centre > GP records</td><td></td><td>Mother seen by GP1 Pregnant. ?date of LMP.</td><td>GP1 completes ante-natal referral to St Salome's</td></tr><tr><td>03 Nov 2012</td><td>10:45</td><td>St Salome Maternity Unit > Antenatal records ref 0311</td><td></td><td>New booking visit by Midwife 1 No concerns.</td><td></td></tr></table> <p>Formatting abbreviations like this makes them stand out in the document.</p> <p>It can also be used to selectively process abbreviations, as we will see in the next few steps.</p>	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1 Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's	03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Midwife 1 No concerns.	
Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency															
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1 Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's															
03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Midwife 1 No concerns.																
9	<p>Press Tools > Glossary > Anonymisation and Review.</p>	<p>The Anonymisation and Review form is displayed.</p>																		
10	<p>Don't change anything.</p> <p>Press the Personalise button.</p>	<p>The document is personalised.</p>																		
11	<p>Press Tools > Glossary > Anonymisation and Review.</p>	<p>The Anonymisation and Review form is displayed.</p>																		
12	<p>Un-tick the Use formatting box.</p> <p>Press the Anonymise button.</p>	<p>The document is anonymised without any formatting being applied.</p>																		
13	<p>Press Tools > Glossary > Anonymisation and Review.</p>	<p>The Anonymisation and Review form is displayed.</p>																		

Step	Action	What to expect and other comments
14	Tick the Use formatting box Press the Personalise button.	<p>Message 7033 is issued.</p>  <p>Because there are no abbreviations in the document which are <i><u>Bold, Italic, and Underlined</u></i>, no changes are made.</p>
15	Press OK .	No changes have been made to the document.
16	Press Tools > Glossary > Anonymisation and Review .	The Anonymisation and Review form is displayed.
17	Experiment with different combinations of the buttons and boxes on the form.	To see the results, close the form with the Close button in the bottom right hand corner. If you want to re-open it, press Tools > Glossary > Anonymisation and Review .

Step	Action	What to expect and other comments
18	Close <i>SampleCompositeChronologyHealth</i> without saving changes.	

This exercise has introduced you to the **Anonymisation and Personalisation** feature. Using the different buttons and boxes you can produce a document where some abbreviations are formatted and some are not, making some participate in **Personalisation** and some not.

 Don't forget that all this work could be lost next time you use the *Check Tables* button (and some others), so only do it if you have completed your work with them.

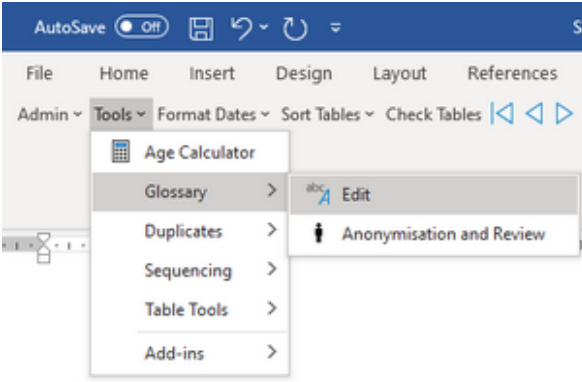
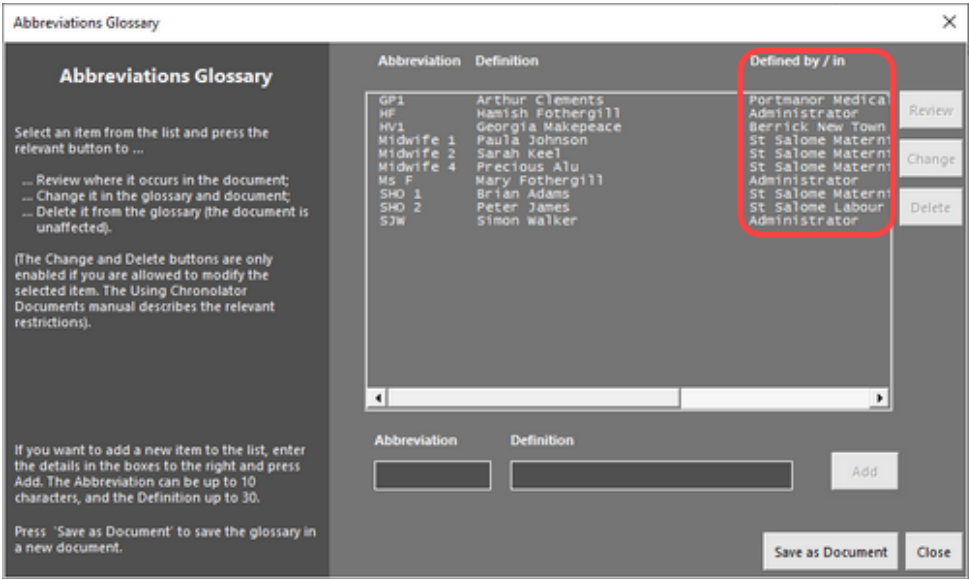
 Remember also that the more complex the work you do, the harder it might be to recreate it if needed, and the harder it might be for someone else to understand the results. Keep it simple!

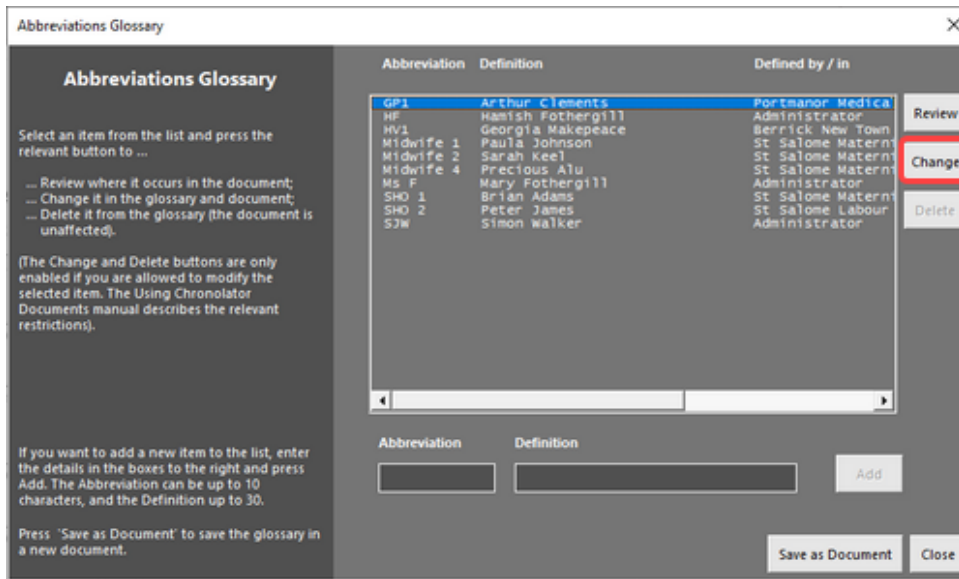
14 EXERCISE 10 - UPDATING THE ABBREVIATIONS GLOSSARY

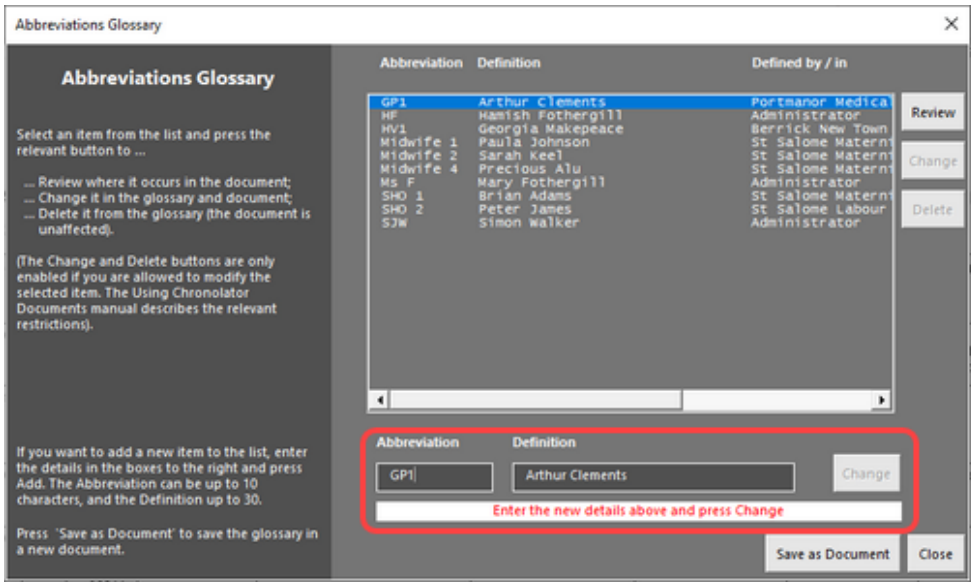
Agencies can add their own entries to the **Abbreviations Glossary**. It is possible that two agencies might add similar entries (for example, **AD/Alan Daniels** and **AD/Adam Donoghue**). Chronolator always keeps track of where an abbreviation has been defined, but if you want to use the **Anonymisation** feature all abbreviations and definitions must be unique.

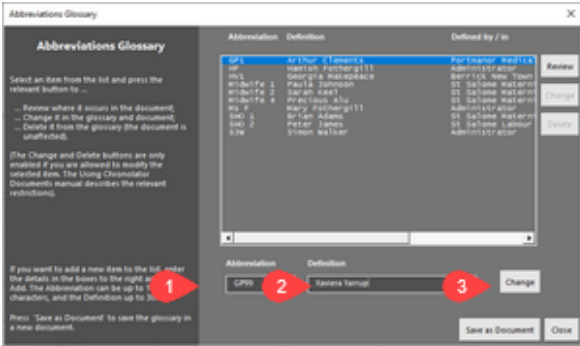
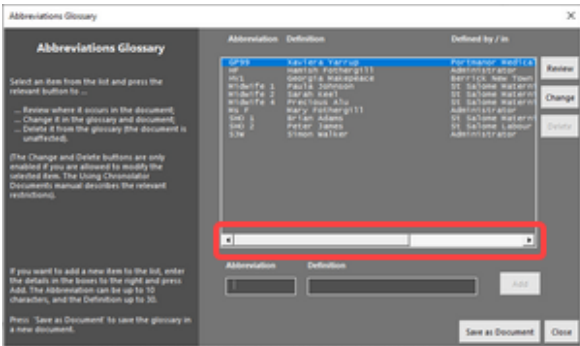
You can use the **Tools > Glossary > Edit** tool to change a user-defined Glossary entry. Chronolator updates the glossary and makes any required changes in the document.

Step	Action	What to expect and other comments																	
1	Read <i>Chronolator Toolbars</i> (section 2) and <i>About the Exercises</i> (section 4) if you have not already done so.																		
2	Open <i>SampleCompositeChronologyHealth</i> .																		
3	Type Arthur Clements in the Family Contact - Child column in the first event so that it is as shown to the right.	<table><tr><th>Date</th><th>Time</th><th>Source of Information</th><th>Family Contact - Child</th><th>Family Contact - Adult</th><th>Communication - within agency</th></tr><tr><td>06 Oct 2012</td><td>03:30</td><td>Portmanor Medical Centre > GP records</td><td>Arthur Clements</td><td>Mother seen by GP1. Pregnant. ?date of LMP.</td><td>GP1 completes ante-natal referral to St Salome's</td></tr></table>						Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	06 Oct 2012	03:30	Portmanor Medical Centre > GP records	Arthur Clements	Mother seen by GP1. Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's
Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency														
06 Oct 2012	03:30	Portmanor Medical Centre > GP records	Arthur Clements	Mother seen by GP1. Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's														

Step	Action	What to expect and other comments
4	<p>Press Tools > Glossary > Edit:</p> 	<p>The Abbreviations Glossary form is displayed showing the abbreviations in the document and their definitions:</p>  <p>The Defined by / in column shows where an abbreviation has been defined.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>💡 You cannot change abbreviations defined by Administrator except in a Composite Chronology created by the Administrator.</p> </div>

Step	Action	What to expect and other comments
5	Click GP1 / Arthur Clements .	<p>The Change button is enabled:</p>  <p>The screenshot shows the 'Abbreviations Glossary' dialog box. It has a title bar with a close button. The main area is divided into two panes. The left pane contains instructions: 'Select an item from the list and press the relevant button to ...', a list of actions (Review, Change, Delete), and a note about the Change and Delete buttons. The right pane contains a table with three columns: 'Abbreviation', 'Definition', and 'Defined by / in'. The table lists several items, with 'GP1' selected. To the right of the table are three buttons: 'Review', 'Change' (highlighted with a red rectangle), and 'Delete'. At the bottom of the right pane are two input fields for 'Abbreviation' and 'Definition', an 'Add' button, and 'Save as Document' and 'Close' buttons.</p>


Step	Action	What to expect and other comments
6	Press Change .	<p>The current abbreviation and definition appear in the boxes near the bottom of the form, with a message inviting you to change them:</p> 

Step	Action	What to expect and other comments									
7	<p>Type GP99 and Xaviera Yarrup and press the Change button next to them:</p> 	<p>The Glossary is updated:</p> <table border="1"> <thead> <tr> <th>Abbreviation</th><th>Definition</th><th>Defined by / in</th></tr> </thead> <tbody> <tr> <td>GP99</td><td>Xaviera Yarrup</td><td>Portmanor Medical Centre > (was GP1 - Arthur Clements)</td></tr> <tr> <td>HF</td><td>Hamish Fothergill</td><td>Administrator</td></tr> </tbody> </table> <p>💡 In this exercise you changed both the Abbreviation and the Definition, but you can choose just to do either one.</p>	Abbreviation	Definition	Defined by / in	GP99	Xaviera Yarrup	Portmanor Medical Centre > (was GP1 - Arthur Clements)	HF	Hamish Fothergill	Administrator
Abbreviation	Definition	Defined by / in									
GP99	Xaviera Yarrup	Portmanor Medical Centre > (was GP1 - Arthur Clements)									
HF	Hamish Fothergill	Administrator									
8	<p>Use the horizontal scroll bar at the bottom of the list to scroll it to the right.</p> 	<p>The original entry is still there, so you can always find it in the document in which it was first defined:</p> <table border="1"> <thead> <tr> <th>Abbreviation</th><th>Definition</th><th>Defined by / in</th></tr> </thead> <tbody> <tr> <td>GP99</td><td>Xaviera Yarrup</td><td>Portmanor Medical Centre > (was GP1 - Arthur Clements)</td></tr> <tr> <td>HF</td><td>Hamish Fothergill</td><td>Administrator</td></tr> </tbody> </table> <p>⚠️ If you are using this feature to anonymise a document, remember not to publish it without first using the Publish > Exact Copy tool to produce a copy without any Chronolator code, and hence without the ability to reveal the abbreviations.</p>	Abbreviation	Definition	Defined by / in	GP99	Xaviera Yarrup	Portmanor Medical Centre > (was GP1 - Arthur Clements)	HF	Hamish Fothergill	Administrator
Abbreviation	Definition	Defined by / in									
GP99	Xaviera Yarrup	Portmanor Medical Centre > (was GP1 - Arthur Clements)									
HF	Hamish Fothergill	Administrator									

Step	Action	What to expect and other comments										
9	Press the Close button in the bottom right hand corner of the form.	<p>Notice that GP1 and Arthur Clements have changed to GP99 and Xaviera Yarrup respectively:</p> <table><tr><th>Date</th><th>Time</th><th>Source of Information</th><th>Family Contact - Child</th><th>Family Contact - Adult</th></tr><tr><td>06 Oct 2012</td><td>03:30</td><td>Portmanor Medical Centre > GP records</td><td>Xaviera Yarrup</td><td>Mother seen by GP99. Pregnant. ?date of LMP.</td></tr></table>	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	06 Oct 2012	03:30	Portmanor Medical Centre > GP records	Xaviera Yarrup	Mother seen by GP99. Pregnant. ?date of LMP.
Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult								
06 Oct 2012	03:30	Portmanor Medical Centre > GP records	Xaviera Yarrup	Mother seen by GP99. Pregnant. ?date of LMP.								
10	Close SampleCompositeChronologyHealth without saving changes.											

In this exercise, you have learned:

- how to update the **Abbreviations Glossary**
- that Chronolator updates the document text to match your changes

 In this exercise we changed the abbreviations in a Composite Chronology. However, it is worth checking before you import a document whether it contains any abbreviations that are the same as those in the Composite Chronology. If so, consider changing them before the import. The end result in the Composite Chronology will be the same, but you might think that the additional consistency between it and the imported document is worthwhile.

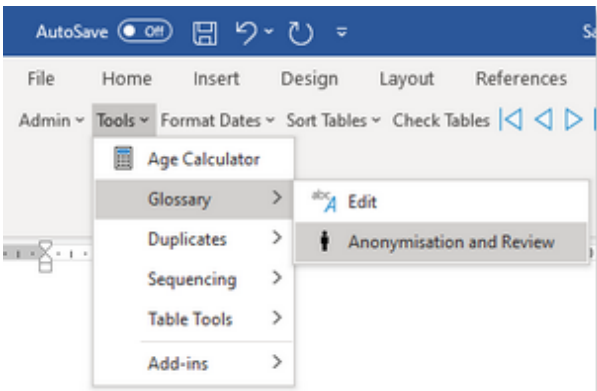
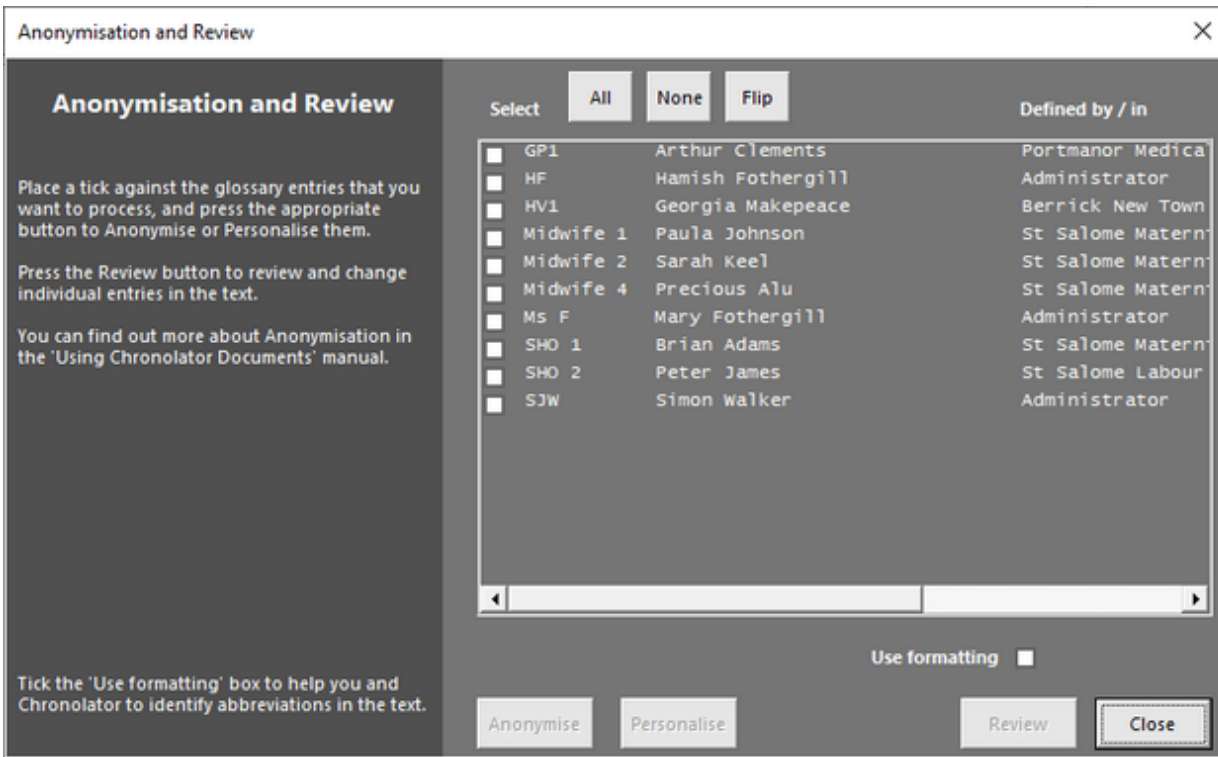
Exercise 11 - Navigating a document and extracting events using the Abbreviations Glossary (section 15) illustrates how you can browse a document using the **Abbreviations Glossary** and produce a summary document containing only the events pertaining to selected glossary entries.

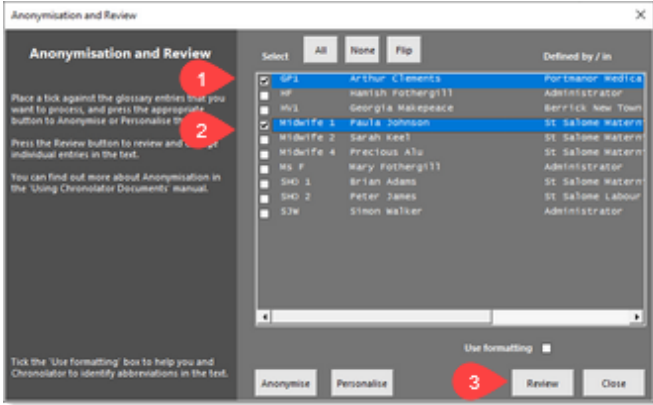
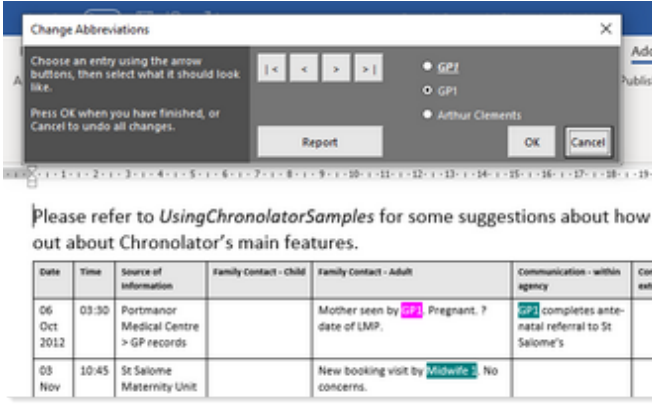
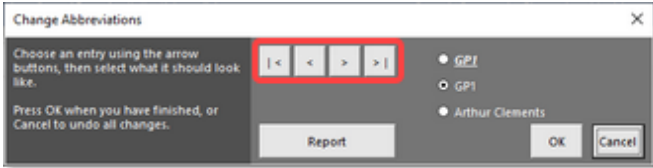
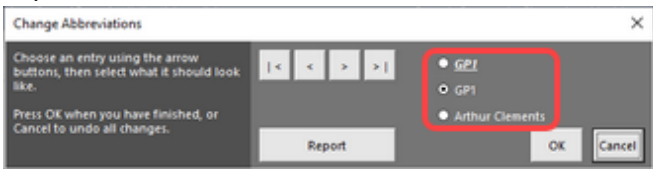
15 EXERCISE 11 - NAVIGATING A DOCUMENT AND EXTRACTING EVENTS USING THE ABBREVIATIONS GLOSSARY

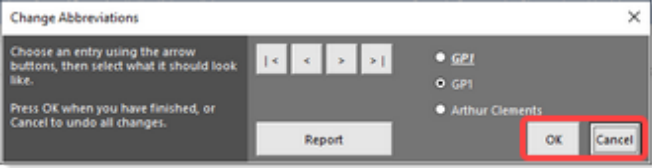
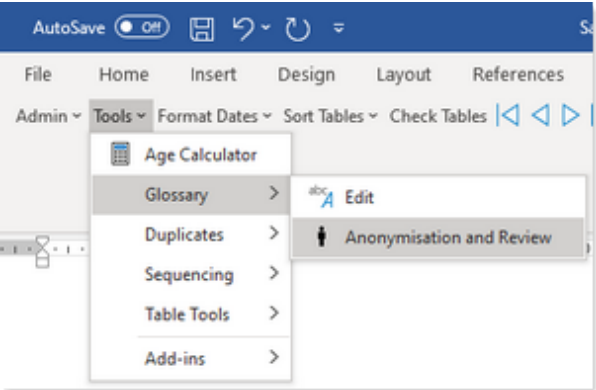
When your chronology contains an Abbreviations Glossary, you can quickly navigate between individual glossary entries in the document. You can also produce extracts containing just the events pertaining to those entries.

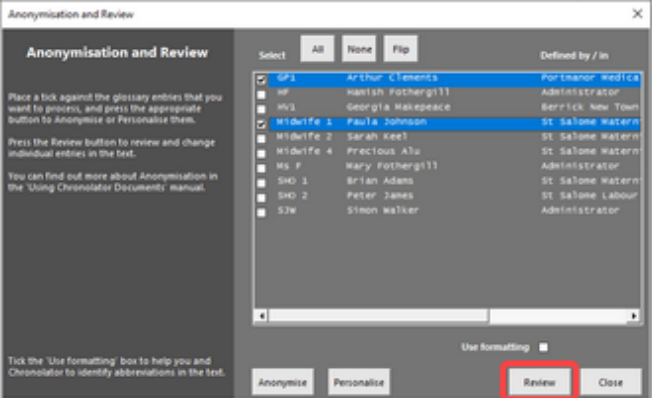
If you are interested in just one abbreviation, you can use the **Tools > Glossary > Edit** tool. In the following exercise, we use **Tools > Glossary > Anonymisation and Review**, as it lets us process more than one abbreviation at a time.

Step	Action	What to expect and other comments
1	Read Chronolator Toolbars (section 2) and About the Exercises (section 4) if you have not already done so.	
2	Open SampleCompositeChronologyHealth .	

Step	Action	What to expect and other comments																																	
3	<p>Press Tools > Glossary > Anonymisation and Review:</p> 	<p>The Anonymisation and Review form is displayed showing the abbreviations in the document and their definitions:</p>  <table border="1"> <thead> <tr> <th>Select</th> <th>Abbreviation</th> <th>Defined by / in</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>GP1</td> <td>Arthur Clements</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HF</td> <td>Hamish Fothergill</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HV1</td> <td>Georgia Makepeace</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Midwife 1</td> <td>Paula Johnson</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Midwife 2</td> <td>Sarah Keel</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Midwife 4</td> <td>Precious Alu</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Ms F</td> <td>Mary Fothergill</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SHO 1</td> <td>Brian Adams</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SHO 2</td> <td>Peter James</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SJW</td> <td>Simon Walker</td> </tr> </tbody> </table>	Select	Abbreviation	Defined by / in	<input type="checkbox"/>	GP1	Arthur Clements	<input type="checkbox"/>	HF	Hamish Fothergill	<input type="checkbox"/>	HV1	Georgia Makepeace	<input type="checkbox"/>	Midwife 1	Paula Johnson	<input type="checkbox"/>	Midwife 2	Sarah Keel	<input type="checkbox"/>	Midwife 4	Precious Alu	<input type="checkbox"/>	Ms F	Mary Fothergill	<input type="checkbox"/>	SHO 1	Brian Adams	<input type="checkbox"/>	SHO 2	Peter James	<input type="checkbox"/>	SJW	Simon Walker
Select	Abbreviation	Defined by / in																																	
<input type="checkbox"/>	GP1	Arthur Clements																																	
<input type="checkbox"/>	HF	Hamish Fothergill																																	
<input type="checkbox"/>	HV1	Georgia Makepeace																																	
<input type="checkbox"/>	Midwife 1	Paula Johnson																																	
<input type="checkbox"/>	Midwife 2	Sarah Keel																																	
<input type="checkbox"/>	Midwife 4	Precious Alu																																	
<input type="checkbox"/>	Ms F	Mary Fothergill																																	
<input type="checkbox"/>	SHO 1	Brian Adams																																	
<input type="checkbox"/>	SHO 2	Peter James																																	
<input type="checkbox"/>	SJW	Simon Walker																																	

Step	Action	What to expect and other comments
4	<p>Tick GP1 and Midwife1 and then press the Review button:</p> 	<p>The Change Abbreviations form is displayed, and occurrences of GP1 and Midwife 1 are highlighted in the document:</p>  <p>The active occurrence (the one where the cursor is placed) is highlighted like this, and the others like this.</p>
5	<p>Use the buttons in the form to scroll among the occurrences of GP1 and Midwife 1:</p> 	<p>The active occurrence is highlighted like this.</p>
6	<p>Experiment with the radio buttons:</p> 	<p>The text of the active occurrence changes to whatever you select.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>💡 You might want to do this to selectively anonymise or personalise a particular occurrence.</p> </div>

Step	Action	What to expect and other comments
7	<p>Press OK.</p> 	<p>The form closes.</p> <p>Highlights are removed.</p> <p>Any changes you have made are kept.</p> <div data-bbox="898 496 1783 552" style="border: 1px solid red; padding: 5px;"> <p>💡 If you did not want to keep the changes, you would press Cancel.</p> </div>
<p>You have seen how to navigate among the glossary entries. In the next part of this exercise, you will see how to produce a new document containing just the events pertaining to those entries.</p>		
8	<p>Press Tools > Glossary > Anonymisation and Review:</p> 	<p>The Anonymisation and Review form opens with your previous selections.</p>

Step	Action	What to expect and other comments
9	<p>Press the Review button:</p>  <p>The screenshot shows the 'Anonymisation and Review' dialog box. It has a title bar 'Anonymisation and Review' with a close button. Inside, there's a section 'Anonymisation and Review' with instructions: 'Place a tick against the glossary entries that you want to process, and press the appropriate button to Anonymise or Personalise them.', 'Press the Review button to review and change individual entries in the text.', and 'You can find out more about Anonymisation in the 'Using Chronolator Documents' manual.' Below this is a 'Use formatting' checkbox. At the bottom are buttons for 'Anonymise', 'Personalise', 'Review' (highlighted with a red rectangle), and 'Close'. The main area is a table with columns 'Select', 'All', 'None', 'Flip', and 'Defined by / in'. It lists various entries like GP1, Mr, Mrs, Midwife 1, Midwife 2, Midwife 4, Ms P, SHD 1, SHD 2, SW, Arthur Clements, Waiyish Fothergill, Georgia Mainpeace, Paula Johnson, Sarah Keel, Precious Ali, Wary Fothergill, Brian Adams, Peter James, Simon Walker, Forlanor Wedica, Administrator, Berrick New Town, St Salome Western, St Salome Western, Administrator, St Salome Western, St Salome Labour, and Administrator.</p>	<p>The Change Abbreviations form is displayed, and occurrences of GP1 and Midwife 1 are highlighted in the document as before, as are their respective names if you changed any of the entries to them earlier.</p>

Step

Action

What to expect and other comments

10

Press the **Report** button:

Change Abbreviations

Choose an entry using the arrow buttons, then select what it should look like.

Press OK when you have finished, or Cancel to undo all changes.

|<<>>|

GP1

GP1

Arthur Clements

Report

OK

Cancel

A new document opens, containing only those events which involve **GP1** and **Midwife 1** and their respective names:

AutoSave Off

Document17 - Word

Search

File

Home

Insert

Design

Layout

References

Mailings

Review

Paste

Calibri (Body)

11

A[^] A^v Aa A

B *I* U ~~ab~~ x₂ x² A A A

Clipboard

Font

Paragraph

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

GP1 (3 occurrences)

Arthur Clements (0 occurrences)

Midwife 1 (2 occurrences)

Paula Johnson (0 occurrences)

*** The counts above are subject to technical limitations which mean they might not exactly match the more information.

Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ? date of LMP.	GP1 completes ante-natal referral to St Salome's
03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Midwife 1. No concerns.	

Step	Action	What to expect and other comments
11	Close the new document and <i>SampleCompositeChronologyHealth</i> without saving changes.	

In this exercise, you have learned:

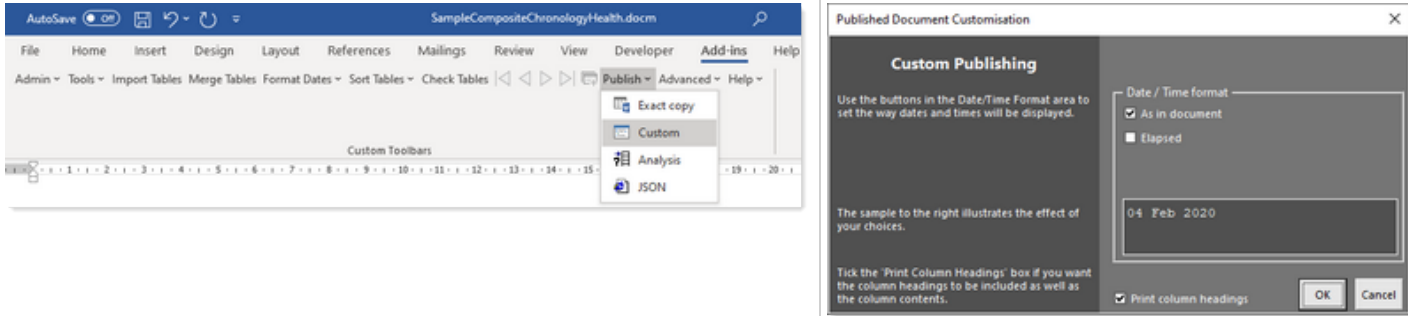
- 🕒 how you can use the entries in the Abbreviations Glossary to navigate the document
- 🕒 how to produce a report about selected entries

Exercise 10 - Updating the Abbreviations Glossary (section 14) illustrates how you can change entries in the **Abbreviations Glossary** and any associated text in the document.

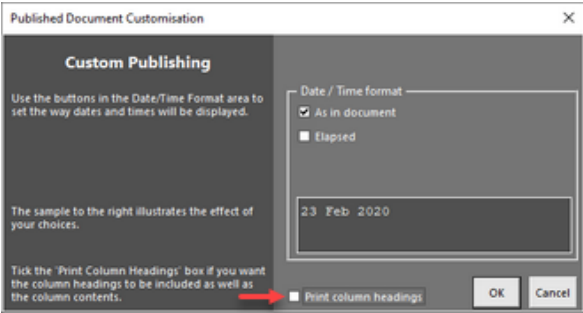
16 EXERCISE 12 - MAKING A NARRATIVE VERSION OF THE CHRONOLOGY TABLE

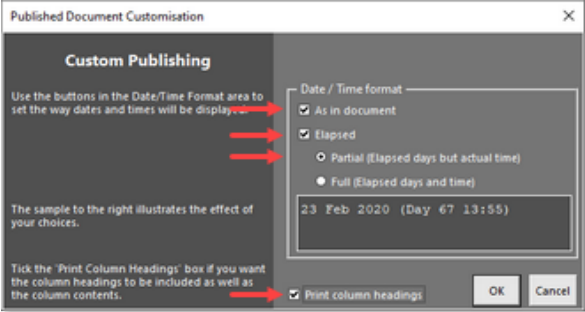
Although tables are a good way to put a chronology together, they can be unwieldy to read, particularly when a single event has a lot of text in one column that spans several pages.

Chronolator can convert a chronology table to a number of narrative formats, some of which include the time that has elapsed since the start of the chronology.


Step	Action	What to expect and other comments
1	Read Chronolator Toolbars (section 2) and About the Exercises (section 4) if you have not already done so.	
2	Open SampleCompositeChronologyHealth .	
3	Press Publish > Custom :	<p>The Published Document Customisation form opens.</p>  <p>The screenshot shows the Microsoft Word ribbon with the 'Add-ins' tab selected. The 'Publish' button is highlighted in the ribbon. Below the ribbon, the 'Published Document Customisation' dialog box is open. The dialog box has a title bar 'Published Document Customisation' and a close button. It contains a section 'Custom Publishing' with instructions: 'Use the buttons in the Date/Time Format area to set the way dates and times will be displayed.' There are two radio buttons: 'As in document' (selected) and 'Elapsed'. Below them is a text box showing '04 Feb. 2020'. At the bottom, there is a checkbox 'Print column headings' which is checked, and 'OK' and 'Cancel' buttons.</p> <p>You can use this form to change how the table headings are displayed.</p> <p>We will just use the defaults for now.</p>
4	Press OK .	A new document is produced containing a narrative version of the chronology table. The standard Word Save As dialog is displayed.
5	Save the document in a convenient place.	

Step	Action	What to expect and other comments																		
6	Look at the way the first event appears:	<p>In the original chronology table:</p> <table><tr><th>Date</th><th>Time</th><th>Source of Information</th><th>Family Contact - Child</th><th>Family Contact - Adult</th><th>Communication - within agency</th><th>Communication - external to agency</th><th>Response or Outcome</th><th>Comments</th></tr><tr><td>06 Oct 2012</td><td>03:30</td><td>Portmanor Medical Centre > GP records</td><td></td><td>Mother seen by GP1. Pregnant. ?date of LMP.</td><td>GP1 completes ante-natal referral to St Salome's</td><td></td><td></td><td>Slightly late notification but no concerns</td></tr></table> <p>In the narrative:</p> <div><p>06 Oct 2012 03:30</p><p>Portmanor Medical Centre > GP records</p><p>Family Contact - Adult</p><p>Mother seen by GP1. Pregnant. ?date of LMP.</p><p>Communication - within agency</p><p>GP1 completes ante-natal referral to St Salome's</p><p>Comments</p><p>Slightly late notification but no concerns</p></div> <ul style="list-style-type: none">The main heading shows the Date and Time of the event as written in the tableThe next heading is the Source of InformationThe following ones include only those table columns in which there was information <p>In the next few steps we shall see how to customise these headings.</p>	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments	06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns
Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments												
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns												
7	Close the narrative document.																			

Step	Action	What to expect and other comments
8	<p>Switch back to <i>SampleCompositeChronologyHealth</i> and press <i>Publish > Custom</i>.</p> <p>Un-tick the <i>Print Column Headings</i> box:</p>  <p>Press <i>OK</i>.</p>	<p>A new document is produced containing a narrative version of the chronology table. The standard Word Save As dialog is displayed.</p>
9	Save the document in a convenient place.	Overwrite the earlier narrative document if you want to.
10	Look at the way the first event appears in the narrative:	<div data-bbox="1014 919 1406 1062"> <p>06 Oct 2012 03:30 Portmanor Medical Centre > GP records Mother seen by GP1. Pregnant. ?date of LMP. GP1 completes ante-natal referral to St Salome's Slightly late notification but no concerns</p> </div> <p>The Date and Time and Source of Information headings remain, but the other ones are omitted. This results in a shorter document.</p>
11	Close the narrative document.	

Step	Action	What to expect and other comments
12	<p>Switch back to <i>SampleCompositeChronologyHealth</i> and press <i>Publish > Custom</i>.</p> <p>Set the form as follows:</p> <ul style="list-style-type: none"> Tick <i>As in document</i> Tick <i>Elapsed</i> Select <i>Partial</i> Tick <i>Print Column Headings</i>.  <p>Press <i>OK</i>.</p>	<p>A new document is produced containing a narrative version of the chronology table. The standard Word Save As dialog is displayed.</p>
13	<p>Save the document in a convenient place.</p>	<p>Overwrite the earlier narrative document if you want to.</p>

Step	Action	What to expect and other comments																											
14	Look at the way the first two events appear:	<p>In the original chronology table:</p> <table><tr><th>Date</th><th>Time</th><th>Source of Information</th><th>Family Contact - Child</th><th>Family Contact - Adult</th><th>Communication - within agency</th><th>Communication - external to agency</th><th>Response or Outcome</th><th>Comments</th></tr><tr><td>06 Oct 2012</td><td>03:30</td><td>Portmanor Medical Centre > GP records</td><td></td><td>Mother seen by GP1. Pregnant. ?date of LMP.</td><td>GP1 completes ante-natal referral to St Salome's</td><td></td><td></td><td>Slightly late notification but no concerns</td></tr><tr><td>03 Nov 2012</td><td>10:45</td><td>St Salome Maternity Unit > Antenatal records ref 0311</td><td></td><td>New booking visit by Midwife 1. No concerns.</td><td></td><td></td><td>Further appointments booked</td><td></td></tr></table> <p>In the narrative:</p> <div><p>06 Oct 2012 03:30 (Day 1 03:30) Portmanor Medical Centre > GP records Family Contact - Adult Mother seen by GP1. Pregnant. ?date of LMP. Communication - within agency GP1 completes ante-natal referral to St Salome's Comments Slightly late notification but no concerns</p><p>03 Nov 2012 10:45 (Day 29 10:45) St Salome Maternity Unit > Antenatal records ref 0311 Family Contact - Adult New booking visit by Midwife 1. No concerns. Response or Outcome Further appointments booked</p></div> <p>Tickling Elapsed has made the Date and Time heading of each event include information about how long it has been since the start of the chronology.</p> <div><p>💡 There are two formats for the Elapsed option. Partial (used here) displays how many days it has been since the first event but shows the time it happened.</p></div>	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments	06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns	03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Midwife 1. No concerns.			Further appointments booked	
Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments																					
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns																					
03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Midwife 1. No concerns.			Further appointments booked																						
15	Close the narrative document.																												

Step	Action	What to expect and other comments
16	<p>Switch back to SampleCompositeChronologyHealth and press Publish > Custom.</p> <p>Set the form as follows:</p> <ul style="list-style-type: none"> Tick As in document Tick Elapsed Select Full Tick Print Column Headings 	<p>Notice that as you choose different options, their effect is illustrated in the box underneath them:</p> 
17	Press OK .	A new document is produced containing a narrative version of the chronology table. The standard Word Save As dialog is displayed.
18	Save the document in a convenient place.	Overwrite the earlier narrative document if you want to.
19	Look at the way the first two events appear in the narrative:	 <p>The Elapsed > Full option displays exactly how long it has been since the first event instead of the time it happened.</p>
20	Close SampleCompositeChronologyHealth without saving changes.	

In this exercise, you have seen that:

- you can translate a tabular chronology into a variety of narrative formats, which can be easier to read and often take fewer pages

- some formats include information about the interval between the start of the chronology and each event
- the narrative is produced in a separate document, leaving your original chronology unchanged

17 CONCLUSION

CONCLUSION

The exercises above have illustrated the major features of Chronolator. Working through them should make you confident in using it for your own reviews. Detailed information about the tools available on the Chronolator toolbar in a chronology document can be found in [Using Chronolator Documents](#), which also includes some information about working with Word tables in general for those who are unfamiliar with them.

The sample tables in the exercises all use the same columns and headings. Please note that Chronolator allows the Case Review Administrator to decide what columns are used in any particular review. How this is done is described in [Setting Up Chronolator Documents](#).

Visit the Chronolator web site www.chronolator.com to see:

- [video demonstrations](#)
- [FAQs](#) about:
 - installing Chronolator, and what are its pre-requisites (pretty much just Microsoft Word)
 - general usage
 - known problems
 - how to report problems
- information about [licences](#).

The web site also has links from which you can download:

- a [complete working version](#) of Chronolator
- the [sample documents](#) used in the above exercises
- the [Chronolator Challenge](#), illustrating the speed with which Chronolator can merge and format chronology tables
- the Chronolator [documentation](#), including that for historical versions

18 APPENDIX E - SUPPLEMENTARY INFORMATION

18.1 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.

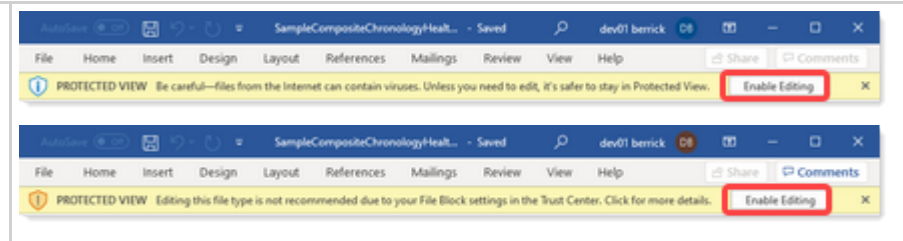
For details, please refer to the following:

- [Protected View](#) (section 18.1.1)
- [Enabling macros](#) (section 18.1.2)
- [Licensing](#) (section 18.1.3)

18.1.1 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.

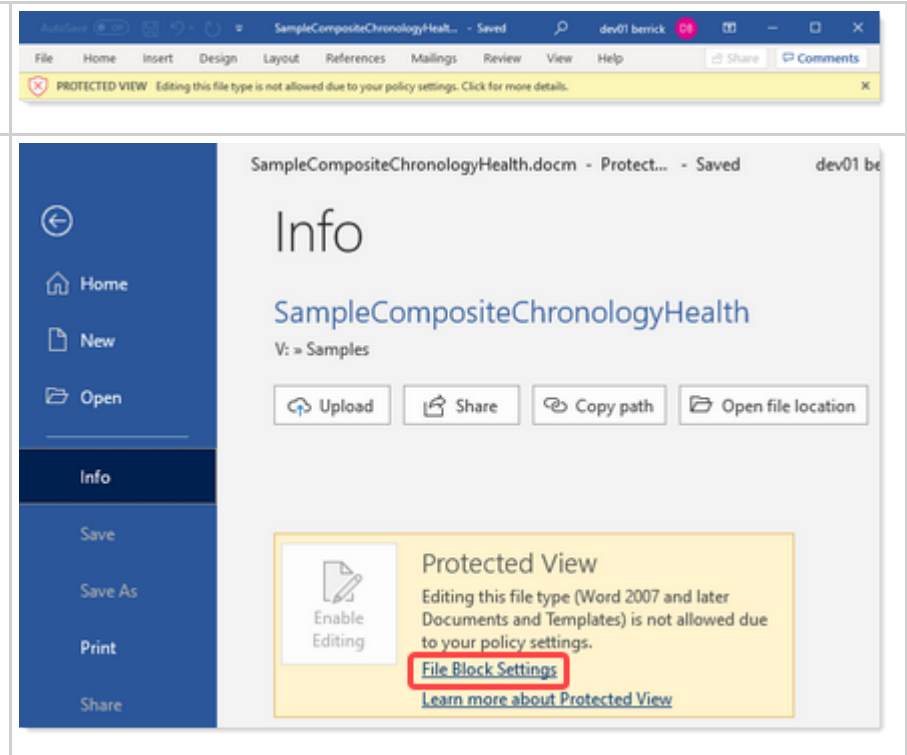
- If you get a warning like one of these, in which the **Protected View** warning includes an **Enable Editing** button, press it and then see [Enabling Macros](#) (section 18.1.2).



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

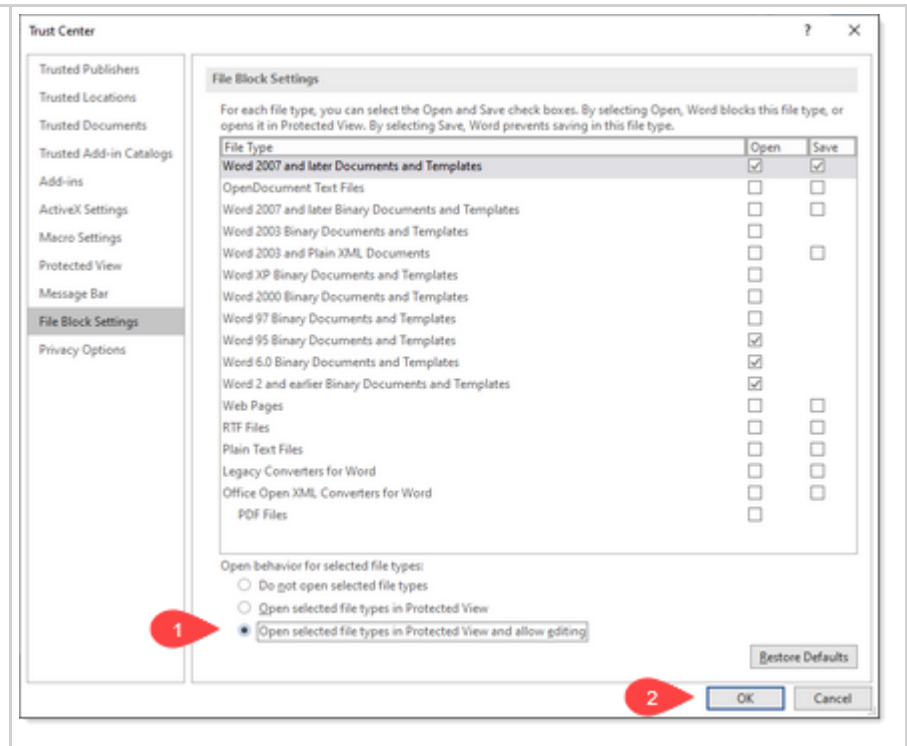
The resulting display tells you more about why Word stopped you editing the document and offers the opportunity to change some settings.

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



... and then:

- press the circle next to **Open selected file types in Protected View and allow editing**
- press **OK** a few times until you return to the Chronolator document
- close and reopen the document
- 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](#) 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 18.1.2) for details.

18.1.2 MICROSOFT WORD MACROS

💡 If, when you open a Chronolator Document, either the [Licence](#) (section 18.1.3) is displayed or the **Add-ins** tab on the Ribbon has a [Chronolator Toolbar](#) (section 2), 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 18.1.1).

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.

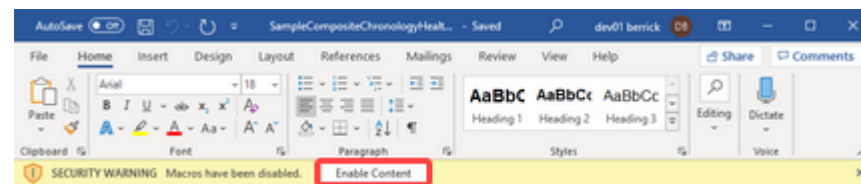
You can choose to trust all documents signed by Berrick Computing Ltd, in which case Chronolator Documents will always run macros when you open them. This document shows you how.

💡 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](#).

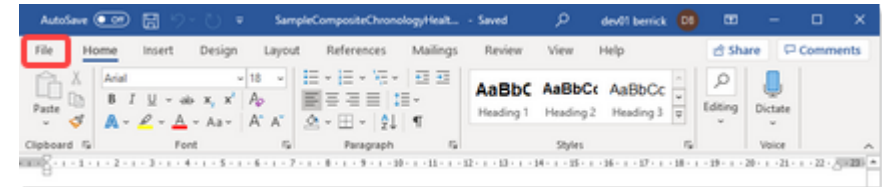
ENABLING MACROS

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 18.1.3)



- Ⓒ 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.



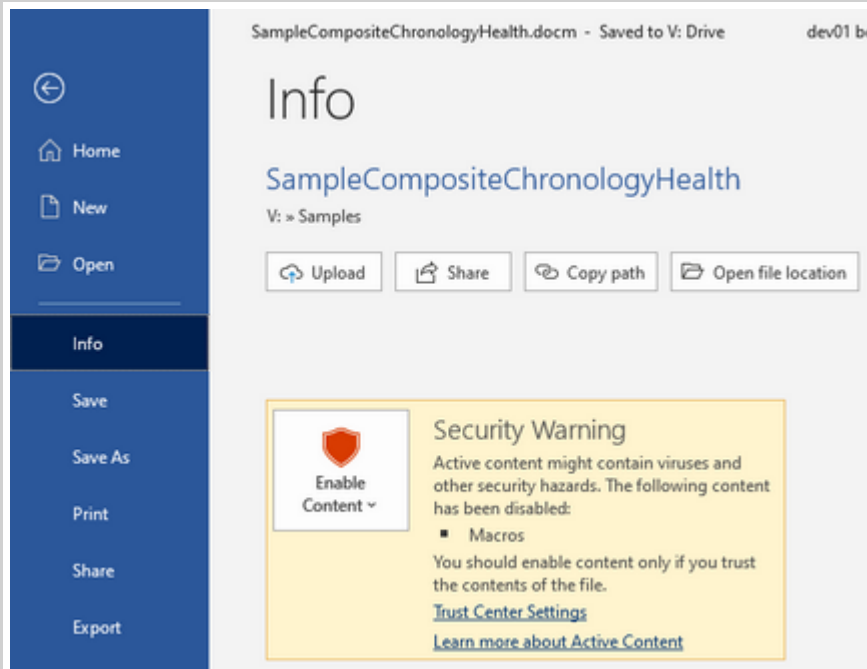
SETTING A LEVEL OF TRUST

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.



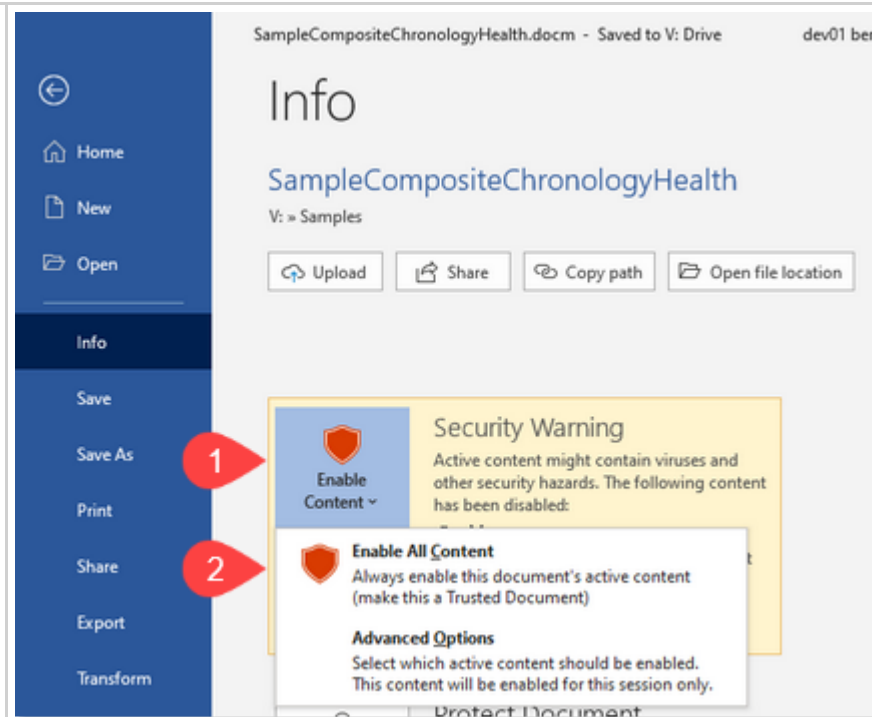
Making a Trusted Document

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

In **Backstage View**:

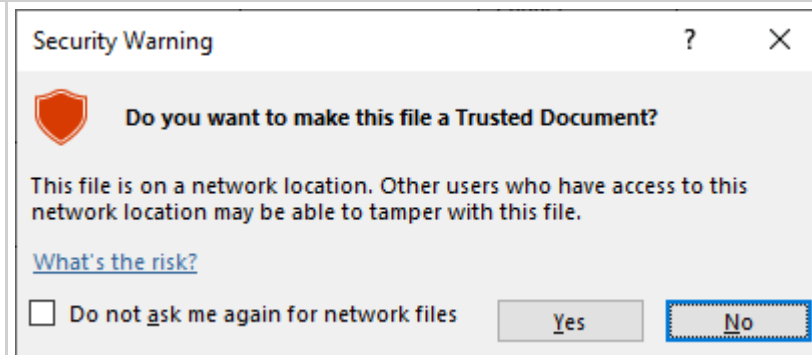
Press **Enable Content** to see more options.

Press **Enable All Content**.



If the document is on a network location, Word might warn you about it.

Press **Yes**.



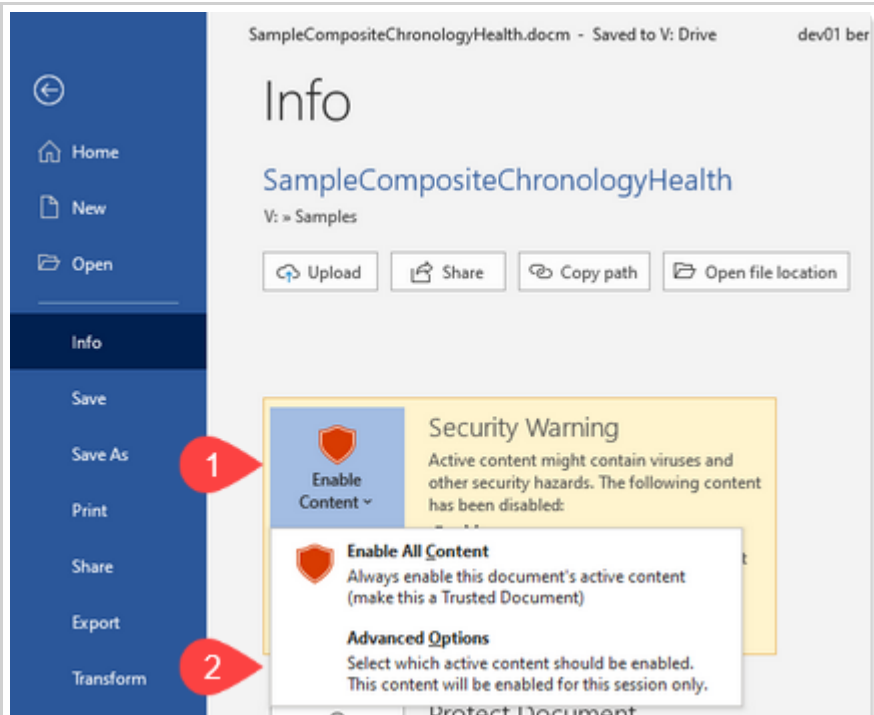
Making Berrick Computing Ltd a Trusted Publisher

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.

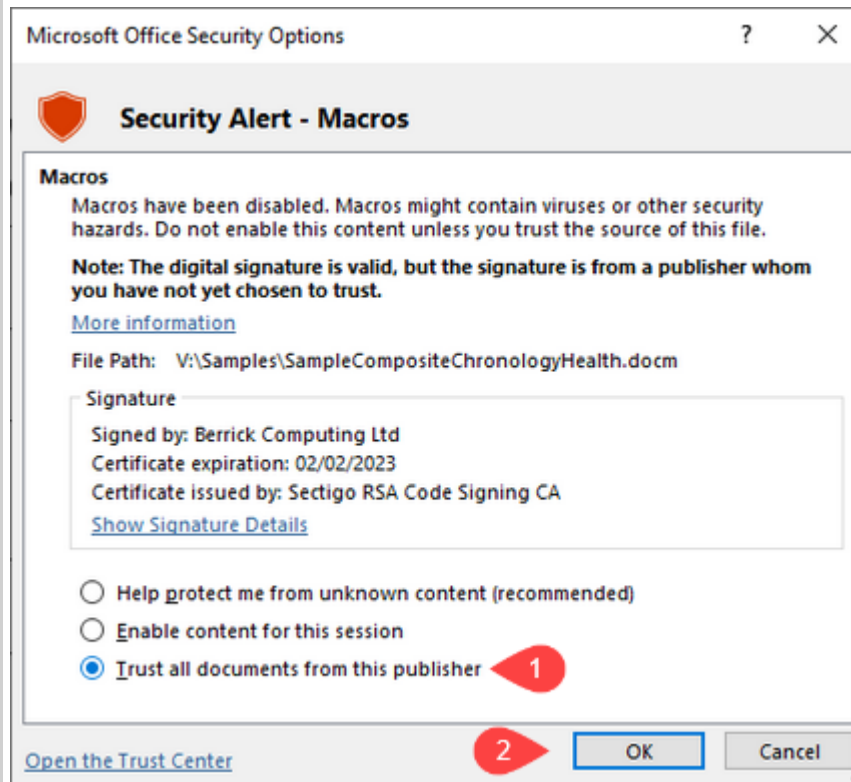
Press **Advanced Options**.



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

18.1.3 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.

19 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.

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))

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.

20 INDEX

About the Exercises, 8

About the sample documents, 7

Accepting the Licence, 95-96

Conclusion, 86

Documentation, 3

Exercise 1 - Entering, formatting, and sorting events in an Internal Chronology, 9-13

Exercise 10 - Updating the Abbreviations Glossary, 66-71

Exercise 11 - Navigating a document and extracting events using the Abbreviations Glossary, 72-78

Exercise 12 - Making a narrative version of the chronology table, 79-85

Exercise 2 - Error Checking, 14-19

Exercise 3 - The Age and Interval Calculator, 20-23

Exercise 4 - Importing and Merging tables into a Composite Chronology, 24-33

Exercise 5 - Finding duplicated events, 34-40

Exercise 6 - Giving events a Reference Number, 41-44

Exercise 7 - Forcing events into order, 45-50

Exercise 8 - Highlighting events according to their agency or organisation, 51-58

Exercise 9 - Anonymising and Personalising a chronology, 59-65

Glossary, 97-101

Licensing

Accepting the terms, 95-96

Macros

Enabling, 89-95

Security, 89-95

Microsoft Word Macros, 89-95

Opening a Chronolator Document, 87

Protected View, 87-89

Toolbars

Composite chronologies , 4-6

Internal chronology , 4-6