



The **Define** Tool

Version 9.00

Table of contents

Introduction.....	3
What's New	5
Conducting a review.....	12
The Chronolator Word Bridge	17
Ribbon	23
Groups	24
Creating a new chronology	27
Case Details Wizard	30
Model tab.....	32
Case Reference tab.....	35
Sequencing and Source Tab	37
General Headings tab.....	39
Must-Fill Columns Tab.....	41
Abbreviations Tab.....	43
Summary Tab.....	47
Finishing off.....	49
Sample Covering Email for users.....	54
Licensing an unlicensed or expired chronology	56
Common Tasks	57
Using the Clipboard.....	59
Using a Sequence Column	62
Chronolator For Word	66
Licensing	68
FAQ	74
Glossary	77

Introduction





What is Chronolator Define?

Chronolator Define is one of the **Chronolator Browser Tools**. It works in a Web browser to define the chronologies used in simple and complex investigations. It is important to note that only the software resides on the Web. **The chronologies themselves stay on your computer, completely under your control. Their confidentiality is not compromised.**

The tool is automatically updated from time to time. See [What's New](#) for details about each version.

What other Chronolator Tools are there now, and what are coming in future?

There are currently four tools:

-  **Define** is used to set up a new chronology, and (if licensed) to create and set a *Document Licence*.
-  **Enter** is a simple and easy to use way to enter events into a chronology.
-  **Integrate** merges individual chronologies from different sources.
-  **Review** helps reviewers to understand and analyse the events contained in one.

Chronolator started life in 2000 as a Microsoft Word™ application. Since then, technology has moved on and the **Chronolator Browser Tools** have taken on most of its functions. A few minor features are yet to be migrated, so [Chronolator for Word](#) remains available, though not recommended for general use. A more modern implementation of it providing better integration with the Browser Tools is being investigated.

System Requirements

Software

Browser

Chronolator Define runs in any standards-compliant Web browser. Note that this means that Internet Explorer is not supported. It is extensively tested in Windows Chrome, Firefox, and Edge, and informally tested in Android Chrome and Mac Safari.

Hardware

Given that it is intended to help produce and analyse potentially large and data-intensive chronologies, the tool is mainly designed for use on laptop- and desktop-sized screens. Some features might work on smaller screens, but this is not currently a major design goal.

Licence

Chronolator Define is licensed software. You will be asked to review and accept the terms of a licence whenever you open a chronology. See [Licensing](#) for more details.

About this Help

This help documentation is designed so you can quickly learn about **Chronolator Define** as a new user, or enhance your knowledge as a regular user. You can view detailed descriptions of the buttons in the tool, and information about how to use them to [accomplish various tasks](#).

What's New

Version 9.00 - November 23 2024

Chronolator Define Version 9.00 was published alongside new versions of the other **Chronolator Browser Tools**. All were given the same version number for consistency.

At the same time, an experimental Office 365™ add-in was made available on request. Called the **Chronolator Word Bridge**, the add-in provides a way to convert a **Chronolator Browser Tools** file to a Word table that can be sent to partner agencies for completion. When they return it, the **Chronolator Word Bridge** can convert it back to a **Chronolator Browser Tools** file. For more information, see the **Chronolator Word Bridge Help**.

Major changes

Significant changes have been made to the **Case Details Wizard** and the **Ribbon**.

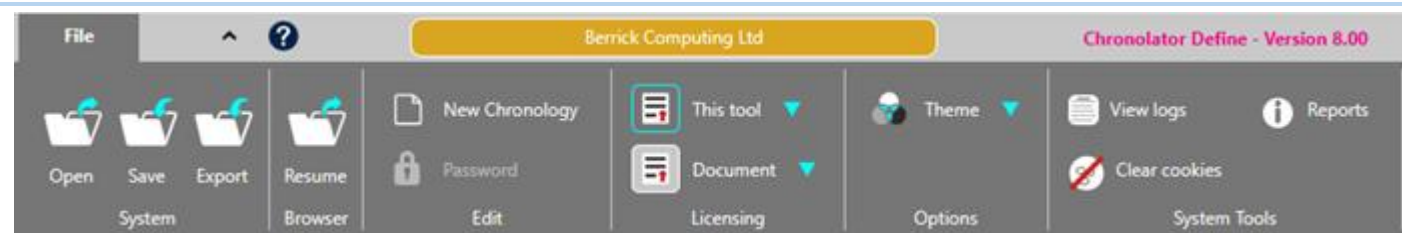
Case Details Wizard

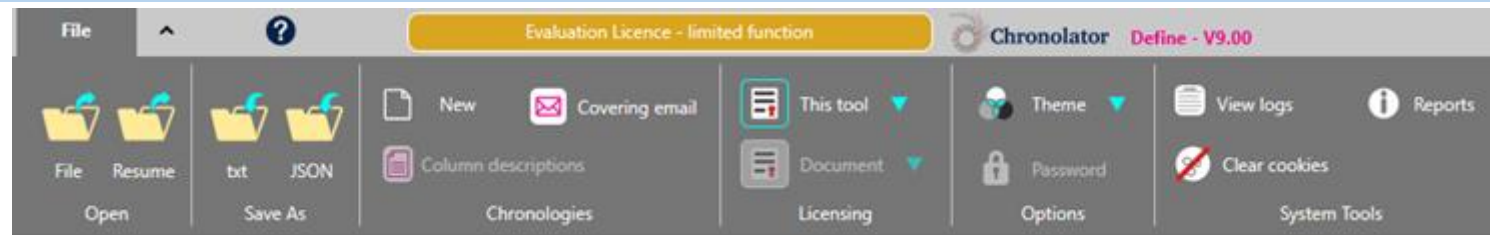
The workflow when you press **Finish** has been simplified. There is no need to copy items to the clipboard for later use, as they have been made available on buttons on the **Ribbon**.

Ribbon

The **Ribbon** has been improved to clarify the purposes of its buttons, and some functions have been added:

Version 8



Version 9

- ❗ The **System** and **Browser** groups have been replaced by **Open** and **Save As** groups:
 - ❗ **System > Open** is replaced by **Open > File**
 - ❗ **System > Save** is replaced by **Save As > txt**
 - ❗ **System > Export** is replaced by **Save As > JSON**
 - ❗ **Browser > Resume** is replaced by **Open > Resume**
- ❗ The **Edit** group has been renamed to **Chronologies** and its buttons have been updated:
 - ❗ **New Chronology** becomes simply **New**
 - ❗ **Password** moves to the **Options** group
 - ❗ **Covering email** and **Column descriptions** buttons give access to the features that were previously exercised when pressing **Finish** in the **Case Details Wizard**

Minor changes

The **Document Details Report** now contains information about the internal column names used by Chronolator.

Bug fixes

None.

Version 8.00 - June 28 2024

Chronolator Define Version 8.00 was published alongside new versions of the other **Chronolator Browser Tools**. All were given the same version number for consistency.

Major changes

None.

Minor changes

None.

Bug fixes



None

Version 7.00 - April 11 2024

Chronolator Define Version 7.00 was published alongside new versions of the other **Chronolator Browser Tools**. All were given the same version number for consistency.

Major changes

Copying to the Clipboard - new and changed buttons above the Table display

-  The previous **Copy** button is now labelled **Copy (data)** to reflect the fact that it copies raw and unformatted events. When pasted into a word processor such as **Microsoft Word** or **Google Docs**, extra effort is required to convert the result to a table. As before, if any events are selected, only those events are copied.
 -  The new **Copy (formatted)** button copies the entire table. It is automatically rendered as a table when pasted into a word processor.
- See [Using the Clipboard](#).

Minor changes

The [Sample Covering Email for users](#) was updated with information about saving a copy of the chronology that can be opened without using **Chronolator Enter**.

Bug fixes

None.

Version 6.01 - February 24 2024

Major changes

None.

Minor changes

None.

Bug fixes

The following bug was fixed:

- Message **c9m6000** was issued when licensing a password-protected file.

Version 6.00 - January 27 2024

Chronolator Define Version 6.00 was published alongside the new **Chronolator Integrate** tool and new versions of the other **Chronolator Browser Tools**. All were given the version number 6.00, and some were renamed.

The complete suite of tools now comprises **Chronolator Define**, **Chronolator Enter** (previously **Chronolator Data Entry**), **Chronolator Integrate**, and **Chronolator Review** (previously the **Chronolator Reviewer's Tool**).

Major changes

None.

Minor changes

- File save** improvements:
 - You are now warned that you might lose changes if you try to close the browser without saving them to the *file system*.
 - You are now warned if a password will be discarded when Exporting a password-protected chronology as *JSON*.
- System Tools** improvements
 - Prevented truncation of the application URL in the Document and Application logs.
 - Added additional information to the Document and Application logs.
 - Added **Document Details** and **Application Environment** reports.

Bug fixes

The following bugs were fixed:

- Message **c9m9040** was issued when refreshing a browser tab, even if no other tabs had the app open.
- The licence display area in the yellow box at the top of the application was not automatically updated when a licence was installed.

Version 5.05 - September 18 2023

Major changes

None.

Minor changes

None.

Bug fixes

The following bug was fixed:

- 🔧 Drop-down button lists persisted when you clicked elsewhere in the application.

Version 5.04 - September 10 2023

Major changes

None.

Minor changes

- 🔧 Added information about how to update this tool manually if automatic update fails: see [How do I get the latest version?](#)
- 🔧 Added a **System Tools** group to the **File** tab.
- 🔧 Added application and document logging to assist problem determination. Logs are available from the **System Tools** group.
- 🔧 Added a button to the **System Tools** group to clear Chronolator cookies.

Bug fixes

The following bugs were fixed:

- 🔧 In some circumstances, when you replied **OK** to **Message 9040** warning that the tool is already active, all buttons in the tool were disabled.
- 🔧 Pasting certain characters into a chronology (for example, bullets and "Smart Quotes") resulted in a corrupted file when saving JSON. Opening that file gave **Message 1000 (Error loading data)**.

Version 5.03 - June 10 2023

Major changes

None.

Minor changes

- 🔧 **Message 9035**, which warned of an unsaved file in the browser when opening another file, has been updated:
 - 🔧 it is now only issued if the file has been changed.
 - 🔧 it is also issued if any more changes are made after the file has been saved.
 - 🔧 it includes tallies of the number of additions, changes and deletions involved.
- 🔧 When a tool detects that it is already active, it is now possible for the user to force it to open regardless. This change was made because browsers sometimes falsely detected that the tool was active when reloading the page. **Message 9040** implements this change, and includes a warning of the dangers of having the tool open in multiple tabs or windows.
- 🔧 The maximum length of a Glossary Definition has been increased from 30 to 50.

Bug fixes

The following bugs were fixed:

- 🔧 The **Licensing > Document > Install** function was unusable because, for the benefit of the Case Details Wizard, any events which were not **Author Notes** were dropped when opening a document.
- 🔧 Non-printable characters in **JSON** files are replaced by spaces.
- 🔧 It was possible to add an event even when the maximum number of events permitted by a licence was reached.
- 🔧 In the **Case Details Wizard**, trying to delete an abbreviation after adding it resulted in an **Unexpected processing error (Message c9m6000)**.

Version 5.01 - May 10 2023

Major changes

None

Minor changes

- Added message **c9m2000** to confirm when a document licence has been installed and prompt the user to **Save** or **Export** it to the filesystem.

Bug fixes

The following bugs were fixed:

- The application was not fully cached, stopping it working offline.
- Message **c9m6000** (Cannot read properties of undefined (reading table1)) was issued occasionally when creating a new chronology.
- Some changes were not reflected on the **Summary** tab when using the **Next** button in the **Case Details Wizard**.

Version 5.00 - first release - April 15 2023

Chronolator Define Version 5.00 was published alongside new versions of the **Chronolator Review** and **Chronolator Data Entry**. All were given the version number 5.00 for consistency with **Chronolator for Word** Version 5.0, which was released on February 4 2023.

Features

Define a new chronology

Chronolator Define allows you to set the column headings in a new chronology. It uses a very similar interface to the **Case Details Wizard** in **Chronolator for Word**.

Licensing

If you have a licence for **Chronolator Define**, you can use it to license an unlicensed Chronology Document. This is useful if you have been evaluating Chronolator and are now going ahead with a purchased licence.

See [Licensing](#) for details of the licence period.

Conducting a review

Conducting a Review

Since Version 6.00, the **Chronolator Browser Tools** include everything you need for a review. You no longer need **Chronolator for Word**.

This topic is a brief overview of the tasks involved in conducting a review, and the **Chronolator Browser Tools** you can use to help.

1. Create a new chronology using **Chronolator Define**.
2. Circulate it to your partner agencies, and get them to use **Chronolator Enter** to update it.
3. When they return it to you, use **Chronolator Integrate** to merge it with other chronologies
4. Review the integrated chronology with **Chronolator Review**.

The rest of this document has more information about each task.

1. Create a new chronology using Chronolator Define

Action	Comments	
Open Chronolator Define in a browser (such as Chrome or Firefox)	tools.chronolator.com/define	

Action

Complete the **Case Details Wizard**.
See the [Case Details Wizard](#) topic for details.

Comments

When you press **Finish** in the **Case Details Wizard**, the chronology is created and opens below the **Ribbon**. It contains some **Author Notes** about what to do next.

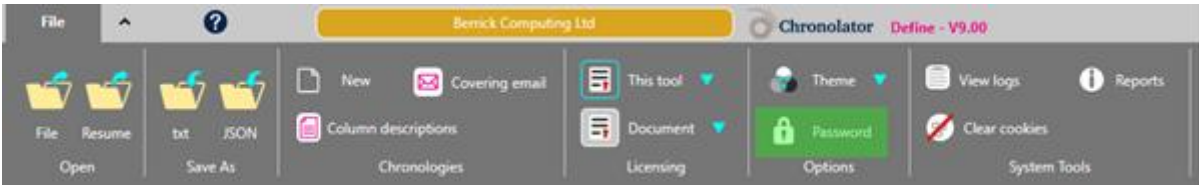



Date	Time	Source of Information	What happened	Comments
0100-01-01		#note-to-administrator	Add or amend any Author Notes (or delete them), and set a password if required. When you have done so, save the file. (If you set a password, you must save as a txt file).	
0100-01-02		#note-to-administrator	If you want to send your users some instructions as well, you can use the <Column descriptions> and <Covering email> buttons to help create them.	

Update or delete the **Author Notes**.



Right-click on one to display options to create a new one, edit it, or delete it

Date	Time	Source of Information	What happened
0100-01-01		#note-to-administrator	Add or amend any Author Notes (c When you have done so, save the f
0100-01-02		#note-to-administrator	send your users som g email> buttons to f

Action	Comments
Press Password if you want to add a password.	
Press one of the buttons in the Save As group to save the document in the location of your choice.	
 You must use the txt button if you have set a password	
 Depending on your browser settings, your work might automatically be saved in your usual Downloads folder. If you want to be prompted to save it in a particular place, search for instructions relevant to your browser, using a search such as get browser to prompt for download location .	

2. Circulate the chronology and instructions to your partner agencies, and get them to use Chronolator Enter to update it

Send the instructions and document you just created by any convenient means - email, file sharing etc.
Include a link to tools.chronolator.com/enter.

Some partner agencies might still prefer to use Word for data entry. If so, you can create a suitable Word document for them by using the **Chronolator Word Bridge**. See [The Chronolator Word Bridge](#) for more details.

3. Create an Integrated Chronology with Chronolator Integrate

As and when agencies return their chronologies, use **Chronolator Integrate** to merge them into an integrated chronology. You will find it at tools.chronolator.com/integrate.

4. Send the document to the reviewer

When you have finished the chronology, send the resulting file for review. Tell the reviewer about the **Chronolator Review** tool, and let them know about its

powerful search features, **Timeline** displays, and how effective it can be in presentations and meetings. These links will be useful:

- 🕒 www.chronolator.com/videos/reviewers-overview (a video demonstrating the tool).
- 🕒 tools.chronolator.com/review (the tool itself, which includes a sample file to help explore its features).
- 🕒 tools.chronolator.com/review/help/index.htm (the Help for the tool. In particular, the [Familiarising Yourself](#) section would be useful).

The Chronolator Word Bridge

Summary

The **Chronolator Word Bridge** enables partner agencies to use Word to enter their chronology instead of using **Chronolator Enter**. This can be useful if they have already completed a table in Word or another format, or are reluctant to use **Chronolator Enter** for any reason.

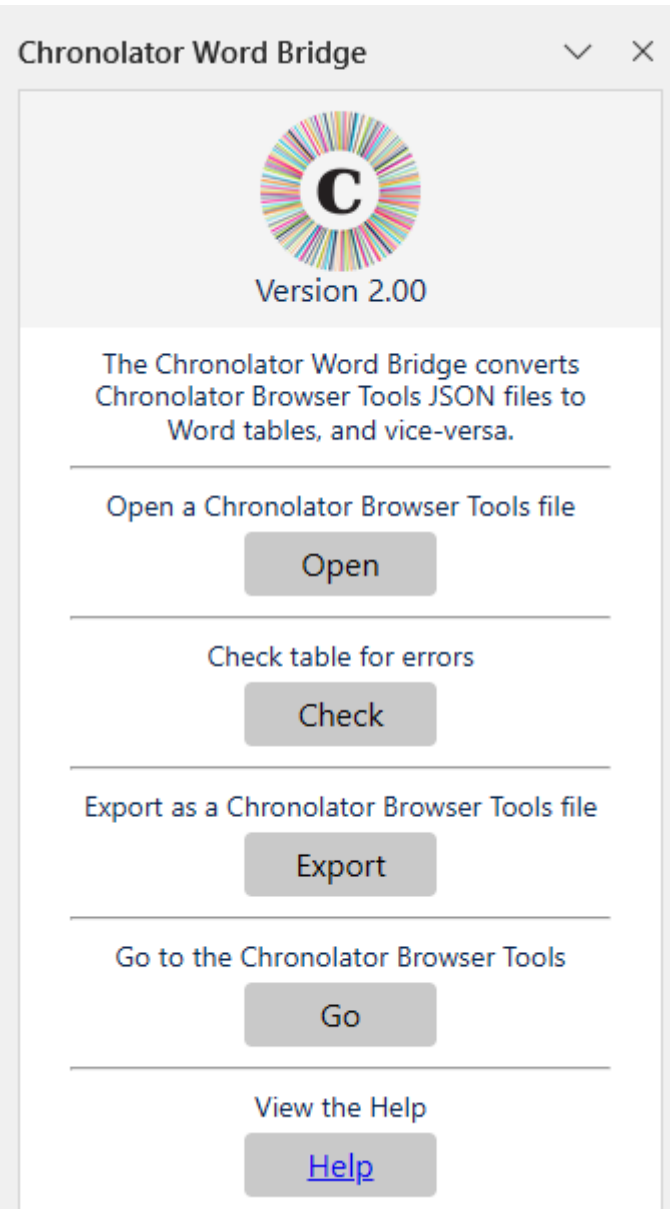
When they return the Word document to you, the **Chronolator Word Bridge** provides a simple way for you to get the chronology into the **Chronolator Browser Tools**.

Note that your partners agencies do not need to install the Bridge.

Also note that, unlike **Chronolator Enter**, the Word documents you send are not checked as events are entered. You will need to check them yourself when you get the documents back.

The Bridge converts **Chronolator Browser Tools JSON** files to Word tables, and vice-versa. It is a Microsoft 365 Office Add-in that can run in online versions of **Microsoft Word** (referred to in this Help as **Word Online**), and in the Windows Desktop version (referred to as **Word for Windows Desktop**).

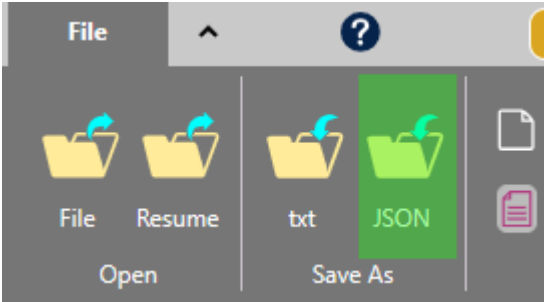
It extends Word by adding a taskpane like this to the right of your Word session.



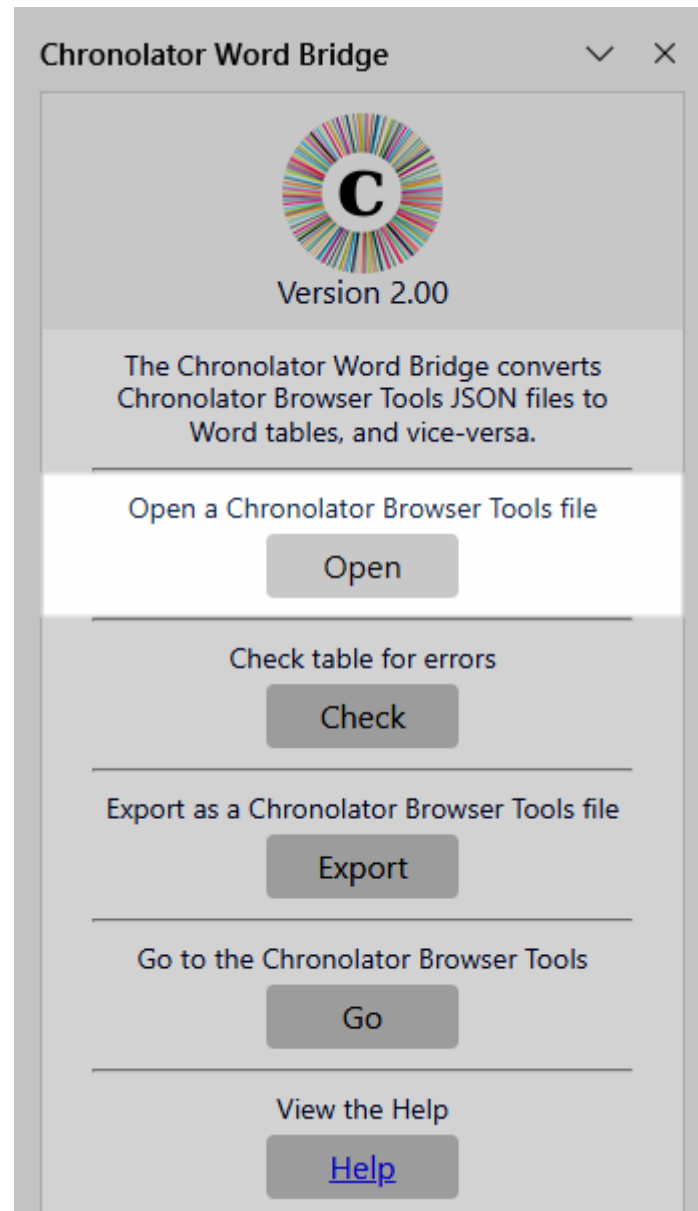
This topic describes how you might use it in your review workflow.

Please refer to the [Chronolator Word Bridge Help](#) for information about installing the Bridge.

Workflow

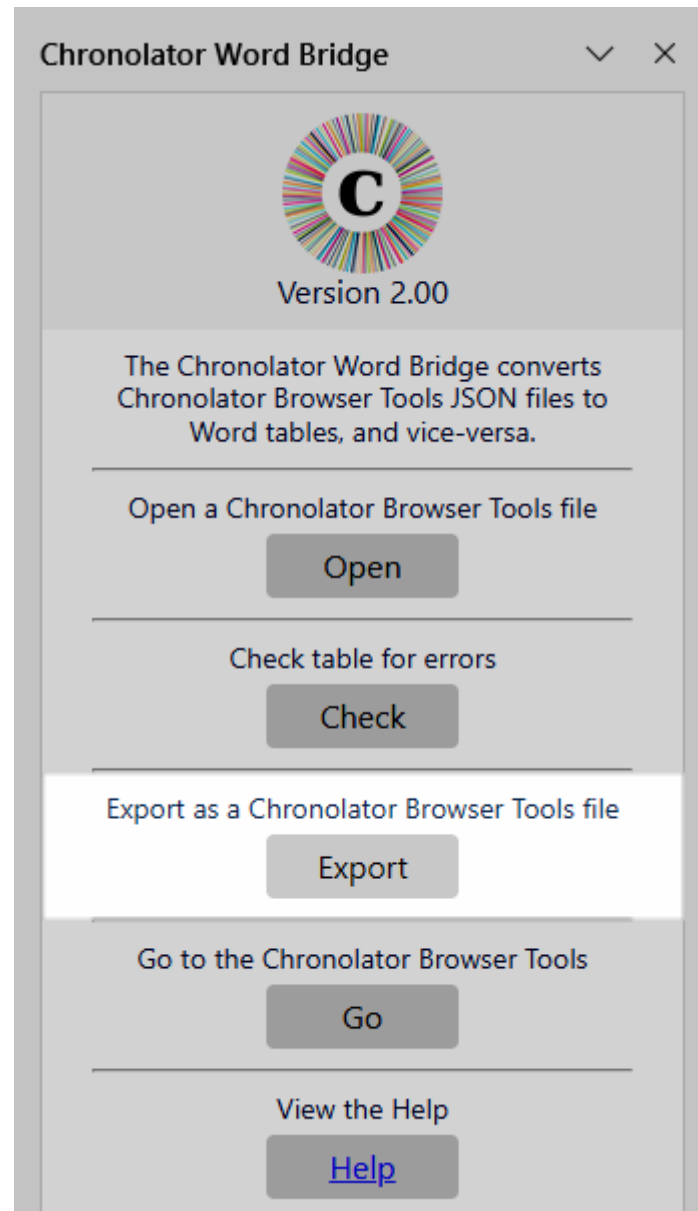
1. Create your chronology as usual using Chronolator Define .	
2. Save it as a <i>JSON</i> file.	

3. Open Word.
4. Create a new document.
5. Use the **Open** button in the **Chronolator Word Bridge** to open the **JSON** file. It will be added to the document as a Word table.

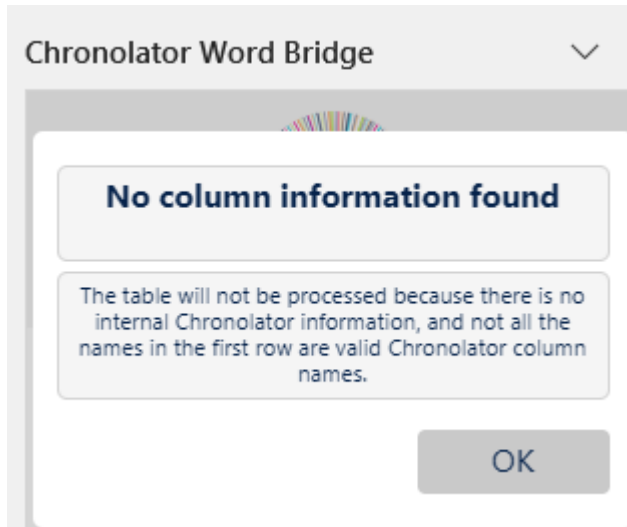


6. Save the document and send it to any partner agency that would prefer to use Word than the **Chronolator Enter** tool. **Note that they do NOT need to use the Chronolator Word Bridge.**

7. When they return it to you, open it and use the **Export** button in the **Chronolator Word Bridge** to convert it to **JSON**. The **JSON** file can then be used as normal in the **Chronolator Browser Tools**.



Sometimes your partners might return a Word document with a valid table, but when you try to export it you get this message:





This can happen if they have copied the table into a plain Word document, or if they or their IT department have run Word's Inspect tool to remove Task Pane Add-ins.

The easiest way to get round this is to:

- 🔍 open the document you originally sent them
- 🔍 copy the table they sent you into it
- 🔍 use the **Export** button as above

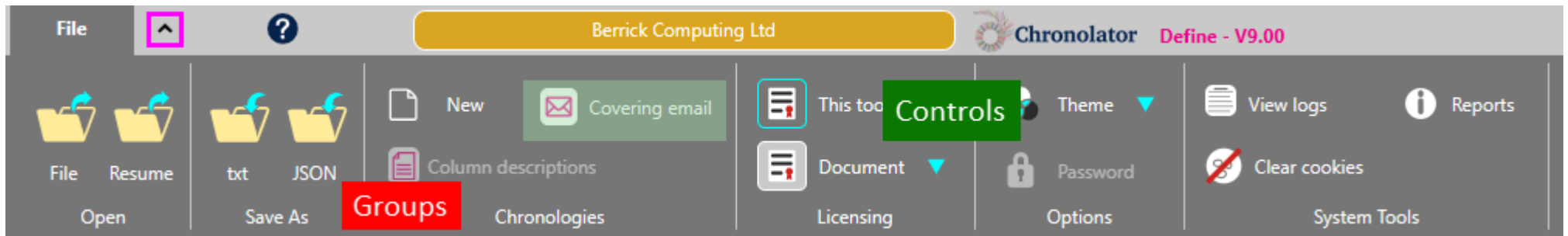
Ribbon

The **Ribbon** has a single tab: **File**. To the right of the tab, a small arrow  lets you collapse or expand the ribbon, and a question mark  lets you open this **Help**, report a problem, and see copyright information.

The tab has some **Groups** (**Open**, **Save As**, **Chronologies**, **Licensing**, **Options**, and **System Tools**).

Each Group contains one or more **Controls**.

In this **Help**, an individual control is referred to as **Group > Control** - for example, the **Covering email** control in the picture below is referred to as **Chronologies > Covering email**.

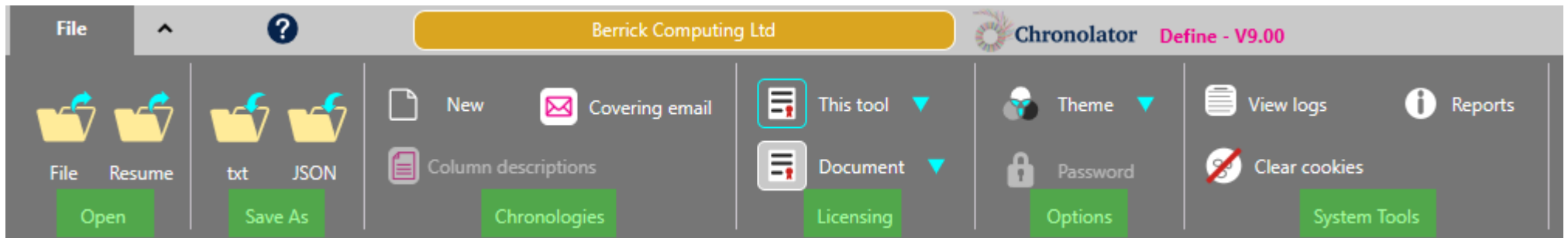


The Ribbon also displays a summary of the currently active licence to the right of the **Help** button. Clicking on it displays the licence.

Groups

The *Ribbon* has six *Groups*:

- 📁 *Open*
- 💾 *Save As*
- 📅 *Chronologies*
- 🔑 *Licensing*
- ⚙️ *Options*
- 🔧 *System Tools*



Chronolator Define can save and access your chronology in two places:

- 📁 your computer's *file system*.
- 📁 browser storage.

⚠️ Although Browser storage is quite robust and roomy, you should save your work from time to time to protect yourself against a system failure. Use one of the buttons in the *Save As* group to do this.



Open

Use **Open > File** to open a file in your computer's *file system*.

Use **Open > Resume** to continue working where you left off last time you used the tool.

Save As




Chronolator Define can save your chronology as one of two file types:

-  a *txt* file that can only be made sense of by a Chronolator Browser Tool.
-  a *JSON* file that can be used to exchange data with other programs.

Your administrator might tell you which type to use. If not, you can use either one, unless you want to protect the chronology with a password. In that case, you must use the *txt* format.



Chronologies

The **Chronologies** group lets you:

-  create a new *Internal Chronology* with the *Case Details Wizard*.
-  retrieve a sample covering email that you might want to edit and send your partner agencies along with the chronology.
-  create a table with details of the columns in the chronology. Again, you might want to edit and send this to your partner agencies.

Licensing

The **Licensing** group has buttons to:

-  display the *Browser Licence* for this tool, and to purchase and install new one.
-  create or install a *Document Licence*.



Please email licences@chronolator.com to obtain a licence.

Options

The **Options** group has a **Theme** button that lets you change how the *Ribbon* looks. When you click on it, two options are shown. Hovering on one displays its effect on the *Ribbon*. Click on the one you want to select it.

There is also a **Password** button that you can use to set a password for the chronology. If you do this, you must use the **txt** format when you save it.

System Tools

The **System Tools** group lets you:

View Logs

Chronolator logs how you use it so that Berrick Computing Ltd can diagnose any problems you encounter.

These logs remain on your computer unless you want to send them for diagnosis.

You can view, copy, and clear them.

Reports

This button displays **Application Environment** and **Document Details** reports.

The **Application Environment** report is mainly of interest for problem diagnosis.

The **Document Details** describes the chronology - what columns are included, which of them are mandatory, what abbreviations are in the glossary and so on.

Clear cookies

Use this button to clear Chronolator **cookies**. This can be useful if browser problems prevent you starting the tool.

Creating a new chronology

Creating a new *Internal Chronology* document involves the following steps:

- 1. Decide what column headings you want to appear in the table
- 2. Decide which columns must always be completed, and which can be left blank
- 3. Decide how much information you want to use to identify each event in the chronology. Do you just want the date on which it happened, or also the time, and possibly the date and time it finished?

When you have decided, press the **Chronologies > New** button and complete each tab of the [Case Details Wizard](#).

Special Columns

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

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



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

Event Order: Date, Time And Event Ref Columns

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

- 1. **Event Ref** (optional)
- 2. **Start Date** (mandatory for all Chronolator Documents)
- 3. **Start Time** (optional)
- 4. **End Date** (optional)
- 5. **End Time** (optional)

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

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

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

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

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

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

Source of Information Column

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

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

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

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

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

Date	Time	Source of Information
01 Jan 2022	01:00	Health Visitor HV1 Diary

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

Date	Time	Source of Information
01 Jan 2022	01:00	Berrick New Town Clinic > Health Visitor HV1 Diary

Glossary Column

A **Glossary** column can be included which should contain only defined abbreviations - for example, somebody's initials. This can be useful when a chronology

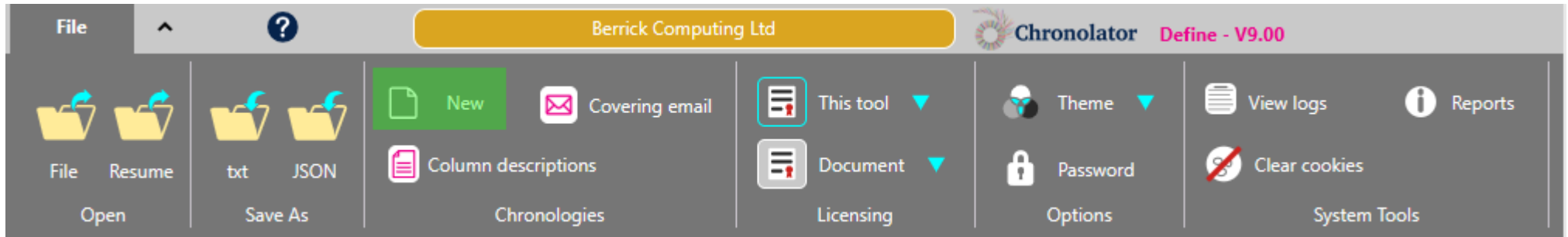
contains information pertaining to more than one person. Chronolator will check that anything in this column has been defined in the [Abbreviations Glossary](#).

'Must Fill' Columns

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

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

Case Details Wizard



Press **Chronologies > New** to open the *Case Details Wizard*:

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

Define an Internal Chronology

The pages on this form let you specify the various characteristics of a new Internal Chronology. Move between them by clicking the tabs above or the buttons below.

When you have entered everything you want, check the details displayed in the Summary page.

If everything is OK, press the **Finish** button to create your Internal Chronology. If not, update the relevant page and check the Summary page again.

Chronolator

The Chronology Tool

*Saves Time
Speeds the Process
Improves Accuracy*

Previous | Next | Finish | Cancel

There are four main things to know about the Wizard:

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

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

Model tab

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

Choose Model

Choose the basic options you want in your document. You can use the other tabs in this wizard to change them.

You can choose one of Chronolator's default tables . . .

- or use the same headings as those in a Chronolator document you have used before.

If you do not like the changes you make, you can come back to this page and press the **Reset** button to reload your original choice.

☒ Simple

☐ London Child Protection Procedures, Edition 4, 2010

☐ Use an existing file

Reset

Previous Next Finish Cancel

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

You can use one of Chronolator's supplied models, or an existing Chronolator document.

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

Supplied Models

Chronolator comes with two default models:

Simple

Date	Time	Source of Information	What happened	Comments
------	------	-----------------------	---------------	----------

London Child Protection Procedures, Edition 4, 2010

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

Using existing files

You can also use an existing file as a **Model**.

If you only want to use its column definitions and *Abbreviations Glossary* entries, press **Use an existing file** and choose one in the subsequent file chooser.

If you also want to use any *Author Notes* dated in year 0100, open it before you start the Wizard. Then, when you start the Wizard, it will include an option to use the **Current document**:

Chronolator Define

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

Choose Model

Choose the basic options you want in your document. You can use the other tabs in this wizard to change them.

You can choose one of Chronolator's default tables . . .

- or the current file . . .
- or use the same headings as those in a Chronolator document you have used before.

If you do not like the changes you make, you can come back to this page and press the **Reset** button to reload your original choice.

☒ Simple

☐ London Child Protection Procedures, Edition 4, 2010

☐ Current document

☐ Use an existing file

Reset

Previous Next Finish Cancel

Reset button

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

Changing the Model

If you choose the wrong model by mistake, use the **Model** tab to choose a different one - there is no need to restart the Wizard.

Case Reference tab

The screenshot shows the 'Case Reference' tab in the Chronolator Define application. The interface has a top navigation bar with tabs: 'Welcome', 'Model', 'Case Reference' (selected), 'Sequencing and Source', 'General Headings', 'Must-Fill Columns', 'Abbreviations', and 'Summary'. On the left side of the 'Case Reference' tab, there is a dark grey sidebar with the title 'Case Reference' and three paragraphs of text: 'Enter something unique to identify this case. You can enter any combination of text and numbers you like.', 'Chronolator uses the unique Case Reference to ensure that different cases do not get merged accidentally.', and 'The Case Reference is not displayed in the Chronolator document.' The main area of the tab contains a label 'Case Reference' followed by a text input field containing the value '21 Dec 2023 09:04'. At the bottom of the interface, there are four buttons: 'Previous', 'Next', 'Finish' (disabled), and 'Cancel'.

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

Case Reference

Enter something unique to identify this case. You can enter any combination of text and numbers you like.

Chronolator uses the unique Case Reference to ensure that different cases do not get merged accidentally.

The Case Reference is not displayed in the Chronolator document.

Case Reference 21 Dec 2023 09:04

Previous Next Finish Cancel

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

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

Chronolator tries to ensure every case reference is unique by setting it to the date and time you started the Wizard. However, you can change it to whatever you want - for example, **DHR1**, **Child A**, or **May 52 review**.

Sequencing and Source Tab

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

Sequencing and Information Source

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

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

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

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

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


Previous
Next
Finish
Cancel


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

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

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

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

 The **Start** and **End** information applies to each event: not the entire chronology.

 People who complete the chronology can add their own **Event Ref** column if they need to. Although you can add one here, for simplicity we recommend that you do not; people might wonder what to do with it. If they want the features it provides, they can add one themselves (this is the only change they can make to the columns you define).

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

Chronolator's supplied models have an optional **Start Time** column (its **Must Fill** box is not ticked). Without a **Start Time** column, if people want to enter a time they generally try to put it in the next most relevant column, which is the **Date** one - and Chronolator then flags the date as an error and prevents the event being added in the **Enter** tool.

General Headings tab

WelcomeModelCase ReferenceSequencing and SourceGeneral HeadingsMust-Fill ColumnsAbbreviationsSummary

General Headings

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

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

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

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

What happened

–+↓

Comments

–+↑

Previous



Next


Finish

Cancel

You can specify up to eight general headings for each event, but you should remember that the more columns you have, the more cramped the table will be when displayed.

To add a new heading, press the  button next to the heading after which you want to place it. Type the heading in the resulting box.

To change where a column appears, click on the  or  arrow buttons.

To delete a heading, click on the  button.

Must-Fill Columns Tab

The screenshot displays the 'Must-Fill Columns' tab within the Chronolator Define application. The tab is highlighted in the top navigation bar. On the left, a dark grey sidebar contains the title 'Must-Fill Columns' and two paragraphs of instructional text. The main area is a light grey panel with a table of columns. The table has two rows: 'What happened' with an unchecked checkbox, and 'Comments' with a checked checkbox. At the bottom of the panel are four buttons: 'Previous', 'Next', 'Finish', and 'Cancel'.

Column Name	Must Fill
What happened	<input type="checkbox"/>
Comments	<input checked="" type="checkbox"/>

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

In this example, the **Comments** column has to be completed for every event.

Be careful before making a column **Must-Fill** - if people really have nothing appropriate to include in the column they will have to enter 'n/a' or something else in it to add the event to the chronology.

Abbreviations Tab

The screenshot shows the 'Abbreviations Tab' in the Chronolator Define application. At the top, there is a navigation bar with tabs: Welcome, Model, Case Reference, Sequencing and Source, General Headings, Must-Fill Columns, Abbreviations (selected), and Summary. The main area is divided into a left sidebar and a central panel. The sidebar, titled 'Abbreviations Glossary', contains instructions: 'Press the button to View and Edit the glossary.' and 'If you want Chronolator to include a column that can only contain items defined in the glossary, tick **Check Glossary** and enter an appropriate **Column Heading**. The column will appear after the **Source of Information** column. If you want it always to be completed, tick its **Must Fill** box.' The central panel features a 'View and Edit glossary' button at the top. Below it, there are three controls: a 'Check Glossary' checkbox, a 'Column Heading' text input field, and a 'Must Fill' checkbox. At the bottom of the central panel, there are four buttons: 'Previous', 'Next', 'Finish' (disabled), and 'Cancel'.

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

Abbreviations Glossary

Press the button to View and Edit the glossary.

View and Edit glossary

If you want Chronolator to include a column that can only contain items defined in the glossary, tick **Check Glossary** and enter an appropriate **Column Heading**. The column will appear after the **Source of Information** column.

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


Check Glossary ☐ Column Heading Must Fill ☐

Previous Next Finish Cancel

A Chronolator Document can contain an **Abbreviations Glossary**. Each abbreviation can be up to ten characters long, and its definition up to fifty. Update the glossary by pressing the **View and Edit glossary** button and following the resulting prompts.

People can see the abbreviations you define, and can add and delete their own by using the relevant feature in the other **Chronolator Browser Tools** . They cannot delete abbreviations you have defined.

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

 Anonymisation and Personalisation is currently only available in **Chronolator for Word**.

Using a Glossary column

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

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

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

As an example, consider a case involving several family members. You want every event in the chronology to include information about which members were involved. You would define their initials in the glossary and provide a **Glossary** column.

In this example, abbreviations have been defined for various organisations and relationships (**Clinical Commissioning Group, Department for Education, Younger brother, Father**), and an individual (**Tony Sedgefield**).

Abbreviation	Definition		
CCG	Clinical Commisioning Group	Change	Delete
DfE	Department for Education	Change	Delete
JL	Younger brother	Change	Delete
ML	Father	Change	Delete
TS	Tony Sedgefield	Change	Delete

Add new abbreviation

Type here to filter the list X

Delete all abbreviations

OK

Because **Check Glossary** is ticked and **Column Heading** is completed, Chronolator will create a column headed **Init**s. As **Must Fill** is ticked, it must always be completed. Chronolator will check that it only contains abbreviations (or their definitions) that are in the glossary.

If these conditions are not met, the event cannot be added to the chronology.

User-defined glossary entries

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

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

Summary Tab

The screenshot shows the 'Summary' tab of the Chronolator Define application. At the top, a navigation bar contains tabs: Welcome, Model, Case Reference, Sequencing and Source, General Headings, Must-Fill Columns, Abbreviations, and Summary. The 'Summary' tab is active. Below the navigation bar, a message reads: 'Check the settings below. If they are OK, press 'Finish'. If not, you can change them by clicking on the appropriate tab.'

The main content area displays the 'Case Reference: 21 Dec 2023 09:19'. Below this, the 'Column Headings' section lists six items with their corresponding start dates and times, and whether they are 'Must Fill'.

Column	Heading	Start Date	Start Time	Must Fill
01:	Date			Must Fill
02:	Time			
03:	Source of Information			Must Fill
04:	Initis			Must Fill
05:	What happened			
06:	Comments			

Below the column headings, the 'Abbreviations' section states: 'Entries in column 4 are being checked against the list of abbreviations'. A table shows one abbreviation: 'CCG' with the definition 'Clinical Commisioning Group'.

Abbreviation	Definition
CCG	Clinical Commisioning Group

At the bottom of the interface, there are four buttons: 'Previous', 'Next', 'Finish', and 'Cancel'.

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

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

The next topic explains what you can do next.

Finishing off

After you have defined the chronology and pressed *Finish*, there are just a few things left to do:

- ⌚ Create some instructions about how you want particular columns to be used
- ⌚ Decide whether you want to protect the chronology with a password
- ⌚ Update, create or delete any **Author Notes**
- ⌚ Save the file

User instructions

It makes sense to tell people how you expect each column to be used. You can press **Chronologies > Column descriptions** to generate an **Information Table** like this with a description of each column, including any information about how Chronolator will process it.

When you press **OK**, the information is copied into your Clipboard. You can then paste it into a new email or document.

Usage instructions

The following table will be pasted to your clipboard when you press **OK**. See these **instructions** about pasting it into a document or covering email.

Column	Comments
Date	<p>This column must always be completed.</p> <p>Chronolator recognises a variety of formats, such as '31/12/23', '31.12.23' or '31 dec 23'.</p> <p>If you are unsure of the exact date, make your best estimate and put a question mark '?' immediately in front of it.</p> <p>If you want to enter a range of dates, enter the first date in this column and the other date in another appropriate column.</p>
Time	<p>Chronolator recognises a variety of formats, such as '1305', '1 05 pm'.</p> <p>If you are unsure of the exact time and this field is mandatory, make your best estimate and put a question mark '?' immediately in front of it.</p>
Source of Information	<p>This column must always be completed.</p>
What happened	
Comments	
Using Author Notes	<p>You can annotate the chronology with dated notes by using one of the characters "#^~" at the start of the Source of Information column.</p> <p>Give them a valid Date to put them in the right place. If you want them at the start of the chronology, give them a date in the year 0100.</p>

OK

You might also want to make use of the sample email in the [online Help](#). You can open it directly by pressing **Chronologies > Covering email**. Copy it, and paste it into a new email or document.



Sample Covering Email for users

i This is some sample text you might want to use in a covering letter or email. If you want to preserve the links and formatting in it, use the **Keep Source Formatting** or similar option when you copy it into another program such as **Word** or **Outlook** (for more information, see [this Microsoft article](#)).

Please find attached the Serious Case Review document as discussed at the recent panel meeting. It is a special text document which has been produced using **Chronolator Define**, one of the **Chronolator Browser Tools**.

The first thing you should do is to **save it in a suitable place on your computer or network**. When you have done so, you can start to update it using the **Chronolator Enter** tool at tools.chronolator.com/enter.

! Only Chronolator can understand it – there is little point trying to open it with any other program such as Notepad or Adobe Acrobat.

The tool has three main tabs:

- Get started** - this is where you can open the file. Use the **Open File** button.

! Do NOT use the **New Simple Table** button.

- Update** - add, update, or delete events here using the **New**, **Edit**, or **Delete** buttons above the table
- Finish** - use this tab to save your work

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

Entering events

You can enter events as the records come to hand, and use the **Sort** button on the Chronolator

You can update the pasted **Information Table** and **Sample Covering Email** with any information or instructions you want to include.

Preserving formatting and hyperlinks when pasting

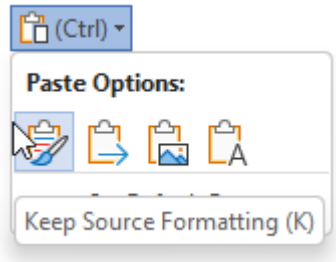
In an Office file, use the **Paste** button on the **Home** tab, or press **Ctrl+V**.

Excel and Google Docs

Excel and Google Docs should automatically preserve formatting when pasting.

Microsoft Word and Outlook email

In **Word** and **Outlook**, you need to ensure that you paste using the **Keep source formatting** option on the small **Paste Options** pop-up menu



(for more information, see the [Microsoft article](https://tinyurl.com/paste-into-word) at tinyurl.com/paste-into-word).

Password Protection

If you want to protect the chronology with a password, use **Options > Password**.

Author Notes

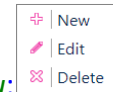
By default, Chronolator adds some **Author Notes** to the chronology:

Date	Time	Source of Information	What happened	Comments
0100-01-01		#note-to-administrator	Add or amend any Author Notes (or delete them), and set a password if required. When you have done so, save the file. (If you set a password, you must save as a txt file).	
0100-01-02		#note-to-administrator	If you want to send your users some instructions as well, you can use the <Column descriptions> and <Covering email> buttons to help create them.	

These are there to remind you what to do next. You will probably want to delete them.



If you use an open document as a Model, any notes in the document dated in the year 0100 are copied across, and no default notes are created.



You can also add your own. Either use one of the buttons above the table, or right-click any event to display this *Context Menu*.

In the **Source of Information** column, type a single word beginning with one of the characters # ^ _ ~.

You can add an **Author Note** wherever you like; give it a **Date** and **Time** to put it in the relevant place in the chronology. If you want it to be at the start of the chronology give it a date in the year **0100** (it will not appear in the **Timeline** views in **Chronolator Review**).

Save the file

Use **Save As > txt** to save as *txt* or **Save As > JSON** to save as *JSON*.



You must save as *txt* if you want to use a password.

Sample Covering Email for users



This is some sample text you might want to copy to a covering letter or email to users. If you want to preserve the links and formatting in it, use the **Keep Source Formatting** or similar option when you paste it into another program such as **Word** or **Outlook** (for more information, see <https://tinyurl.com/paste-into-word>).

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

It is a special text document which has been produced using **Chronolator Define**, one of the **Chronolator Browser Tools**.

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

When you have done so, you can start to update the document using the **Chronolator Enter** tool at tools.chronolator.com/enter.



Only Chronolator can understand it – do not try to open it with any other program such as Notepad or Adobe Acrobat.

The tool has three main tabs:



Get started - this is where you open the file. Use the **Open File** button.



Do NOT use the **New Simple Table** button.



Update - add, update, or delete events using the **New**, **Edit**, or **Delete** buttons above the table



Finish - use this to save your work

There is also a **Settings and Tools** tab, and a **Help** tab which explains most things about the tool and has a [link](#) to further **Help** should you need it.

Entering events

You can enter events as the records come to hand without having to put them in date order. Use the **Sort** button on the Chronolator toolbar to put them in date order.

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


Error checking

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

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

Saving your work

The **Chronolator Enter** tool automatically saves your work in the Browser. You can pick up your work where you left off by pressing the **Resume** button on the **Get Started** tab.

 Although Browser storage is quite robust and roomy, you should save your work from time to time to protect yourself against a system failure. Use one of the buttons on the **Finish** tab to do this.

Returning the document

When you have finished, please save the file using the **Save as text** or **Save as JSON** button on the **Finish** tab.

If you have any problems please contact *Marion West@berrick-SCP.gov.uk*, who will be able to advise you.

Need information from other departments?



If you need data from other organisations or departments, you can forward the file to them, along with these instructions.

Get them to complete it as above and return it to you.

When you get the completed documents back, use the **Chronolator Integrate** tool at tools.chronolator.com/integrate to merge them into a single document to be returned to me. Contact me if you need help with this.

Want to save a copy of the table?

If you want to keep a copy of the table that you can open without using the tool, use one of the buttons above the table:

-  the **Print** button produces a version in a new browser tab. Use your browser's standard **Print** facility to print or save it as a PDF.
-  the **Copy (formatted)** button copies the table to your clipboard.

Licensing an unlicensed or expired chronology

Why would I want to do this?

- 🔗 You might have been evaluating Chronolator and have now bought a licence for the **Define** tool. You want to licence a chronology you created during the evaluation.
- 🔗 You might want to update a document whose licence has expired (see [Licence Periods](#) for information about licence expiry).
- 🔗 You might have upgraded your **Define** licence to a more permissive one and want to update the licence in a document you created with the old one.

How do I do it?

How to do it depends on whether you have the file you want to update.

- 🔗 If you have it:
 - 🔗 Open it with the **Open > File** button on the **Ribbon**.
 - 🔗 Press **Licensing > Document > Install**.
 - 🔗 Message **c9m4100** will be issued to remind you to save the document to your filesystem. Press **OK** to dismiss it.
 - 🔗 Press **Save As > txt** or **Save As > JSON**.
- 🔗 If you do not:
 - 🔗 Press **Licensing > Document > Create Licence**.
 - 🔗 Press **OK** on the form that is displayed to copy the licence and installation instructions to your clipboard.
 - 🔗 Paste the clipboard into an email or document and send it to the person who has the file.

Common Tasks

Finding out what you can do



Chronolator Define includes a number of features.

This section lists some common tasks.

Opening, copying, printing, and saving files

Opening a file

Press **Open > File** to open a either a *JSON* or *txt* file:

-  suitable *JSON* files can be produced by one of the **Chronolator Browser Tools** or by **Chronolator for Word**.
-  *txt* files must have been produced by one of the **Chronolator Browser Tools**.



Resuming your work

Chronolator Define automatically saves your work in the browser.

Press **Open > Resume** to pick up where you left off.

Saving files

Use the buttons in the **Save As** group to save files:

-  Press **txt** to save as a *txt* file
-  or press **JSON** to save as *JSON*

Printing the chronology table

You can print the chronology table by pressing the **Print** button above it. This creates a printable version of the table in a new browser tab. Use the browser's print facility to send the document to an actual printer, or to a **PDF** file.

Setting, changing, and removing a password

Use **Options > Password** to add, change, or remove a password required to open a file. After doing so, save the file as a **txt** file to ensure your settings are used next time it is opened.



You cannot protect a **JSON** file with a password.



If you forget the password, there is no way to recover your chronology.

Using a Sequence column

A **Sequence Column** can contain a reference number for each event. The number can be used to force events into order when you know the date on which they occurred but not the time. Use the **Sequencing and Source Tab** in the **Case Details Wizard** to define a **Sequence** column.

See [Using a Sequence Column](#) for more details.

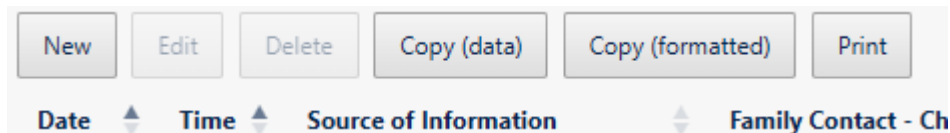
Using the Clipboard

You can copy data from **Chronolator Define** to another program by using the system **Clipboard**.

Copy to the Clipboard

Copying the table

Use one of the **Copy** buttons above the table to copy it.



- the **Copy (data)** button copies the selected event, or the entire chronology if no event is selected. Columns in the resulting clipboard item are separated by tabs, and might need to be converted to a table in the receiving application. Any line breaks in the table will be converted to the `\n` character.
- the **Copy (formatted)** button copies the entire chronology. The resulting clipboard item will be pasted as a table in the receiving application, and line breaks are automatically converted.

Paste the Clipboard

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



In **Microsoft Office** applications, you can paste the clipboard by using the **Paste** button on the **Home** tab, or by pressing **Ctrl+V**.

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

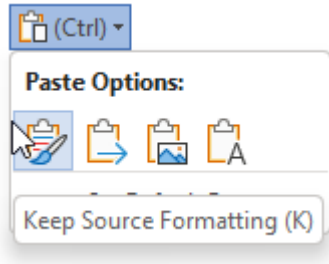
After pasting

Excel

Excel should automatically split the data into columns when you paste it into a blank spreadsheet.

Word

If you have used the **Copy (formatted)** button, **Word** will produce a table when you paste it as long as you press the **Keep source formatting** option on the small



Paste Options menu:

(for more information, see <https://tinyurl.com/paste-into-word>)

If you accidentally paste as plain text, or have used the **Copy (data)** button, you will need to convert it to a table like this:

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

Line breaks: Word and Excel

If you used the **Copy (data)** button, or pasted as plain text, any line breaks in the table will have been transformed into the ` ` character.

Do the following to change them back into line breaks:

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

How to paste the table to the clipboard

You can paste the table into another application such as **Microsoft Word** or **Excel**, or **Google Docs**.

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

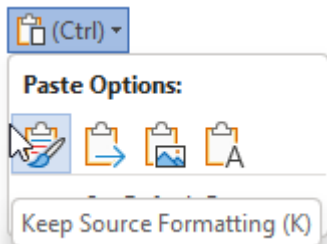
Use the **Paste** button on the **Home** tab, or press **Ctrl+V**.

Preserving formatting

Excel and Google Docs

Excel and Google Docs should automatically preserve formatting.

Microsoft Word



In Word, you need to ensure that you paste using the **Keep source formatting** option on the small **Paste Options** menu (for more information, see [this Microsoft article](#)).

Using a Sequence Column

Exactly how to use a **Sequence** column varies between tools - see the **Help** for the required tool. This is an overview for Case Review Administrators.

The first column in a chronology table can be a **Sequence** column. This provides two main benefits:

- 🔢 it can contain a reference number for each event
- 🕒 you can use it to specify the order of events on a particular day when you do not know their times

Defining a Sequence Column

The Case Review Administrator can define a **Sequence** column when setting up the chronology document.

Chronology users can define one in the tool they are using (this is the only change Chronolator allows to Administrator-defined column headings).

Updating Sequence Numbers

When you first add a **Sequence** column, Chronolator automatically adds a sequence number to each event.

Later, you can update the numbers at any time - for example, if some events are added or removed.

Forcing events into order

Sometimes you might not know at what time events happened on a particular day, but you do know their order. You can use the **Sequence** column to specify it.

In this example from a multi-agency chronology, the time has only been given for one of the events of **July 15 (2013-07-15)**, and events are in the wrong order (in the first one an infant has collapsed, while in the second he seemed well):

Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult
2013-07-15		Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.
2013-07-15		Reception notes	Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.	Ms F attended morning surgery for consultation with G regarding flu-like symptoms.
2013-07-15		Notes ref 150389		
2013-07-15	13:00	Central Ambulance Control log		999 call from Ms F reporting baby is injured and not breathing. Paramedic unit dispatched.

We can put them in the right order by adding a **Sequence** column ...

Ref	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult
1	2013-07-15		Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed
2	2013-07-15		Reception notes	Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.	Ms F attended morning surgery for consultation GP1 regarding flu-like symptoms.
3	2013-07-15		Notes ref 150389		
4	2013-07-15	13:00	Central Ambulance Control log		999 call from Ms F reporting baby is injured and breathing. Paramedic unit dispatched.

... and editing each event, putting the desired sequence number in it:

Edit entry	
Ref	3
Date	2013-07-15
Time	
Source of Information	Paramedic notes
Family Contact - Child	Infant collapsed. Resuscitation commenced.
Family Contact - Adult	Mother sustained facial injuries and is distressed.
Communication - within agency	
Communication - external to agency	
Response or Outcome	Mother and baby transferred to A/E as blue call. A/E dept advised to stand by.
Comments	Time not recorded
<div>Update</div>	

You do not always have to update sequence numbers in all the events, as the sort recognises decimal numbers. For example, suppose that you now wanted to put event **4** before event **2** (this might not make sense in terms of the story, but we will do it here just to illustrate the feature).

Chronolator Define

Replace the **4** in the event with a number between **1** and **2 - 1.5** say:

Ref	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult
1	2013-07-15		Reception notes	Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.	Ms F attended morning surgery for consultation v GP1 regarding flu-like symptoms.
2	2013-07-15	13:00	Central Ambulance Control log		999 call from Ms F reporting baby is injured and not breathing. Paramedic unit dispatched.
3	2013-07-15		Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.
1.5	2013-07-15		Notes ref 150389		

Chronolator Integrate and **Chronolator Review** automatically sort the table. In **Chronolator Enter**, the user must sort the table using the **Update > Sort** button. Afterwards, the numbers can be updated as described [above](#).

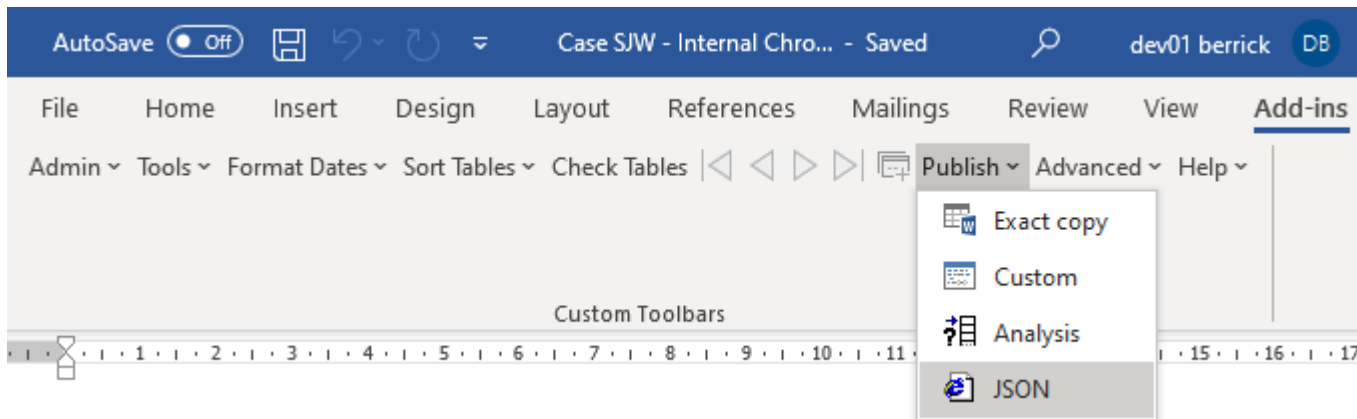
Chronolator For Word

The **Chronolator Browser Tools** can work with chronologies produced by **Chronolator for Word**.

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

Transfer from Word to one of the Chronolator Browser Tools

On the Chronolator toolbar, press **Publish > JSON** to produce a file in **JSON** format:



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

If you want to further protect the chronology with a password, follow the instructions in the Browser Tool's **Help**.

Transfer from one of the Chronolator Browser Tools to Word (or Excel or other

program)

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

- 🔗 use the *Chronolator Conversion Tool*
- 🔗 import a *JSON* file into a Composite Chronology
- 🔗 use the Clipboard

Use the **Conversion Tool** if you want to use **Chronolator for Word** features. If you only want to produce a plain Word document, you can use the Clipboard as described in the individual tool's **Help**.

Using the Conversion Tool

The conversion tool works on a *JSON* file. To make one, press **File > System > Export**.

- 🔗 If you already have a **Chronolator for Word** licence, you will find the Conversion Tool in the **ChronologySetup** folder.
- 🔗 If you do not, you can download it from www.chronolator.com/downloads/download-conversion-tool.htm.

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

Importing a JSON file into a Composite Chronology

Chronolator for Word Version 5.00 Composite Chronologies can import *JSON* files, except for the very first one. To start a new Composite Chronology with a *JSON* file, you should download the latest version of the **Blank Composite Chronology** from www.chronolator.com/downloads/download-composite-chronology.htm instead of creating one in the **Online Workbench**.

Licensing

The **Chronolator Browser Tools** are licensed software. You can evaluate them without having a licence, but the number of events you can process is limited. You can increase or remove the limit by buying a licence.



Documents produced by licensed versions of **Chronolator Define** or **Chronolator for Word** are automatically licensed. Please email licences@chronolator.com to obtain a licence for a particular tool.

In this topic

[Browser and Document licences](#)



[Installing a licence](#)

[Licence periods and expiry](#)

[Chronolator for Word licences](#)

Browser and Document licences

You can license the tools themselves (a **Browser** licence), or a document that they process (a **Document** licence).

-  A **Browser** licence lets you use the tool on any number of Chronolator Documents.
-  A **Document** licence lets you open that document in any Browser tool.

When you start using a tool or open a document, Chronolator checks what licences are available and uses the most permissive one it finds.

If no licence is found, a **Limited Licence** is displayed.

Limited Licence

Thank you for using Chronolator - The Chronology Tool.

This limited licence allows you to use it subject to some limitations, such as the number of events a chronology can contain. Chronolator will warn you if you if you are about to exceed such limitations.

To remove the limitations, you can buy a licence at tools.chronolator.com/licensing.htm.

Alternatively, most limitations will be removed if you open a Chronolator Document that has been created by a licensee. Press **OK** to indicate that you accept those terms, or **Cancel** to quit the program.

Message Reference: **c9m4000**. You can use this reference to look up more information online or in the product manuals

Trace

View Details

Cancel

OK

If a licence is found, the **Licensee** and **Expiry Date** are shown, together with the licence reference and any restrictions.

Chronolator Licence

Licensee(s): Berrick Computing Ltd
Reference(s): C900002
Maximum Events: 1000
Expiry Date: 22 May 2024

Use of this product is subject to the terms of the above licence(s).
Press **OK** to indicate that you accept those terms, or **Cancel** to quit the program.

Message Reference: **c9m4010**. You can use this reference to look up more information online or in the product manuals

Trace

View Details

Cancel

OK

The **Trace** button displays what licences Chronolator has found and which one it is using.

Chronolator Licence

Licensee(s): Croenge Safeguarding
Reference(s): C900004
Maximum Events: unrestricted
Expiry Date: 22 May 2024

Use of this product is subject to the terms of the above licence(s).
Press **OK** to indicate that you accept those terms, or **Cancel** to quit the program.

Here is what it found:

Type	Reference Licensee	Expiry Date	Maximum Events	Least Restrictive
Document	C900004 Croenge Safeguarding	2024-05-22	unrestricted	*
This Tool	C900002 Berrick Computing Ltd	2024-05-22	1000	
All tools	C900001 Berrick Computing Ltd	2024-05-22	500	

Message Reference: **c9m4010**. You can use this reference to look up more information online or in the product manuals

Trace **View Details** **Cancel** **OK**

The full terms of the licence can be displayed by pressing the **View Details** button.
Press **OK** to accept the licence terms, or **Cancel** to close the tool or document.

Installing a licence

Licences are supplied with two components: the licensee and the licence itself. For example:

Licensee

[Berrick Computing Ltd]

Licence

[JTdCJTlydmVyc2lvbiUyMiUzQSUyMIYyJTlyJTJDJTlyaWQIMjIIM0EIMjJ
 DOTAwMDAxJTlyJTJDJTlybGljZW5zZWUIMjIIM0EIMjJCZXlyaWNrJTlwQ2 9
 tcHV0aW5nJTlwTHRkTllyJTJDJTlycHJvZHVjdCUyMiUzQSUyMmElMjIIM kM
 IMjJ0eXBhTllyJTlBNBTllyYnJvd3NlciUyMiUyQyUyMnJlc3RyaWN0aW9u cyU
 yMiUzQSUyMjUwMCUyMiUyQyUyMmV4cGlyeURhdGUIMjIIM0EIMjlyMDI
 OLTAtLTllyJTlyTDEUMyJThEMjIiNjNlYWNlNzE1NDZhNzI5NGEwMTA4M2
 ZmYTUuOndQ4NTU5MDM3Yg==]

Licensee: [Berrick Computing Ltd]

Licence: [JTdCJTlydmVyc2lvbiUyMiUzQSUyMIYyJTlyJTJDJTlyaWQIMjIIM0EIMjJ
 CRVJSSUNLQ09NUFVUSU4yMzAzMjMtMjQwMy03MzEyMiUyMiUyQyUyMmXpY2V
 uc2VlJTlyJTlBNBTllyU2FtdWVvSm9obiUyMiUyQyUyMnByb2R1Y3QIMjI
 IM0EIMjJhTllyJTJDJTlydHlwZSUyMiUzQSUyMmJyb3dzZXIIMjIIMkMIMjJ
 leHBpcnlEYXRlTllyJTlBNBTllyMjAyNC0wMy0yMyUyMiUyQyUyMnJlc3RyaWN
 0aW9ucyUyMiUzQSUyMnUIMjIiN0QlQzIIOEQ3ZDFiYjEwYTA2ZTMzZDlmZDU
 zYjVjNzM2NDY2Y2RiNTFmZWQxY2Y0]

Each component is in square brackets.

You can install a licence by clicking **Licensing > This tool > Install**. In the subsequent display, enter the two components, including the square brackets, and press **OK**:

Install licence

Paste the Licensee and the Licence into the boxes below then press **OK**

[Berrick Computing Ltd]




```
[JTdCJTlydmVyc2lvbiUyMiUzQSUyMlYyJTlyJTJDJTlyaWQIMjllM0ElMjJ
DOTAwMDAxJTlyJTJDJTlybGljZW5zZWUIMjllM0ElMjJCZXJyaWNrJTlwQ2 9
tcHV0aW5nJTlwTHRkJTlyJTJDJTlycHJvZHVjdCUyMiUzQSUyMmElMjllMkM
IMjJ0eXBlJTlyJTNBJTlyYnJvd3NlciUyMiUyQyUyMnJlc3RyaWN0aW9ucyU
yMiUzQSUyMjUwMCUyMiUyQyUyMmV4cGlyeURhdGULMjllM0ElMjlyMDI 0LTA
1LTlyJTlyJTdEJUMyJThEMjllMjllYWNlNzE1NDZhNzI5NGEwMTA4M2ZmYTU
0NDQ4NTU5MDM3Yg==]
```

Cancel

OK

Licence periods

A Chronolator licence is valid for a specified period:

-  **Browser** licences are valid for the period chosen upon purchase.
-  **Document** licences created by the **Chronolator Define** tool are valid for up to six calendar months from the day they are created, subject to a maximum of one month after the **Chronolator Define** tool licence expires.
-  **Single Case Document** licences created by Berrick Computing Ltd under the terms of a Single Case licence are licensed for the period agreed with the purchaser.

What happens when a licence expires

When a licence expires, you will be prompted to install a new one when opening the tool or document. The tools continue to function, but with some

limitations:

- ⓘ Most tools open in 'Read Only' mode, in which you cannot add or change events in the chronology. If you do not wish to install a new licence, it is still possible to export the complete chronology to another program using *JSON*.
- ⓘ In the **Chronolator Define** tool, it is not possible to create a licensed document.

FAQ

Can I work offline?

Yes. The first time you use the tool, it is downloaded and stored in your browser.



If you clear your browser storage, you will need to visit tools.chronolator.com to download the relevant tool again.

I pressed *Save As > txt* or *Save As > JSON* to save my work, but I can't find the saved file

Depending on your browser settings, your work might automatically be saved in your usual **Downloads** folder.

If you want to be prompted to save it in a particular place, search for instructions relevant to your browser, using a search such as [get browser to prompt for download location](#).

How do I get the latest version?

If you are connected to the Internet, your browser checks if there is a later version and should automatically download it.

If the automatic update does not work, you can force an update by clearing your browser cache. Before you do that, **save your chronology in your computer's file system**, as work saved only in the browser will be lost.

Save the chronology in your File System

See [above](#) for information about saving to the *file system*.

Clearing the browser cache

At the time of writing this [Help](#), you could clear your browser cache in **Chrome**, **Edge**, and **Firefox** as follows:

- 🔗 press **Ctrl+Shift+Delete** simultaneously on the keyboard. In the resulting panel:
 - 🔗 In **Edge** and **Chrome**, clear **Cookies and other site data**.

- 🔧 In **Firefox**, clear **Offline website data**.
- 🔧 Close the browser and reopen it.
- 🔧 Restart the Browser Tool you want to use.

How secure is my chronology? Can I password-protect it?

Your chronology is stored in a compressed text format that can only properly be understood by one of the **Chronolator Browser Tools**. If you open the file in **Notepad** or any other text editor it appears to be nonsensical. However, anyone can use one of the **Chronolator Browser Tools** to read it.

You can also password-protect the file, which encrypts it even further. A **Chronolator Browser Tool** will require the password to be supplied before decrypting and opening it.

See [Common Tasks](#) for how to set, change, or remove a password.

Can I save the chronology in a way that does not require one of the Chronolator Browser Tools to open it?

You can do this in two ways:

- 🔧 Press the **Print** button above the chronology table to display it in a new browser tab, and then use the browser's print facilities to print it to a physical printer or save it as a **PDF** or other file.
- 🔧 Use the **Copy (formatted)** button above the chronology to copy the chronology to the **Clipboard**, and then **Paste** it into another program as described next.

Can I save the chronology as a Word document?

Your chronology is stored in a format that can only properly be understood by one of the **Chronolator Browser Tools**.

You can save a copy in **Microsoft Word**™ or a similar program by copying it to the system **Clipboard** using the **Copy (formatted)** button above the chronology, and then pasting it into another program. See [Using the Clipboard](#).

You can also use the **Chronolator Conversion Tool** to convert a **JSON** file to a macro-enabled Word document, but note that you must be allowed to run Word macros to do this. See [Chronolator For Word](#) above.

What will happen to the Word version of Chronolator?

Chronolator started life in 2000 as a **Microsoft Word**™ application. Since then, technology has moved on and the **Chronolator Browser Tools** have taken on

most of its functions. A few minor features are yet to be migrated, so a limited version of **Chronolator for Word** remains available at www.chronolator.com/for-word.htm. A more modern implementation of it providing better integration with the Browser Tools is being investigated.

Please see [Chronolator For Word](#) above for details about using **Chronolator for Word** and the **Chronolator Browser Tools** together.

File types and security

Chronolator Define can process two types of file: *JSON* (JavaScript Object Notation) and *txt* (simple text).

- 🔒 *JSON* files provide a 'bridge' between **Chronolator Define** and other programs such as **Chronolator for Word**. *JSON* is the least secure format, insofar as anyone with a text editor can open and make some sense of the file.
- 🔒 *txt* files are produced when you save a chronology with one of the tools. If opened in a text editor, the text appears to be nonsense. However, anyone who uses one of the tools will be able to read it. If you want to, you can protect the file with a password by following the instructions under **Setting, changing, and removing a password** in [Common Tasks](#).

Glossary

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

A

Abbreviations Glossary

Contains a list of Abbreviations and Definitions.

Author Notes

A chronology can be annotated with **Author Notes**. To create one, add an event whose **Source of Information** begins with one of the characters    .

B

Browser Licence

A licence that is installed in a Chronolator tool and applies to any document opened in that tool.

C

Case Details Wizard

The wizard in **Chronolator Define** that is used to define a new Chronology Document.

Case Reference

An identifier for a particular case. Prevents accidentally merging chronologies for different reviews.

Chronolator Conversion Tool

The Conversion Tool converts a **JSON** file to a **Chronolator for Word** Document. It can be downloaded from www.chronolator.com/downloads/download-conversion-tool.htm.

Composite Chronology

A chronology containing information pertaining to several agencies or organisations. Sometimes referred to as an Integrated chronology.

Copyright © 2025 by Berrick Computing Ltd.

Context Menu

A small menu that is displayed when you right-click on some items.

Cookies

Chronolator uses cookies to maintain the integrity of your data and to store your preferences about such things as the appearance of the tool. Cookies do not contain any data to identify you as a person and are never sent to the Internet.

D**Document Licence**

A licence that is installed in a document and lets you open that document in any Browser tool.

F**File system**

The place where your computer stores files. Can be a hard drive on your computer or on the network, or possibly in the 'cloud'. Basically whatever Windows users see in **File Explorer**, and Mac users in the **Finder**.

I**Integrated Chronology**

A chronology containing information pertaining to several agencies or organisations. Sometimes referred to as a Composite chronology.

Internal Chronology

A chronology containing information pertaining to a single agency or organisation.

J**JSON**

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

P**Presentation Area**

The area underneath the Ribbon.

R

Ribbon

The area at the top of the window that contains tabs and buttons.

S

Sequence column

A column at the left of the chronology table that contains reference numbers.

T

txt

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