THE CHRONOLOGY TOOLKIT
Chronolator

The **Enter** Tool

Version 8.00

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Introduction

What is Chronolator Enter?

Chronolator Enter is one of the **Chronolator Browser Tools**. It works in a Web browser to enter events into 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.**

If you want to get started straight away, jump to Familiarising Yourself.

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 Enter 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 Enter 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 Enter** 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.

You can take a tour of the main features in the Familiarising Yourself topic.

What's New

Version 8.00 - June 28 2024

Chronolator Enter 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 Enter 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.

Copying to the Clipboard - removed from the Finish *tab*

The *Copy to Clipboard* option on the *Finish* tab has been removed. The new *Copy (formatted)* button above the table performs the same function. See Using the Clipboard.

Minor changes

None.

Bug fixes

The table was sometimes auto-sorted despite the option being off.

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 Enter 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

The tool was renamed from **Chronolator Data Entry** to **Chronolator Enter.**

Minor changes

- The **glossary list** (*Settings and Tools > Abbreviations Glossary*) can be filtered by typing into a box. Only matching entries are shown.
- **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.
- Various changes to discourage use of a **New Simple Table** by licensee partners:
  - The warning on the *Get Started* page flashes when you hover over the New Simple Table button.
  - The **New Simple Table** includes an **Author Note** warning that it should not be used if you have received a chronology from someone else.

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 5.04 - 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?
- Renamed the *Settings* button to *Settings and Tools*, and added a *System Tools* dropdown to the resulting display.

- Added application and document logging to assist problem determination. Logs are available in the *System Tools* dropdown.
- Added a link to the *System Tools* dropdown 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:

- 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.
- The password to extend the licence in an expired document originally created by **Chronolator for Word** did not work.

Version 5.00 - April 15 2023

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

Major changes

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 `# ^ ¬ ~` .

Author Notes bypass all event validations except **Date** and **Time**.

Licensing

A licence acceptance screen is displayed when the application starts.

The licence display includes a *Trace* button to help determine which of several possible licences is active.

The currently active licensee is displayed on the Toolbar.

Minor changes

- The *Get Started* page was updated to minimise the possibility of people using a *New Simple Table* when they have been sent a file by an Administrator.

Bug fixes

The following bugs were fixed:

- The *Sequence* column status was not preserved on *Resume*.
- Some invalid dates, such as `01jan2f`, passed validation.
- A table created with the *New Simple Table* button gave an error - `Msg6000 – Glossary Error 13` when imported into a **Chronolator for Word** document.

Version 3.10 - April 9 2022

Major changes

None.

Minor changes

- Added Chronolator favicon to browser page title.
- Added diagnostic information to message `c9m100` when reading a chronology with an invalid Document Descriptor.

Bug fixes

The following bugs were fixed:

- Some times were increased by an hour when formatting dates on the day that Daylight Savings was introduced.
- Editing an event with no Start Date resulted in `TypeError: Cannot read properties of undefined (reading 'replace')`.
- The *Sequence Numbers* dropdown was not working.

Version 3.00 - April 28 2021

Major changes

There are no major changes in this release.

Bug fixes

The following bugs were fixed:

- The *Copy* button above the *Table* on the *Update* tab copied some characters incorrectly (e.g. > would be copied as `>`)
- In some languages, certain valid dates including an alphabetic month were flagged as invalid
- Formatting invalid dates and times resulted in them being replaced by the text 'Invalid Date' or a blank respectively, thus losing the original information and making it harder to correct

Version 2.0 - March 21 2021

Print *button*

A *Print* button has been added to the *Presentation Area*. When pressed, a printable version of the table (without any error highlighting) is opened in a new browser tab. Use the browser's print facility to send the document to an actual printer.

Version 1.0 - January 27 2021 (first public release)

Integration with Chronolator for Word

The *Finish* tab now includes the ability to save as a *JSON* file that can be converted to a **Chronolator for Word** document (requires Chronolator for Word version 4.0 or higher).

New options and settings

Sort

A chronology can be sorted into Ascending or Descending order.

Users can specify that a chronology should be automatically sorted when it is opened, and when an event is added or changed.

Sequence column

A *Sequence Column* can be defined, updated, and deleted.

Customer Portal

Customers can now report and track problems on the portal at support.chronolator.com.

There is a link to the portal on the *Help* tab.

Error checking

Message `c9m3000` (issued when errors are found when checking) now includes the number of errors encountered.

Abbreviations

Abbreviations defined in the chronology can be viewed, and permitted ones can be changed. New abbreviations can be added. See Using Abbreviations for more details.

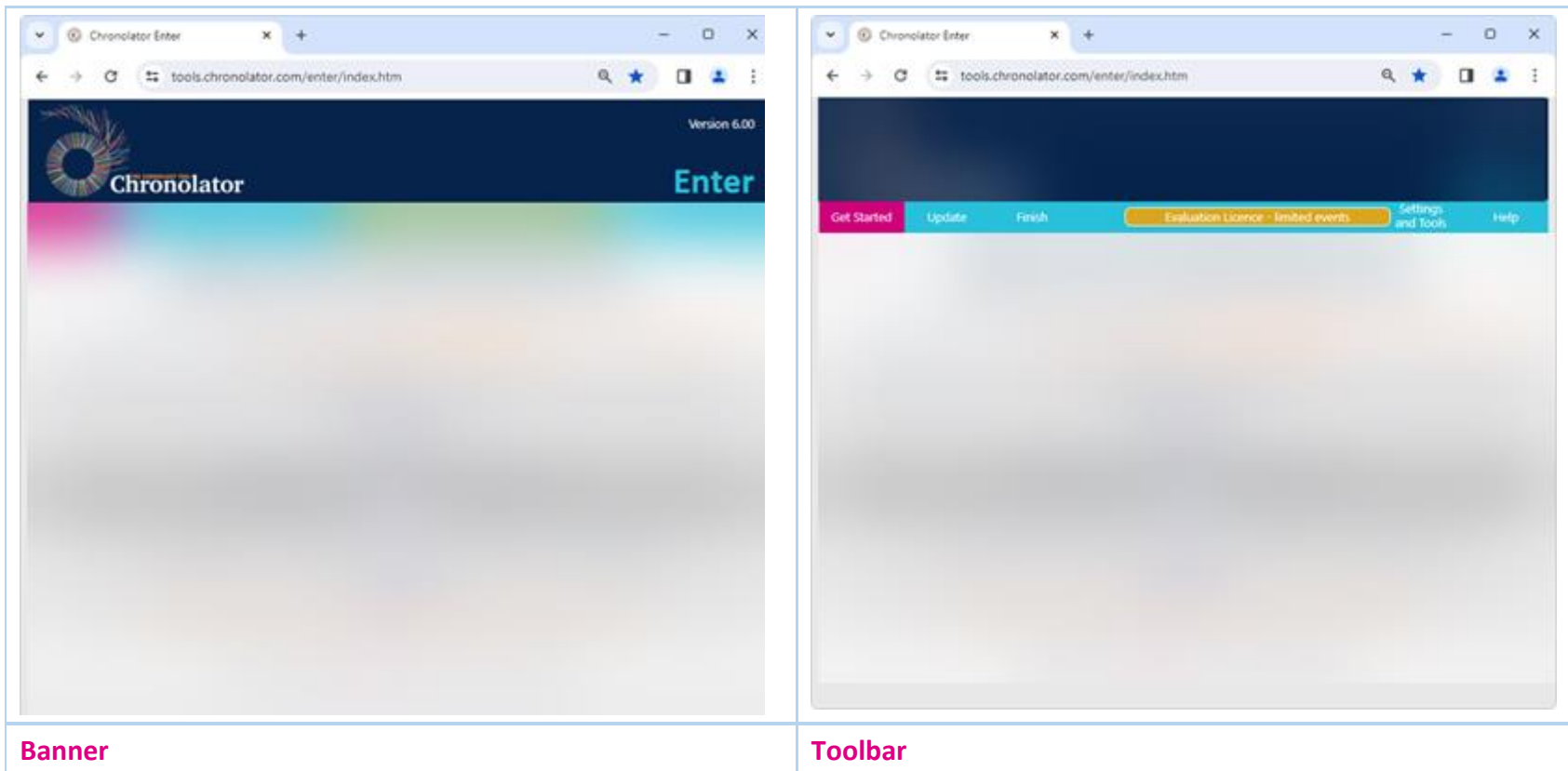## *Internet Explorer*

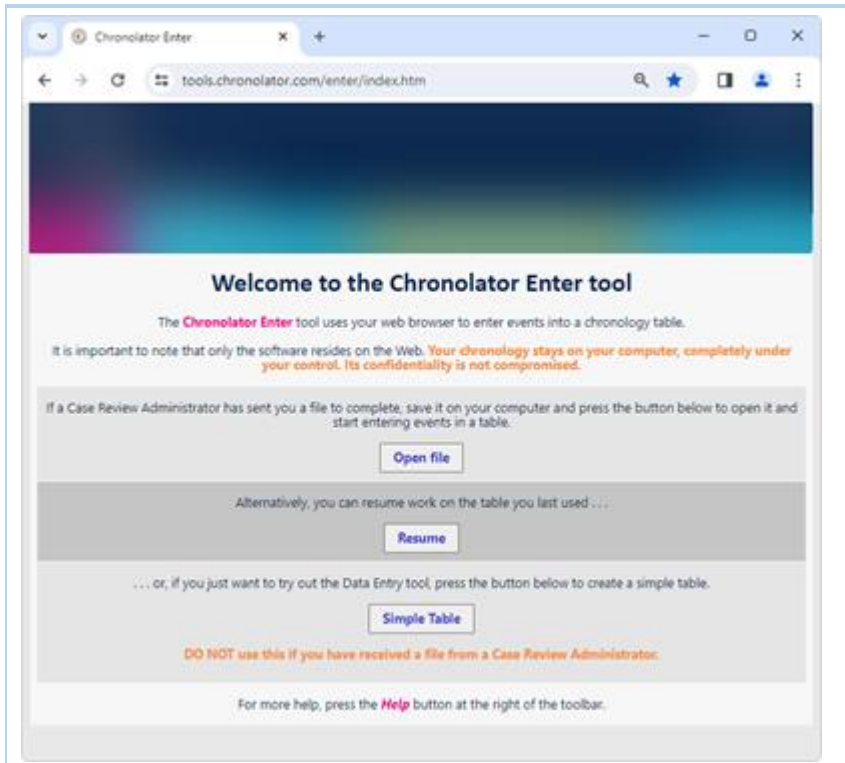Support for Internet Explorer was removed.

Versions 0.1 - 0.6

First releases, to a selected audience.

Workspace Overview

The **Chronolator Enter** workspace has three main parts:

- the Banner shows the product name and version. It hides when you are updating the chronology.
- the Toolbar has buttons to achieve various tasks.
- the Presentation Area displays different information depending on which toolbar button is active.

Banner

Toolbar

Presentation Area

Banner

The Banner at the top of the page displays the program name and version.

When you are entering and updating the events in a chronology, the banner hides in order to provide more room to work.

Toolbar
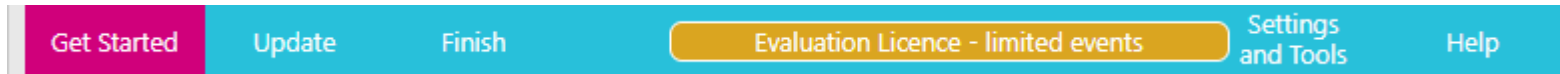
The Toolbar has five tabs:

- ***Get Started***
- ***Update***
- ***Finish***
- ***Settings and Tools***
- ***Help***

It also displays a summary of the currently active licence between the ***Finish*** and ***Settings and Tools*** tabs. Clicking on it displays the licence.

Get Started

This tab lets you open an existing file, or start a new basic chronology. See Get Started for more information.

Update

Use this tab to add or change events, to put dates and times into a consistent format, and to check for errors in your chronology. See Update.

Finish

When you have finished working on a chronology and want to save it or send it to someone else, this tab explains the various options. See Finish.

Settings and Tools

This tab allows you to set the following:

- how dates are formatted
- abbreviations
- a password for the current document
- the order in which events are sorted, and whether the table should be sorted automatically
- a *Sequence Column*
- a licence

It also lets you view Chronolator logs and clear Chronolator cookies.

See Settings and Tools for more details.

Help

Chronolator Enter is designed to be as easy to use as possible, without requiring extensive Help such as this.

The *Help* tab provides answers to most common questions.

Get Started

The *Get Started* tab lets you open an existing chronology, or start a new one.
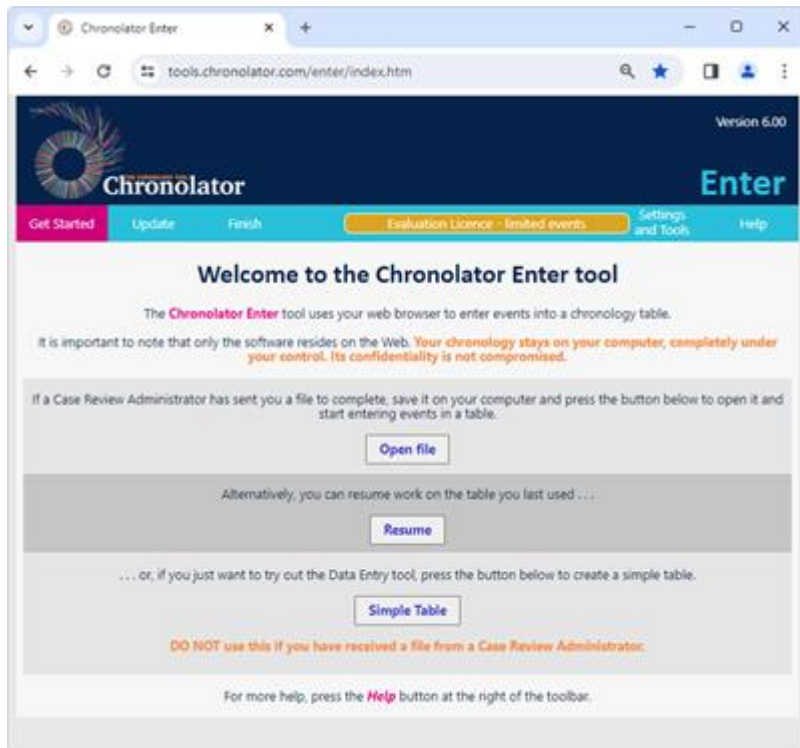
Open a file

Press *Open file* to open a file you have saved in your *file system*. Typically, this file will originally have been sent to you by a **Chronolator** administrator.

File types and security

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

- *txt* files are produced when you save a chronology with one of the tools. If opened in a text editor such as **Notepad**, 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 in Common Tasks.
- *JSON* files provide a 'bridge' between the tools and **Chronolator for Word** and other programs. *JSON* is the least secure format, insofar as anyone with a text editor can open and make some sense of the file.

Resume previous work

Whenever you make a change to the chronology, **Chronolator Enter** saves it in your browser's internal storage.

Use the ***Resume*** button to pick up where you left off.

Although Browser storage is quite robust and roomy, you should save your work using the Finish tab from time to time to protect yourself against a system failure.

Starting a new basic chronology

If you do not have a chronology file you can start a new one by pressing the ***Simple Table*** button.

> ⚠️ Do not use this button if you have received a chronology from someone else to complete.

The table will have the basic column headings of **Date**, **Time**, **Source of Information**, and **What happened**.

If you want other headings, you must create a chronology using **Chronolator for Word** or the **Chronolator Define** tool.

Saving your work

You can save your work using the buttons on the Finish tab.

Update

When you click on the *Update* tab, it hides the Banner and expands to include buttons that allow you to:

- *Format* dates and times
- *Sort* the events into chronological order
- *Check* the chronology for errors
- *Update* or *Clear* the numbers in the *Sequence Column* if there is one

The *Presentation Area* displays the chronology, together with further buttons to add, change, and delete events, and to copy, print and search the entire chronology.
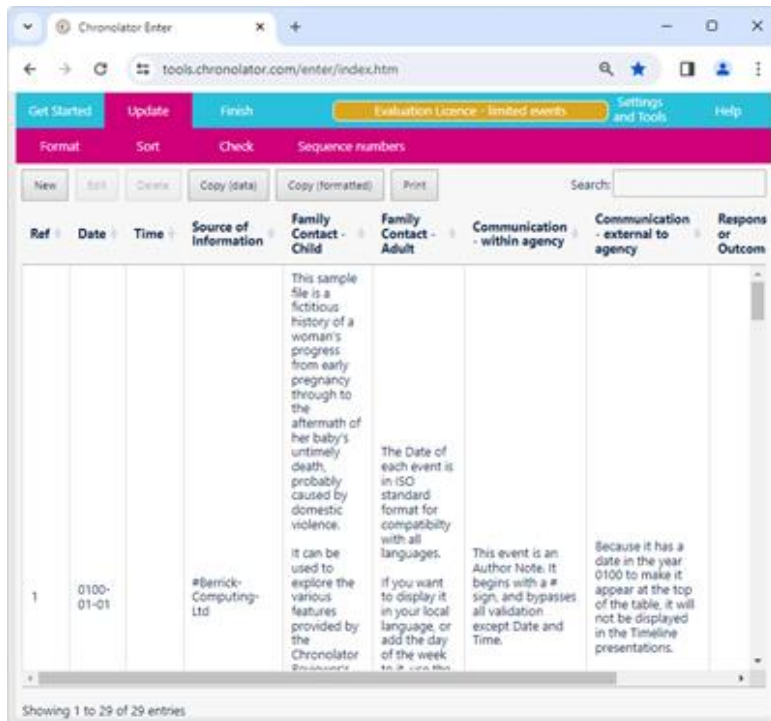
Formatting Dates and Times

If you are copying events from other records, it is likely that dates and times are in different formats. Instead of having to translate them into a consistent format yourself, you can use the *Format* button to do so.

You can choose from a variety of formats to use on the Settings and Tools tab.

Sorting the chronology

When you add a new event to the chronology, it is usually placed at the end of the table. You can then use the *Sort* button to put events in chronological order.

If you want the table to be sorted as soon as you enter a new event, or to switch between **Ascending** and **Descending** order, set the appropriate option on the Settings and Tools tab.

Checking for problems

When you create or update an event, Chronolator checks it for errors such as missing information. It will not allow you to add an invalid event to the chronology.

The *Check* button checks that events are in sequence. It also checks for other errors in a chronology that are normally trapped at data entry time, in case the chronology came from *Chronolator for Word*, which does not check events as they are entered.

If there are errors, they are highlighted and message `c9m3000` is displayed. The message includes a count of how many errors were found.

Errors found in document (21)

Chronolator has found errors. They are highlighted.

When you have corrected the errors, press the Check Tables button again to remove the highlighting.

Message Reference: c9m3000. You can use this reference to look up more information online or in the product manuals

OK
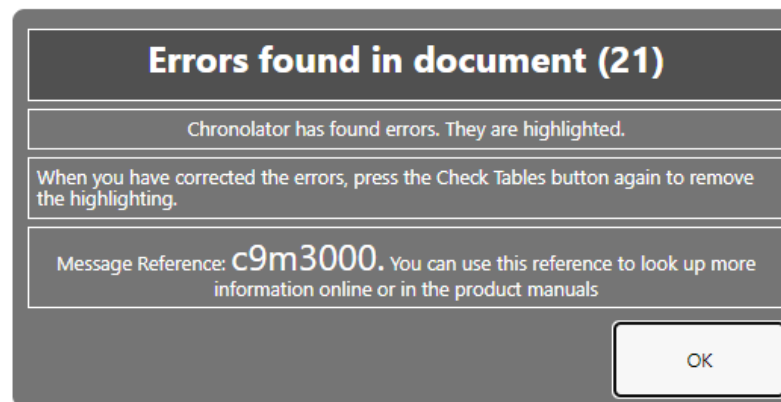
The errors are highlighted, and details shown when you hover the mouse over them.

In addition, a *Show Only Errors* button is added above the table.

Adding, changing, and deleting events

The buttons between the toolbar and the chronology allow you to add, change, and delete events.

- Press *New* to add a new event.
- To change or delete an event, first of all select it by clicking on it. When it is selected, press *Edit* or *Delete*.

💡 You can also do these things by right-clicking on an event and choosing the action on this *Context Menu*:

Copying the chronology to the clipboard

The *Copy* button copies the chronology table to the clipboard. See Using the clipboard for details of what you can do after you have copied it.

Printing the chronology

The *Print* button creates a printable version of the table (without any error highlighting) in a new browser tab. Use the browser's print facility to send the document to an actual printer.

Finish

When you have finished working on a chronology, the *Finish* tab lets you save it to your *file system*.
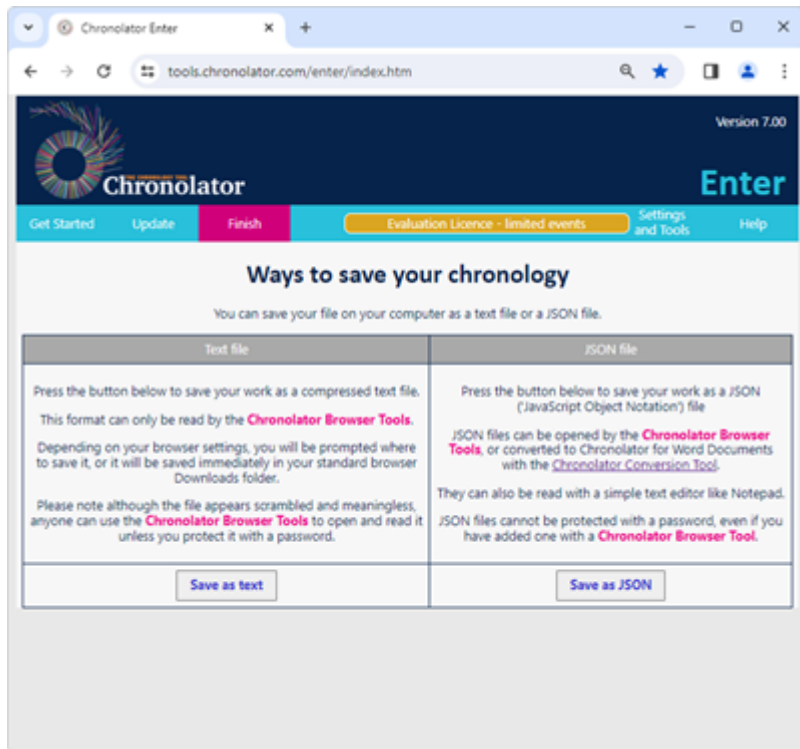
Save in the file system

As well as saving the chronology for the benefit of the Case Review Administrator, you should occasionally save it to the *file system* to protect yourself from browser and other problems.

💡 Depending on your browser settings, you might not be asked where to save your work - it 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*.

Press ***Save as text*** to save as a *txt* file, or ***Save as JSON*** to save as *JSON*.

Settings and Tools

The *Settings and Tools* tab lets you set various options, view logs, and clear Chronolator cookies.
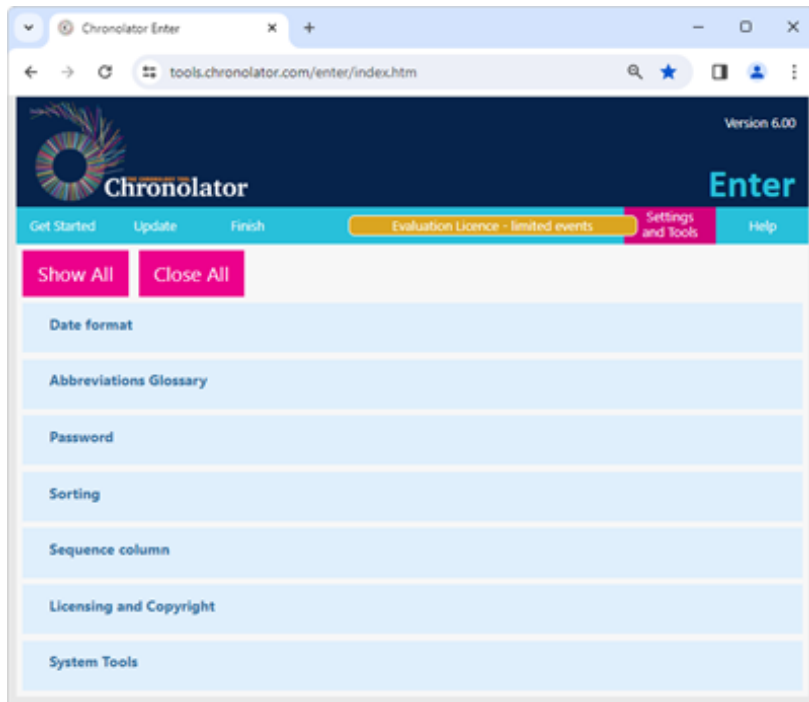
Click on the relevant option to set the following:

Date format

The format you choose will be applied and you will be returned to the *Update* tab.

Abbreviations Glossary

Use this to view, add, change, and delete abbreviations. See Using Abbreviations for more information.

Password

You can protect a chronology with a password.

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

> ⚠️ If you set a password, make sure you can remember or retrieve it. There is no way to recover your chronology if you forget it.

Remember that **Chronolator Enter** keeps your current work in browser storage. Changing the password affects only the chronology in the browser; the file you originally opened is unchanged.

If you also want to change the file password, save your work as a *txt* file after you have changed the password (use the *Save as text* button on the *Finish* tab).

Sorting

You can choose whether to sort the chronology in **Ascending** or **Descending** order, and also whether to automatically put events in the right place when you add or change them.

Sequence column

Use this setting to Add or Delete a *Sequence Column*.

If a *Sequence Column* is present, a button on the toolbar lets you update it.

Licensing and Copyright

Chronolator Enter is licensed software, as are some of its third-party components. Click on this to view any restrictions in the active licence, or to buy and install another one.

> ℹ️ It is not currently possible to purchase a separate licence for **Chronolator Enter**. Documents produced by licensed versions of **Chronolator for Word** or **Chronolator Define** are automatically licensed.

System Tools

The following tools are available:

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.

Clear cookies

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

Help

The *Help* tab provides answers to frequently asked questions, even when you are not online.
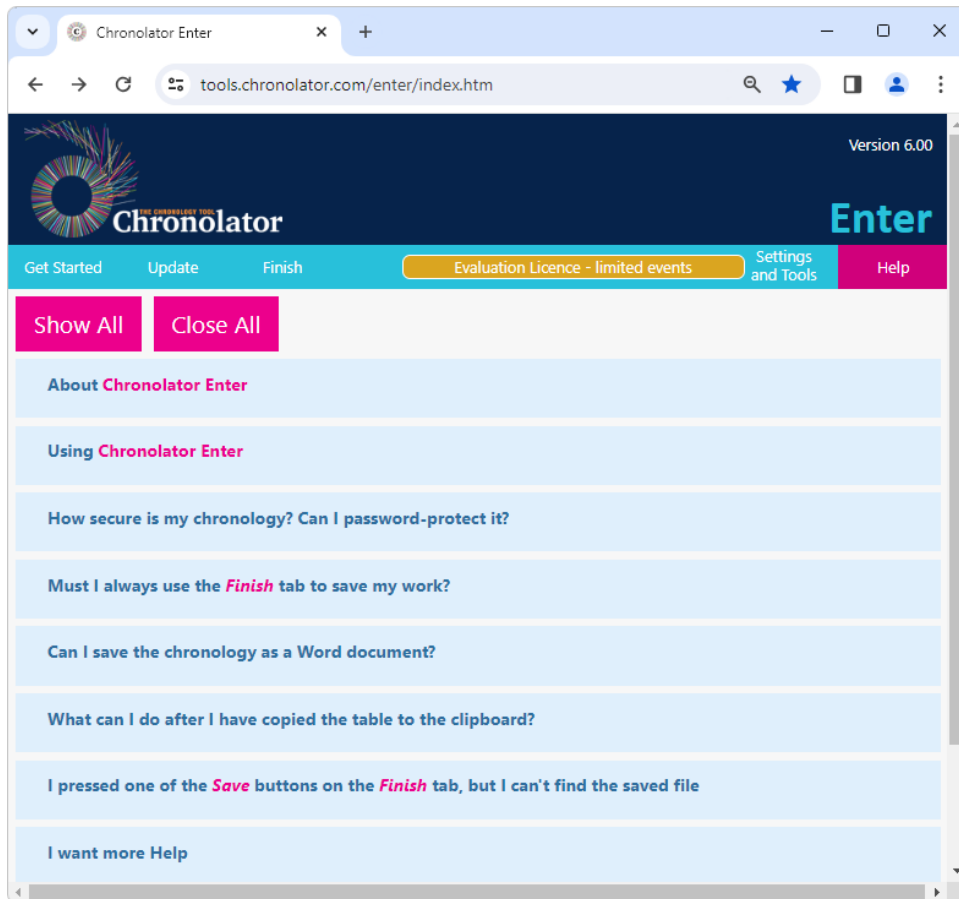
Presentation Area

The ***Presentation Area*** is highlighted in the picture below.
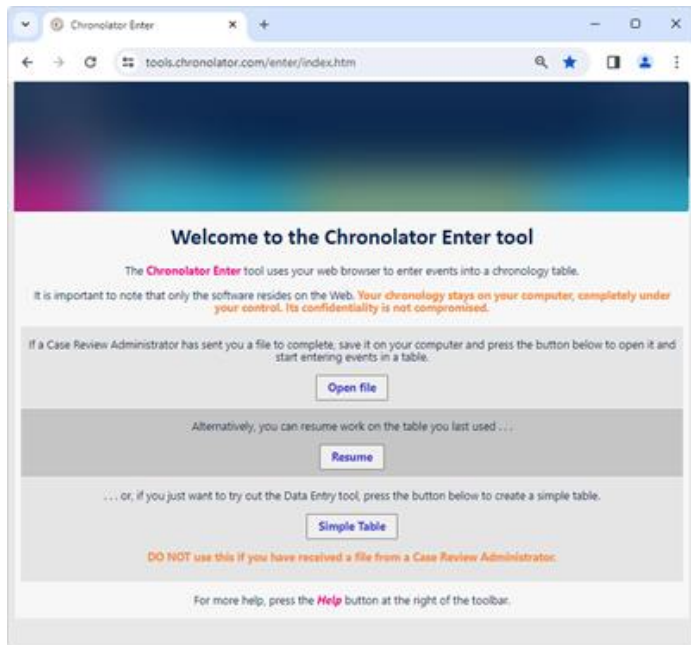
The information in it changes depending on which tab is active on the Toolbar.

Refer to these individual topics:

- Get Started
- Update
- Finish
- Settings
- Help

Familiarising Yourself

The easiest way to find out what **Chronolator Enter** can do is to start using it.

This section suggests a few of the things you might try, and along the way introduces some of the terms used in the tool.

Get Started

When you first open the tool a licence will be displayed; usually a **Limited Licence** like this. ℹ️ If you have a licence for the tool, that will be shown instead.	**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

After you accept the licence terms, the Get Started tab is displayed.

○ If someone has sent you a file to complete, you can open it by pressing the *Open File* button.
○ If you have already been working on a chronology, you can pick up where you left off by pressing *Resume*.
○ If not, you can start a new basic chronology by pressing *Simple Table*.
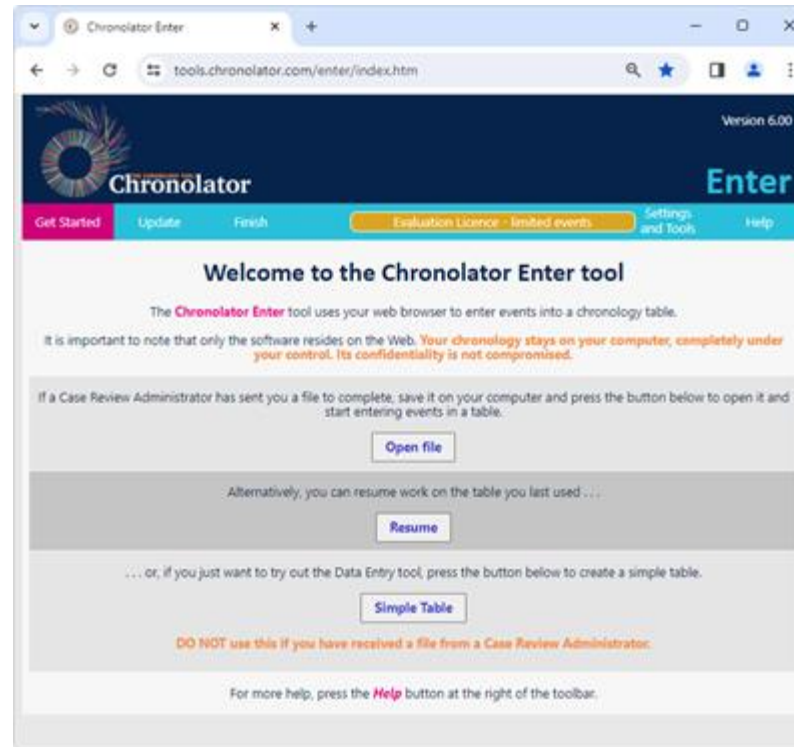
Updating the chronology

The chronology you choose is displayed on the Update tab.

The buttons immediately above it let you add a **New** event, or **Edit** or **Delete** an existing one. Try each of them to see how they work.

> ℹ️ You need to click on an event before using the **Edit** or **Delete** buttons.
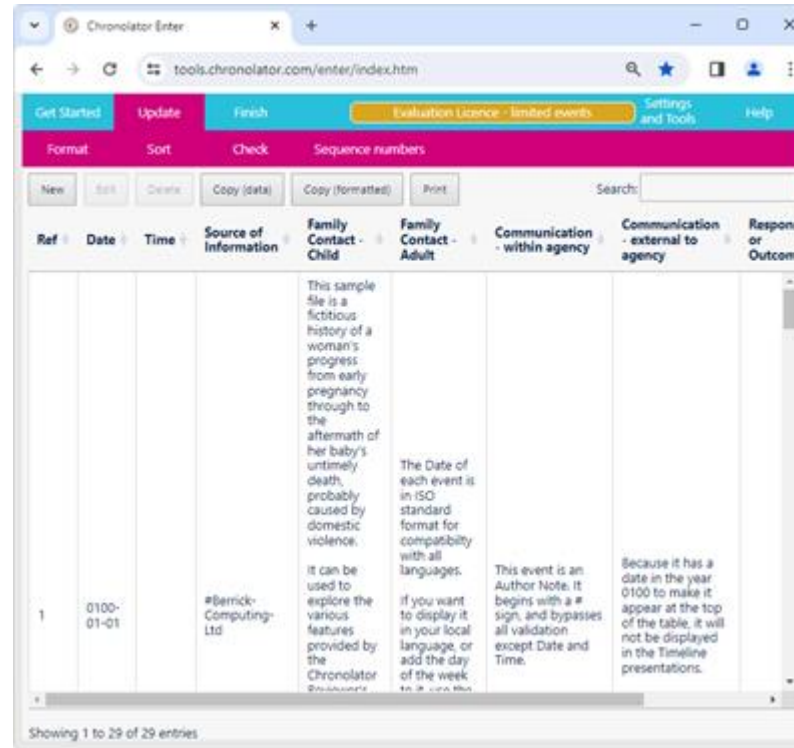
> 💡 You can also **Add**, **Change**, or **Delete** an event by right-clicking on it and choosing the action on this glossaryContextMenu*Context Menu*:
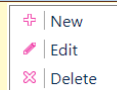
When adding or editing an event, a form is displayed where you can enter its details. The form includes a button at the bottom to **Create** or **Update** it. If a new event is valid it will be added at the end of the chronology (unless you have set the **Automatically Sort** option on the Settings tab). If there are errors such as missing or invalid data, they are displayed on the form and you will not be able to save the event. Either correct them, or click on the cross at the top of the form to close it without making any changes.

To delete an event, click on it and press **Delete**. The tool prompts for confirmation; if you decide not to delete the event, click on the cross at the top of the form.

Dates and times

If you are copying events from other records, it is likely that dates and times are in different formats.

Instead of having to translate them into a consistent format yourself, you can enter them as written and use the *Format* button on the *Update* tab to do so for you.

Choose which format to use on the Settings tab.

Sorting the chronology

Use the *Sort* button on the Update tab to sort the chronology into **Date** and **Time** order.

> You can set whether you want **Ascending** or **Descending** order, and whether you want the table to sort automatically, on the Settings tab.

If you want to sort it by a particular column, click on the arrows to the right of that column's heading:

Saving the chronology

Chronolator Enter automatically saves your work in your browser's storage. However, you should also periodically save it to your computer's *file system* by using one of the buttons on the Finish tab.

Common Tasks

Finding out what you can do

Chronolator Enter includes a number of features.

For a broad overview of what you can do with it, look at Familiarising Yourself.

This section lists some common tasks.

Opening, copying, printing, and saving files

Opening a file

Press the *Open* button on the Get Started tab 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**.

> Chronolator Enter only processes single-agency chronologies, known in **Chronolator for Word** as **Internal** chronologies.

Resuming your work

Chronolator Enter automatically saves your work in the browser.

Press the *Resume* button on the Get Started tab to pick up where you left off.

Saving files

Although **Chronolator Enter** automatically saves your work in the browser, you should periodically save it to your computer to protect yourself against system

failure.

Use the buttons on the *Finish* tab to save files:

◦   Press *Save* to save as a *txt* file

◦   or press *Export* 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 (without any error highlighting) in a new browser tab. Use the browser's print facility to send the document to an actual printer.

Copying the chronology table to another program

You can copy the entire chronology table to another program by using the system Clipboard. See Using the clipboard.

Setting, changing, and removing a password

Use *Settings > 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.

Formatting dates and times

Use the *Format* button on the Update tab to put dates and times into a consistent format, including the day of the week if desired.

You can choose which format to use on the Settings tab.

Adding, changing, and deleting abbreviations

A chronology can contain a list of abbreviations. These can help save time entering events, and can also be used by **Chronolator Review** to help review the chronology.

See Using Abbreviations for more details.

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 ***Sequence column*** button on the ***Settings*** tab to add, delete, or update a **Sequence** column.

See Using a Sequence Column for more details.

Searching for events

Use the ***Search*** button above the table to find events containing particular words.

Using Abbreviations

The Administrator who sets up a new chronology can define entries in its *Abbreviations Glossary*.

Chronology users can also add and change glossary entries.

Abbreviations can be up to 10 characters long, and their Definitions up to 50.

Displaying and Editing the Abbreviations Glossary
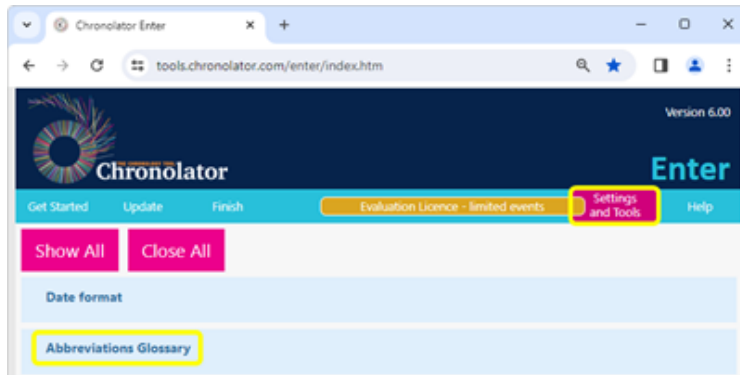
Use ***Settings and Tools > Abbreviations Glossary*** to view, change, add and delete abbreviations.

The resulting display includes buttons to implement whatever actions are allowed.

It also includes a button to add a new abbreviation.

Permissions

What you are allowed to do with an abbreviation depends on where it was originally defined:

- Entries defined by the Administrator who set up the original chronology cannot be changed or deleted.
- Entries you define in the current document can be changed and deleted.

Changing an abbreviation

When you change a glossary entry, Chronolator updates the document to match.

Using Author Notes to annotate a chronology

As you add to the chronology, you might want to add some notes.

What is an Author Note?

Author Notes are events whose **Source of Information** column contains a single word starting with one of the characters # ^ ¬ ~. Other columns in the event - except **Date** and **Time** columns - are not checked for errors.

How do you create an Author Note?

Add or change an event to add an **Author Note**. Either use one of the buttons above the table, or right-click any event to display this *Context Menu:*.
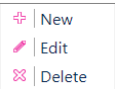
In the **Source of Information** column, type a single word beginning with one of the characters # ^ ¬ ~.

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**.

How to use the notes - some suggestions

Being in the **Source of Information** column, each 'author' gets its own track on the **Timeline - by Source** presentation in the **Chronolator Review** tool. With that in mind, it is best to keep the number of different 'authors' to a minimum. In this picture, two authors have added notes:
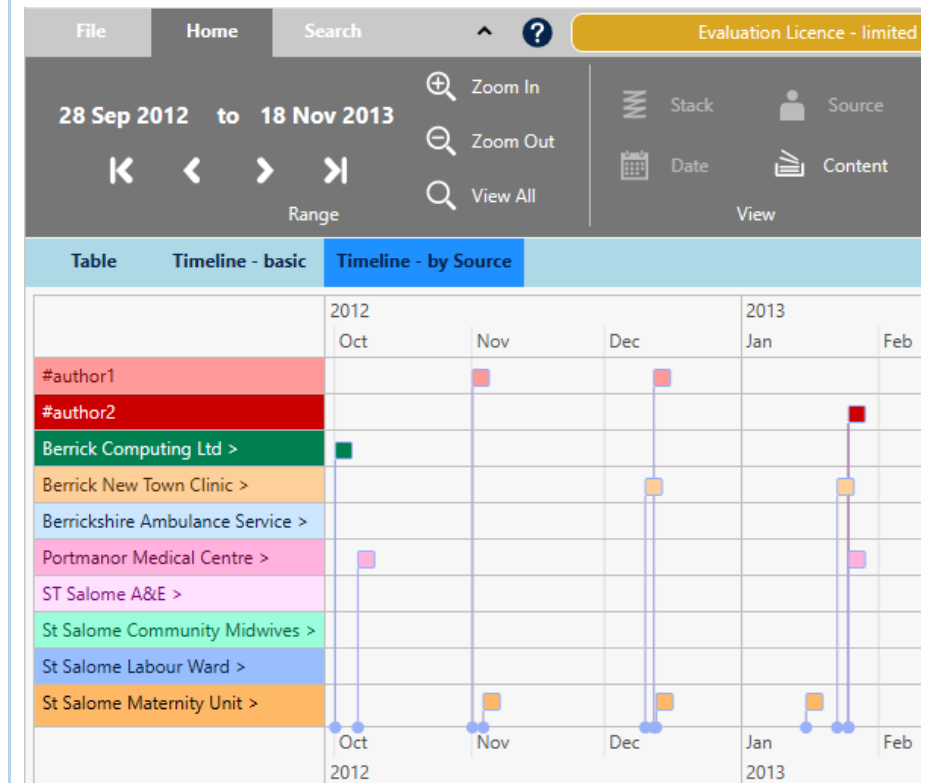
If several authors add notes, you might also find it useful to add their names to the *Abbreviations Glossary*. That way, you will not forget who was who if you leave the review for a long while.

Using the Clipboard

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

Copy to the Clipboard

Copying the table

Use one of the 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 ` 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
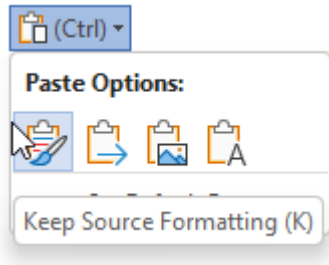
Paste Options menu:

(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:

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

Line breaks: Word and Excel

If 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:

- Select All (*Ctrl+A*)
- Open the *Replace* dialog (*Ctrl+H*)
- Type ` in the *Find What* box. You should find the ` character at the top left of your keyboard

- (In **Word**): Type ^p in the Replace with box. You should find the ^ character with *Shift+6*
- (In **Excel**): Type *Ctrl+Shift+J* in the *Replace with* box

- Press *Replace All*

Using a Sequence Column

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.
You can define one using *Settings > Sequence Column > Add Sequence column* (this is the only change Chronolator allows to Administrator-defined column headings).

When adding a column this way, it is automatically populated with sequence numbers.

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.

- Press the *Sequence numbers* button on the *Update* tab

and then

- Press *Update - sequential* to give each event a unique number or *Update - group by day* to start the numbering at **1** on each new day
- Press *Clear* to delete the numbers in the column

Deleting a Sequence Column

Press *Settings > Sequence Column > Delete Sequence column*.

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 GP1 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 with 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 not 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

Update

| | After you have edited each event ... | | |

Ref ⬍	Date ⬍	Time ⬍	Source of Information	Family Contact - Child	Family Contact - Adult
3	2013-07-15		Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.
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 with GP1 regarding flu-like symptoms.
4	2013-07-15		Notes ref 150389		
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.

... sort the table using the *Update > Sort* button

💡 You can set an option to automatically sort the table. See Settings.

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 with 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.
4	2013-07-15		Notes ref 150389		

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).

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 with 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		

After you have updated the event, sort the table …

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 with GP1 regarding flu-like symptoms.
1.5	2013-07-15		Notes ref 150389		
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.

... and then you can update the numbers as described above.

| 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 with GP1 regarding flu-like symptoms.
2	2013-07-15		Notes ref 150389		
3	2013-07-15	13:00	Central Ambulance Control log		999 call from Ms F reporting baby is injured and not breathing. Paramedic unit dispatched.
4	2013-07-15		Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.

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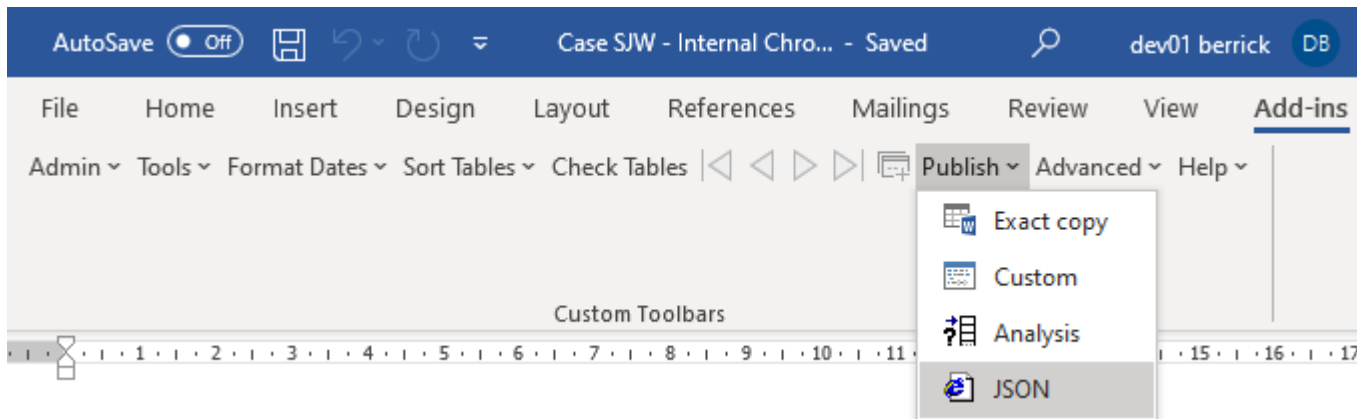
Note that the *JSON* file is unencrypted and readable by humans with a simple text editor. If you want to prevent this, open it in one of the **Chronolator Browser Tools** and save it: this will produce a *txt* file that only the browser tools can interpret.

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 above.

Using the Conversion Tool

The conversion tool works on a *JSON* file. To make one, press the ***Save As JSON*** button on the ***Finish*** tab.

- 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**.

Using the Clipboard

See Using the Clipboard.

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

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.

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

[JTdCJTIydmVyc2lvbiUyMiUzQSUyMlYyJTIyJTJDJTIyaWQlMjIlM0ElMjJDOTAwMDAxJTIyJTJDJTIybGljZW5zZWUlMjIlM0ElMjJCZXJyaWNrJTIwQ29tcHV0aW5nJTIwTHRkJTIyJTJDJTIycHJvZHVjdCUyMiUzQSUyMmElMjIlMkMlMjJ0eXBlJTIyJTNBJTIyYnJvd3NlciUyMiUyQyUyMnJlc3RyaWN0aW9uJTIyJTJDJTIyMjUwMCUyMiUyQyUyMmV4cGlyeURhdGUlMjIlM0ElMjIyMDI0LTA1LTIyJTdEJUMyThEMjliNjNlYWNlNzE1NDZhNzI5NGEwMTA4M2ZmYTU0NDQ4NTU5MDM3Yg==]

Licensee: [Berrick Computing Ltd]
Licence: [JTdCJTIydmVyc2lvbiUyMiUzQSUyMlYyJTIyJTJDJTIyaWQlMjIlM0ElMjJCRVJJSSUNLQ09NUFVUSU4yMzAzMjMMjMMjQwMy03MzEyMiUyMiUyQyUyMmxpY2Vuc2VlJTIyJTNBJTIyU2FtdWVsJTIwSm9obiUyMiUyQyUyMnByb2R1Y3QlMjIlM0ElMjJhJTIyJTJDJTIydHlwZSUyMiUzQSUyMmJyb3dzZXIlMjIlMkMlMjJleHBpcmlEYXRRJTIyJTNCJTIyMjAyNC0wMy0yMyUyMiUyQyUyMnJlc3RyaWN0aW9ucyUyMiUzQSUyMnUlMjIlN0QlQzIlOEQ3ZDFiYjEwYTA2ZTMzZDlmZDUzYjVjNzM2NDY2Y2RiNTFmZWQxY2Y0]

Each component is in square brackets.

You can install a licence by clicking ***Licensing and Copyright*** on the Settings tab. 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]

[JTdCJTIydmVyc2lvbiUyMiUzQSUyMlYyJTIyJTJDJTIyaWQlMjIlM0ElMjJ
DOTAwMDAxJTIyJTJDJTIybGljZW5zZWUlMjIlM0ElMjJCZXJyaWNrJTIwQ2 9
tcHV0aW5nJTIwTHRkJTIyJTJDJTIycHJvZHVjdCUyMiUzQSUyMmElMjIlMkM
lMjJ0eXBlJTIyJTNBJTIyYnJvd3NlciUyMiUyQyUyMnJlc3RyaWN0aW9ucyU
yMiUzQSUyMjUwMCUyMiUyQyUyMmV4cGlyeURhdGUlMjIlM0ElMjIyMDI 0LTA
1LTIyJTIyJTdEJUMyJThEMjliNjNlNlYWNlNzE1NDZhNzI5NGEwMTA4M2ZmYTU
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 one of the *Save* buttons on the *Finish* tab 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 **Clipboard** to transfer it to 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** 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 Enter can process two types of file: *JSON* (JavaScript Object Notation) and *txt* (simple text).

- *JSON* files provide a 'bridge' between **Chronolator Enter** 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.

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 Toolbar.

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.