THE CHRONOLOGY TOOLKIT
Chronolator

The **Review** Tool

Version 9.00

Table of contents

Introduction

What is Chronolator Review?

Chronolator Review is one of the **Chronolator Browser Tools**. It works in a Web browser to help analyse and review 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 Review 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 Review 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 Review** 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 9.00 - November 23 2024

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

Major changes

Significant changes have been made to the *Ribbon* and to the **Search** function.

Ribbon

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

File tab

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*

Tools tab (new for Version 9)
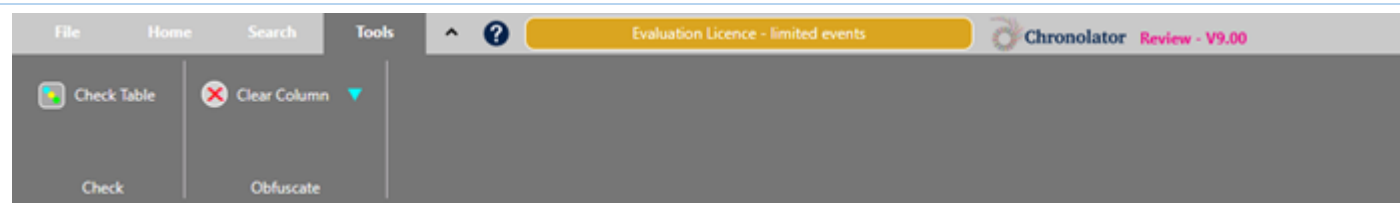
- The new *Tools* tab has two groups, *Check* and *Obfuscate*.
  - *Check > Check Table* checks the table for errors that can occur in chronologies that have not been produced using one of the the **Chronolator Browser Tools**.
  - *Obfuscate > Clear Column* clears the contents of a selected column. This can be useful when using a chronology for training.

Search

Search now includes a **Delete** mode to allow deletion of matches and non-matches:

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 Review 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

Search

- Added buttons to scroll by search result (*First*, *Previous*, *Next*, and *Last*). This is most useful when using **Search** *Highlight* mode.
- Moved **Search** to its own tab to give room for the scrolling buttons. This also resolves problems showing the entire ribbon on smaller displays.

Minor changes

Timeline presentations

Events which have a short duration in comparison with the displayed range (e.g. duration in hours in a display spanning years) have been made easier to see. When **Content** is not selected (as is the default on the **Timeline - by Source** presentation), an event is displayed in full when hovering on its marker.

Bug fixes

⊙ Ranges of long events were not completely displayed.

Version 7.00 - April 11 2024

Chronolator Review 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

> ℹ The **Clipboard** function in the **Print / Copy** group of the *Ribbon* is unaffected by these changes.

⊙ 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. The colour scheme is maintained when pasting into the desktop version of **Microsoft Word** (except when pasting from **Firefox**).

See Using the Clipboard.

Minor changes

None.

Bug fixes

None.

Version 6.01 - February 24 2024

Major changes

None.

Minor changes

None.

Bug fixes

The following bugs were fixed:

- Message **c9m6000** was issued when licensing a password-protected file.
- Message **c9m6000** was issued when opening a chronology whose only events were **Author Notes** dated in year 0100.

Version 6.00 - January 27 2024

Chronolator Review 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

Extended Search now allows you to search by **Source of Information**.

Minor changes

- The **glossary list** (*File > Edit > 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.

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:

- 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 *Source Highlighting > Source* selector was incorrectly changed when source highlight was abandoned.
- 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 Review Version 5.00 was published alongside a new version of **Chronolator Data Entry** 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**.

Each 'author' gets its own track on the **Timeline - by Source** presentation.

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 Ribbon.

Minor changes

The **Source of Information** tracks on the *Timeline - by Source* and the sources displayed when you press *Highlighting > Source* are in alphabetical order.

Bug fixes

The following bugs were fixed:

- Some invalid dates, such as `01jan2f`, passed validation.

Version 3.12 - April 9 2022

Major changes

None

Minor changes

- Added Chronolator favicon to browser page title.

- Colour coded the Source Prefix legend on the *Timeline - by Source* presentation as per the sources.
- Added diagnostic information to message `c9m1000` 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.
- Message `c9m6000` was issued when opening a file with zero events.

Version 3.11 - February 23 2022

Major changes

None

Minor changes

Searches are normalised so that search terms that include multiple spaces match events that include them. For example, a search for `Xaviera          Mary        Yarrup` will be matched by events that contain the text `Xaviera     Mary            Yarrup`.

Bug fixes

The following bugs were fixed:

- Some searches gave spurious results: for example, a search for glossary item `PA` would also return events that contained simple text like `particularly` .
- Some search matches were not highlighted.
- It was not possible to edit an event that had no text after the final `>` in its source prefix.

Version 3.10 - May 27 2021

Major changes

None

Bug fixes

The following bugs were fixed:

- When using the *Export* function to export search results, matches were highlighted in the *Timeline* presentations and those results replaced the chronology on *Resume*.
- Using the keyboard to scroll though the lists of Colour Schemes and highlighting Scopes did not update the display.

Version 3.00 - April 28 2021

Major changes

Improved Range selectors

The buttons in the *Home > Range* group have been improved:

- The date pickers have been updated to make them more reliable (for example, sometimes typing into one had no effect). At the same time, they have been made more flexible, and also support French, Spanish, and German languages.
- In a *Timeline* presentation, the *Next* and *Previous* buttons now scroll by event if an event has been selected (previously, they simply scrolled the timeline backwards or forwards).

See Using the Range Controls for more details.

Search enhancements

- Search results can be exported to a new *JSON* file that can then be worked on individually in the Reviewer's Tool. Like any *JSON* file, exported files can be converted to Word documents using the *Chronolator Conversion Tool*.
- Search terms are highlighted in the chronology presentation.

See Searching and filtering events for more details.

Bug fixes

The following bugs were fixed:

- The *Copy* button above the *Table* presentation copied some characters incorrectly (e.g. `>` would be copied as `>`).
- The *Start Time* (if present) was ignored when placing events on a timeline, all events apparently starting at midnight.
- 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 2.00 - March 21 2021

Major changes

Adding, changing, and deleting events

Buttons have been added to the *Table* presentation that allow events to be added, changed, and deleted.

These functions can also be invoked by right-clicking on an event in the table to display a *Context Menu*.

Most significantly for reviewers, being able to edit events means you can add tags to them - for example `#dv` - that can be used in conjunction with the **Extended Search** feature to review the chronology.

See Using tags to review a chronology for more details.

Minor changes

- Message `c9m9045`, which is displayed when first using an updated version, includes a hyperlink to this **What's New** topic.
- Scrolling is improved when making calendar choices.

Bug fixes

The following bugs were fixed:

- The selections on the *Colour Scheme* dropdown button were not updated per-presentation.
- The *Date Picker* on the *Table* presentation displayed an incorrect date when dates were formatted with the day of the week.
- Cleared highlights were not retained when pressing *Resume*, nor were they copied to the other presentations when pressing the *Sync* button.

Version 1.00 - January 27 2021 (first public release)

This **Help** was updated.

The Sample file *File > Samples > Sample 01* was updated to include examples for the **Extended Search** feature.

Version 0.6

Extended Search

The **Extended Search** feature was added.

Version 0.3

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** button.

Version 0.2

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.
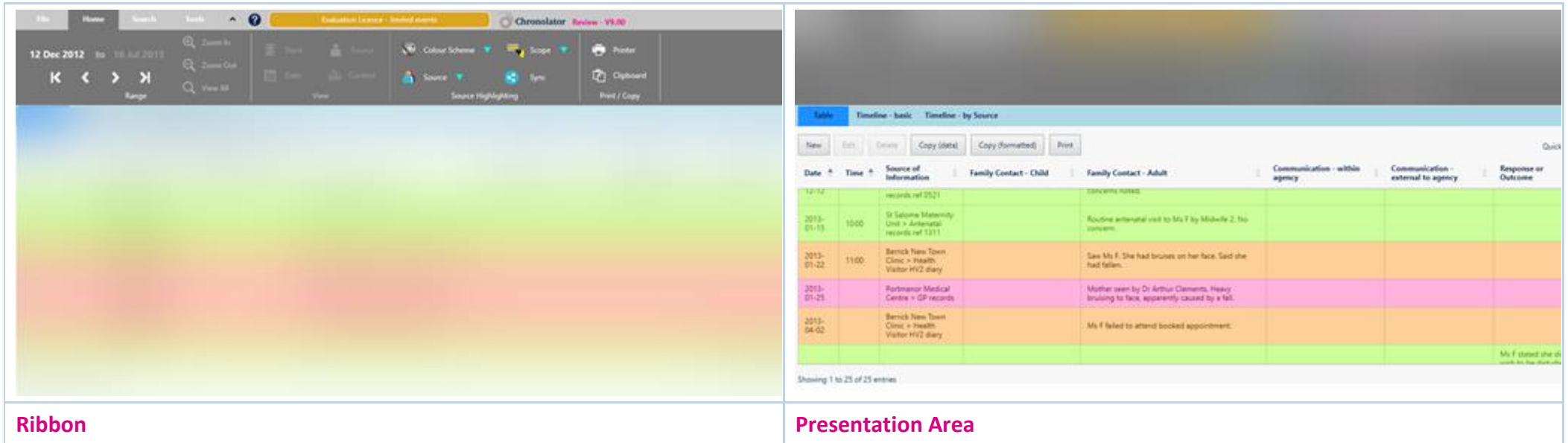
Version 0.1

First release, to a selected audience.

Workspace Overview

The **Chronolator Review** workspace is in two main parts:

- ◎ the **Ribbon**
- ◎ the **Presentation Area**

Ribbon	Presentation Area

The Ribbon

The Ribbon contains buttons and drop-down lists that you can use to

- ◎ open, edit, and save files
- ◎ set application options
- ◎ customise the displays in the Presentation Area

The Presentation Area

The Presentation Area displays the chronology in a number of different views.

You select which view to use with the buttons along the light blue band at the top of the area.
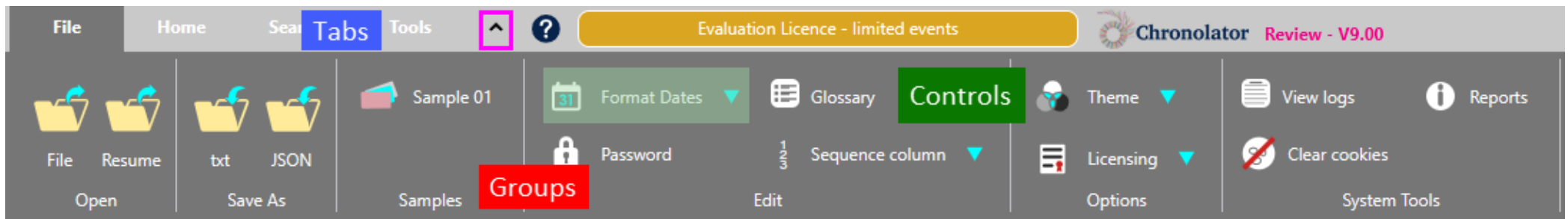
Ribbon

The *Ribbon* has four Tabs (*File*, *Home*, *Search*, and *Tools*). You select a tab by clicking on its name.

To the right of the tabs, 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.

Each Tab has some Groups (the *File* tab below has *Open*, *Save As*, *Samples*, *Edit*, *Options*, and *System Tools*).

Each Group contains one or more Controls .

In this **Help**, an individual control is referred to as *Tab > Group > Control* - for example, the Format Dates control in the picture below is referred to as *File > Edit > Format Dates*.
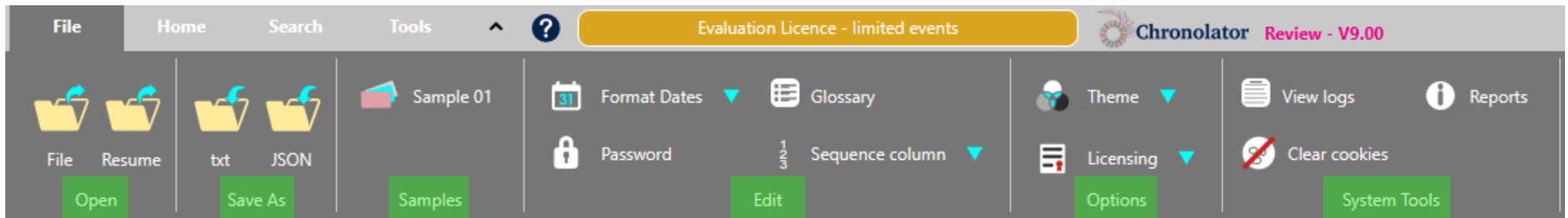

The *Ribbon* also displays a summary of the currently active licence to the right of the *Help* button. Clicking on it displays the licence.

File Tab

The *File* tab has six *Groups*:

- *Open*
- *Save As*
- *Samples*
- *Edit*
- *Options*
- *System Tools*

Chronolator Review 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 Review 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.

Samples

The *Samples* group contains a sample file you can use to familiarise yourself with the tool.

Edit

The *Edit* group lets you:

- put dates and times into a consistent format. When you press **Format Dates**, a list of possible date formats is shown: click on the one you want. Times are put into the ISO 8601 format (a 24-hour time delimited by a colon, e.g. `18:15`).
- add, change, or remove password protection for the file with the *Password* button.
- add, change, and delete entries in the *Abbreviations Glossary* using the *Glossary* button. Abbreviations can be used in conjunction with the *Search* feature to provide a powerful way to review selected events.
- add, change, update or delete a *Sequence Column* using the *Sequence column* button.

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.

The *Licensing* button allows you to display the active licence, and to purchase and install new one.

System Tools

There are three buttons in the *System Tools* group:

◉ *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.
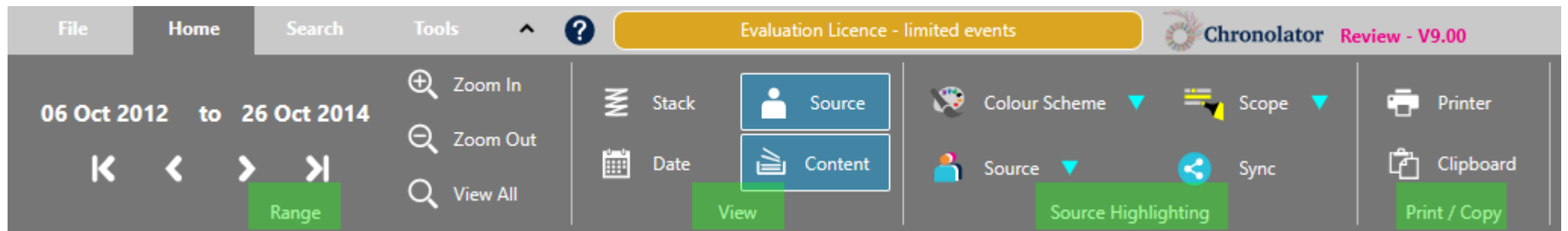
◉ *Clear cookies*

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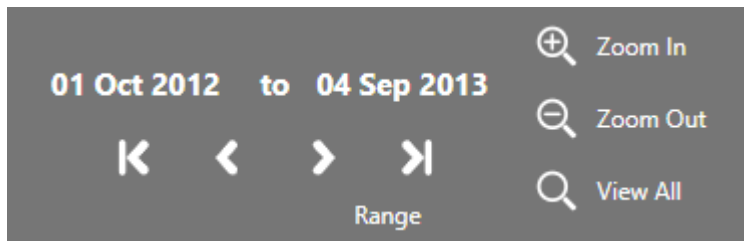
Home Tab

The *Home* tab has four *Groups*:

- *Range*
- *View*
- *Source Highlighting*
- *Print / Copy*

Range

Use the controls on the *Range* tab to specify the range of events that are displayed.

Date Pickers

The two date pickers let you choose the first and last events to be displayed (in the *Table* display, you can only choose the first one).

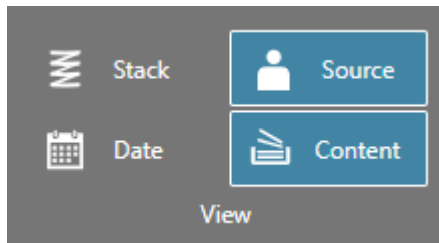Click on a date to open a calendar where you can change it.

Navigation buttons

The DVD-like buttons under the date pickers let you navigate to the first, previous, next, and last events.

Zoom buttons

Use the *Zoom* buttons to zoom in or out in a **Timeline** presentation.

View

In a **Timeline** presentation, use the buttons on the *View* group to select the amount of data you want to see for each event.

At one extreme, you can show only an empty box for each event by un-selecting the *Content* button (this is how the *Timeline - by Source* tab is initially presented).

When the *Content* button is selected, the *Date* and *Source* buttons affect whether the date and source are displayed in each event.

The *Stack* button is useful when events overlap.

Source Highlighting
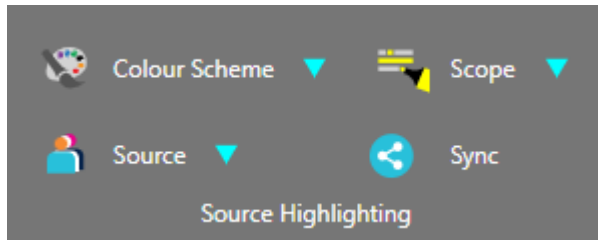
You can change the colours used to highlight agencies by using the buttons in the *Source Highlighting* group.

The *Colour Scheme* button affects all the agencies at the same time. Use it to choose an overall theme. When you press it, a list of schemes is shown. As you hover over each item in the list, you can see its effect on the presentation. Click on an item to set it.

The *Source* button affects a single agency. When you press it, a list of agencies is shown.

Click on the desired agency to display a swatch of possible colours. As you hover over each colour in the swatch, you can see its effect (as long as the selected agency has an event on screen). Click on a colour to set it.

The *Scope* button lets you decide how much of an event is highlighted.

By default, the colours used apply only to the presentation on which you set them. Use the *Sync* button to copy them to the other presentations.
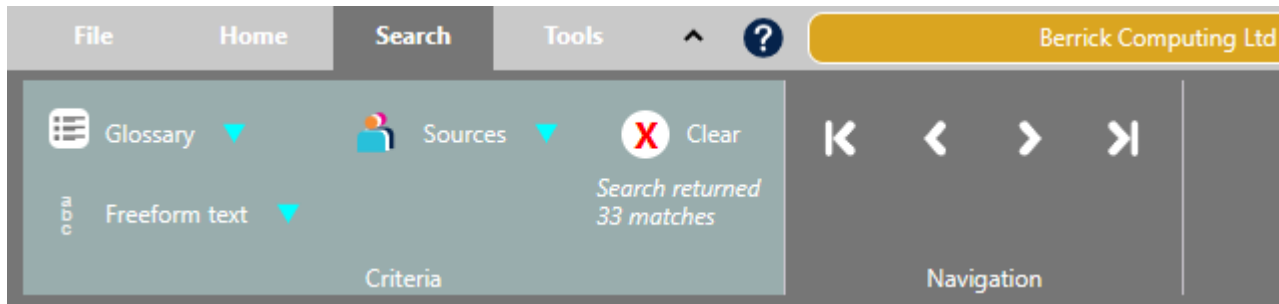
Print / Copy
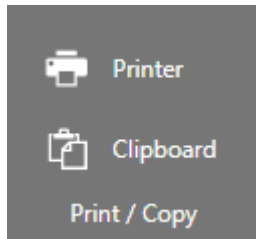
Use the *Printer* and *Clipboard* buttons to send whatever is currently displayed in the active *Presentation Area* to the printer or clipboard.

Search Tab

The *Search* tab has two *Groups*:

- *Criteria*
- *Navigation*

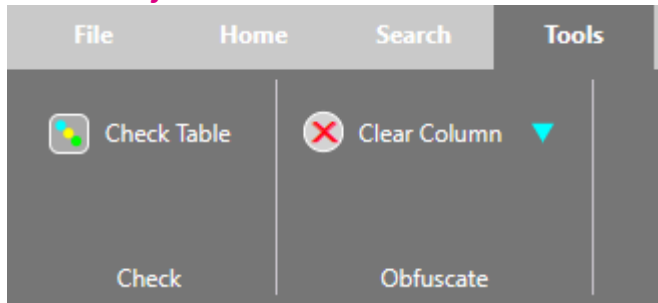Use the buttons in the *Criteria* group to build and execute complex searches that apply to all presentations, and use the buttons in the *Navigation* group to go to the *First*, *Previous*, *Next*, or *Last* matching event.

See Searching and filtering events for more details.

Tools Tab

The *Tools* tab has two *Groups*:

- *Check*
- *Obfuscate*

- *Check > Check Table* checks the table for errors that can occur in chronologies that have not been produced using one of the the **Chronolator Browser Tools**.
- *Obfuscate > Clear Column* clears the contents of a column. Press it, and choose the desired column from the displayed list. This can be useful when using a chronology for training.

Presentation Area

The **Presentation Area** displays the chronology in a number of different views. Use the tabs on the blue bar along the top of it to select one.

Refer to the File Tab and Home Tab topics to see what controls you can use to customise the display.

Table view

When you open a chronology, it is displayed in a table, and the **Table** tab is highlighted:

See below for more information about the **Table** presentation.

Timeline views

Click on one of the **Timeline** tabs to display a timeline of events:

Timeline - basic
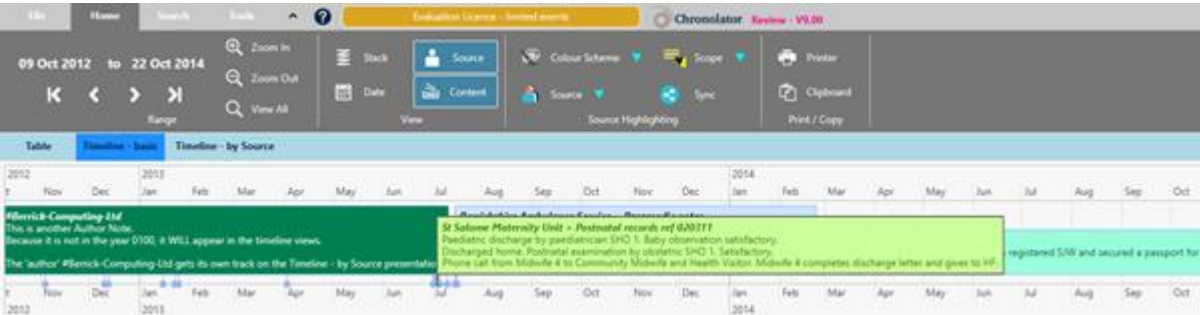
Timeline - by Source

See below for more information about the *Timeline* presentations.

Table Presentation

Controls

As well as those on the *Ribbon*, the **Table** presentation includes controls to **Edit**, **Quick Search**, and **Sort** the table.

| File | Home | Search | Tools | ^ | ? | Evaluation Licence - limited events | Chronolator Review - V9.00 |

31 Dec 0099 to **16 Jul 2013**

⊕ Zoom In
⊖ Zoom Out
🔍 View All

Range

≋ Stack
📅 Date

👤 Source
📄 Content

View

🎨 Colour Scheme ▼
👤 Source ▼

Source Highlighting

📋 Scope ▼
🔄 Sync

🖨 Printer
📋 Clipboard

Print / Copy

| Table | Timeline - basic | Timeline - by Source |

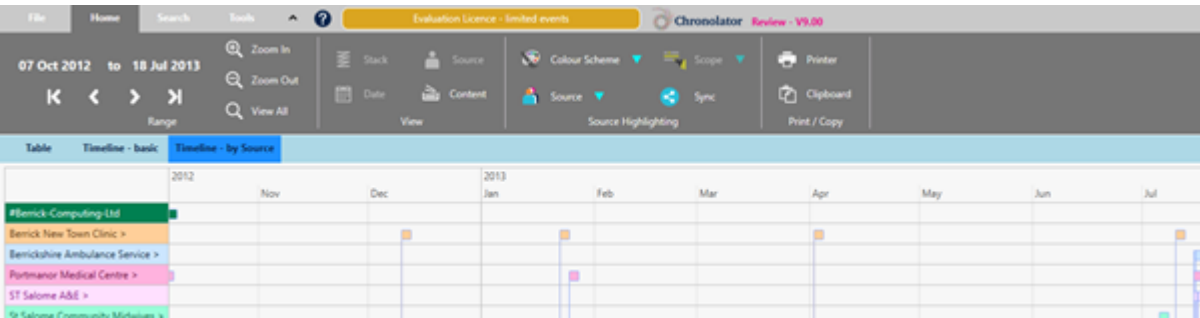New | Edit | Delete | Copy (data) | Copy (formatted) | Print

Quick search:

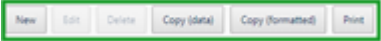| Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
			Click the question mark at the top of the window, then 'Help', and find the 'Familiarising Yourself' topic					
2012-10-06	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns
2012-10-07		#Berrick-Computing-Ltd	This is another Author Note.			Because it is not in the year 0100, it WILL appear in the timeline views. The 'author' #Berrick-Computing-Ltd gets its own track on the Timeline - by Source presentation.		
2012-11-03	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking...concerns.				Further appointments booked

➕ | New
✏ | Edit
✖ | Delete

Showing 1 to 25 of 25 entries

	The *New* button opens a form to create an new event.
	The *Edit* button opens a form to change an event. Click in the event you want to change to select it first.
	The *Delete* button deletes an event. Click in the event you want to delete to select it first.
	The *Copy* buttons copy the table into your Clipboard. See Using the Clipboard.
	The *Print* button 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.
	💡 The *Copy* and *Print* buttons include the entire table (or selected events). Use the *Printer* or *Clipboard* buttons in the *Print / Copy* group if you only want to copy what is shown on screen.
	Quick Search the table.
	You can use the box in the top right corner of the *Presentation Area* to search for text. Only those events that contain your search terms are displayed.
	Searches are cumulative - the more terms you enter, the fewer events are displayed. This can provide a powerful way to sift through desired events.
	Quick Search only searches the **Table** presentation. Use *Search > Criteria* to search across all presentations.
	ℹ️ *Quick Search* and *Search > Criteria* use different algorithms (for example, whether to recognise only entire words), so do not expect them to give identical results.
	Sort the table by column contents.
	By default, the events in the table are in Date / Time order. You can sort the table by different columns if you want.
	Clicking on a column in the table header row will sort the table by that column, in ascending order. Clicking it again will sort in descending order.
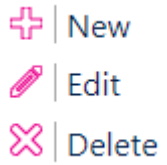
✚ | New ✏ | Edit ✖ | Delete	This *Context Menu* appears when you right-click an event. It provides a quick way to Add, Change, or Delete an event.

Timeline Presentations
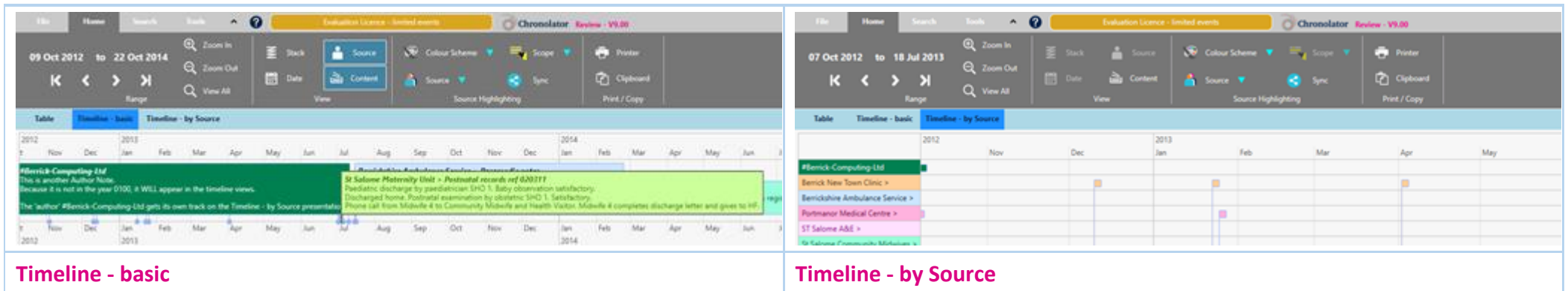
Timeline - basic	Timeline - by Source

There are two Timeline views: **Timeline - basic** and **Timeline - by Source**.

The first one shows all events on the same line, while the second has a different line for each agency.

Another difference between them is the amount of detail displayed for each event.

You can customise the level of detail you see by using controls on the *Ribbon*.

Deciding what details to show in an event
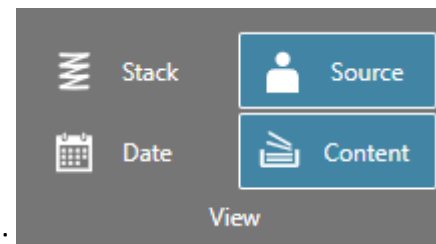
Use the buttons in the *Home > View* group to control the level of detail shown in an event:

- When the *Content* button is selected, the *Date* and *Source* buttons affect whether the date and source are displayed in each event. The *Stack* button

separates overlapping events (or vice-versa).

⊙ When the *Content* button is not selected, event content is not displayed - just an empty coloured box (this is the initial state in **Timeline - by Source**). The other buttons in the **Home > View** group are disabled.

If you hover the mouse over an event box, the contents of that event are displayed.

Overlapping events

When events overlap as in the **Timeline - basic** display above, you can show the text in a 'hidden' event by clicking on it. Use the DVD-like buttons on the *Range* tab ⏮ ◀ ▶ ⏭ to go from one event to another.

Alternatively, you can select the **View > Stack** button to separate the events like this:
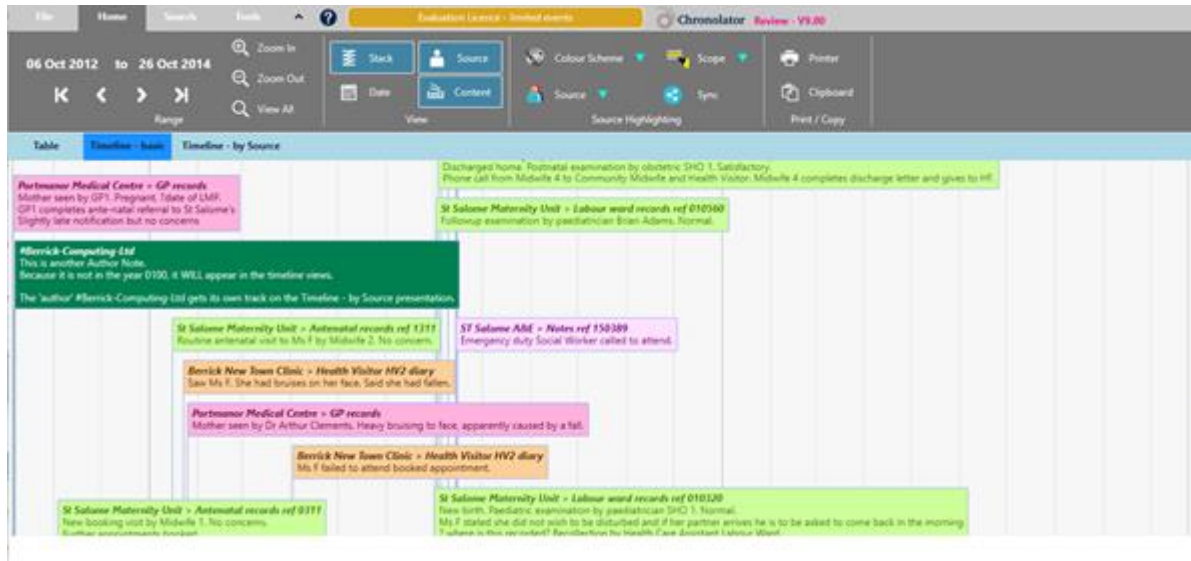
Scrolling

Horizontal

To scroll horizontally, press and hold the left mouse button and drag the display left or right.

Vertical

To scroll vertically, use the scroll bar at the right of the area.

You can use the scroll wheel to scroll vertically when the mouse is over the right-hand scroll bar, and when it is over the agency list in the **Timeline - by Source** presentation.

Using a Scroll wheel to zoom

If you hold the *Ctrl* key while using the scroll wheel:

- if the mouse is over a timeline display, the Range is zoomed in or out
- if it is over the right-hand scroll bar, or the agency list in the **Timeline - by Source** presentation, the entire display (including the *Ribbon*) is zoomed in or out. To reset it to 100%, press *Ctrl+0*

Familiarising Yourself

The easiest way to find out what **Chronolator Review** can do is to open the sample file and start using it.
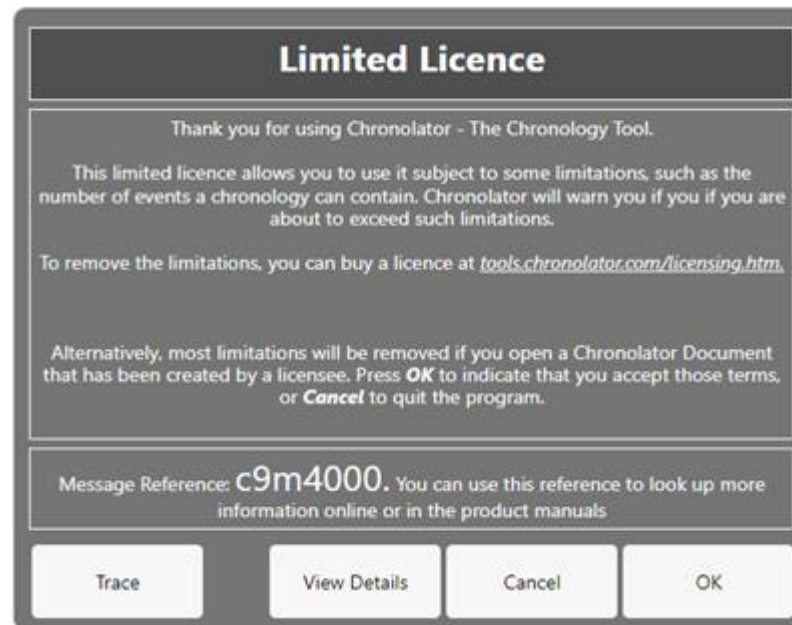
This section suggests a few of the things you might try, and along the way introduces some of the terms used in the tool.

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.

Open Sample 01

After you accept the licence terms, the *Ribbon* is displayed.

Click on ***File > Samples > Sample 01***.

The Home tab of the Ribbon is selected; this tab is where you will do most of your work analysing the chronology.

The chronology is displayed in the Presentation Area. Three tabs at the top of the area let you choose different views.

Sample 01 is a short fictitious chronology such as might have been produced by a Health organisation investigating the death of a child. It has been partially anonymised using abbreviations such as `SJW`, `Ms F`, and `GP1`.

Using the Table presentation

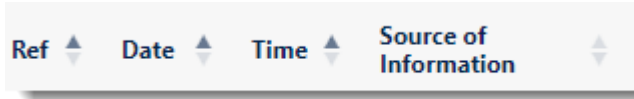See Table Presentation for a detailed description of the buttons and controls on this presentation.

Sort

By default, the events in the table are in **Date / Time** order. You can sort the table by different columns if you want.

For example, clicking on *Source of Information* in the table header row will sort the table by agency, in ascending order. Clicking it again will sort in descending order.

To go back to date order, just click *Date* in the table header row.

To sort by multiple columns, hold the *Shift* key as you click on a heading.

To return to Chronolator's default sort, press *File > Resume*.

> ℹ️ Sorting the Table has no effect on the **Timeline** presentations.

Quick Search

You can use the box in the top right corner of the *Presentation Area* to search for text. Only those events that contain your search terms are displayed.

Searches are cumulative - the more terms you enter, the fewer events are displayed. This can provide a powerful way to sift through desired events.

Try searching for `Ms F` - only the events in which she plays a part are shown.

Next, add `midwife` to the search - Ms F's interactions with midwives are shown.

> 💡 *Quick Search* only searches the *Table* presentation. Use *Search > Criteria* to search across all presentations (see Searching and filtering events for details).

Editing events

The buttons between the table and the *Ribbon* let you add, change, or delete events. You must click an event to select it before using the *Edit* or *Delete* buttons.

You can also invoke the Editor commands by right-clicking on an event to display this *Context Menu*.

Using the Timeline presentations
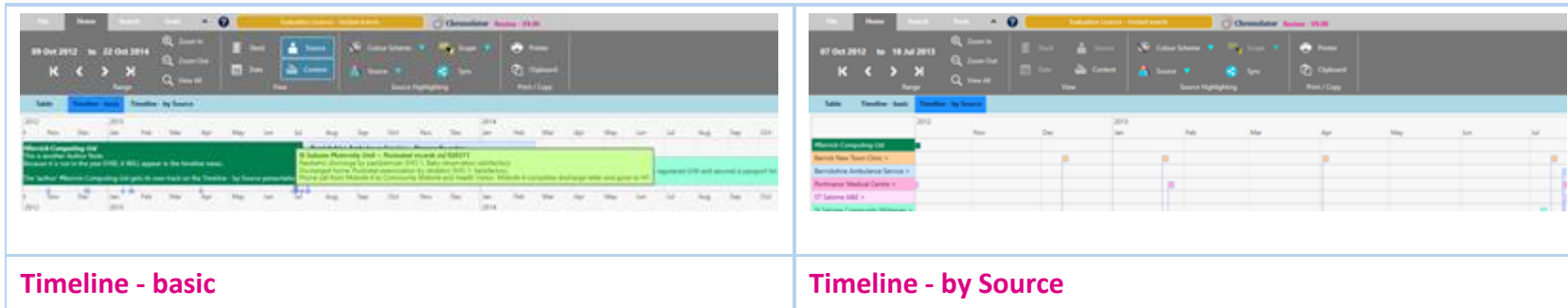
Timeline - basic	**Timeline - by Source**

There are two Timeline views: **Timeline - basic** and **Timeline - by Source**.

The first one shows all events on the same line, while the second has a different line for each agency.

Another difference between them as they are first presented is that the first one shows the details of each event, while the second shows a coloured empty box. The entire event is displayed if you hover the mouse over the box.

Experiment with the buttons in the *Home > View* group to control the level of detail shown in an event. See Timeline Presentations for more details.

Common controls

Some controls affect every tab in the *Presentation Area* - the table and the timelines.

File tab common controls

All the controls on the *File* tab affect every presentation. See the description of the File Tab for details.

Home tab common controls

The Range group

Controls in this group affect the range of events that is displayed.

Click on the Start or End date to change it. Either type the date you want, or use the calendar that opens.

Use the DVD-like buttons under the dates display to go to the first, previous, next, and last events.

The *Zoom* buttons are not active in the **Table** tab. In a **Timeline** tab, use them to expand or contract the range of events.

See Using the Range Controls for more details.

The Source Highlighting group
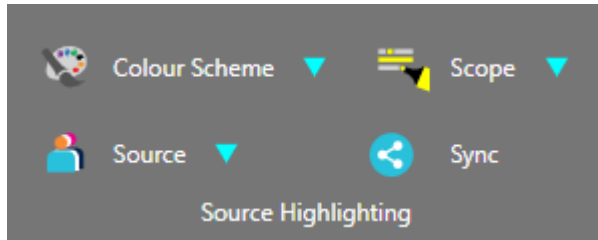
Use the buttons in this group to change the colours used to highlight agencies.

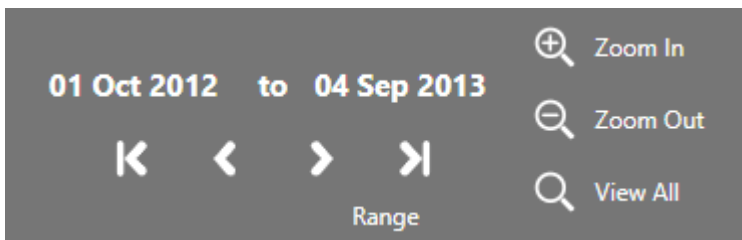The *Colour Scheme* button affects all the agencies at the same time. Use it to choose an overall theme. When you press it, a list of schemes is shown. As you hover over each item in the list, you can see its effect on the presentation. Click on an item to set it.

The *Source* button affects a single agency. When you press it, a list of agencies is shown.

Click on the desired agency to display a swatch of possible colours. As you hover over each colour in the swatch, you can see its effect (as long as the selected agency has an event on screen). Click on a colour to set it.

The *Scope* button lets you decide how much of an event is highlighted.

By default, the colours used apply only to the presentation on which you set them. Use the *Sync* button to copy them to the other presentations.

The Print / Copy group
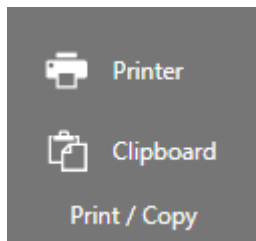
The *Printer* and *Clipboard* buttons in this group print or copy what is displayed in the active presentation.

It must be said that the **Chronolator Browser Tools** are mainly designed for interactive use, and printing and copying are not their strongest features. You might

prefer to use other specialised screen-grab tools to achieve what you want.

> ℹ️ The *Printer* button invokes the browser's printer. You might need to set its options to get the desired results - for example, to get colours in Chrome, you need to set it to include background graphics.

Searching the chronology
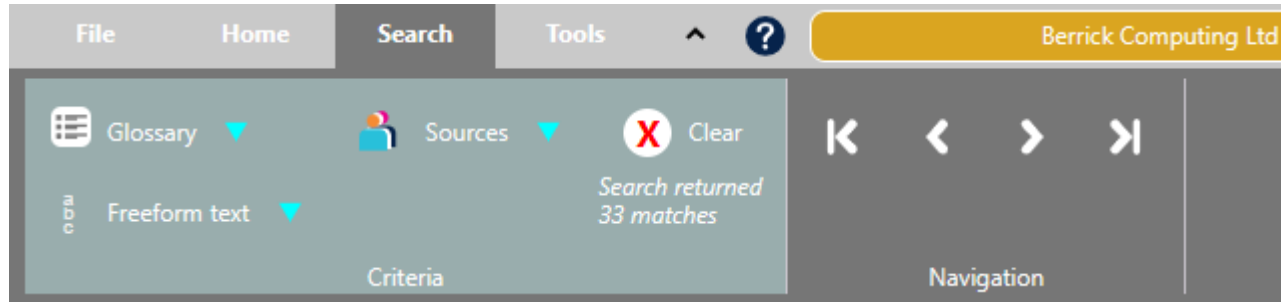
Use the buttons in the *Search > Criteria* group to build and execute complex searches that apply to all presentations, and use the buttons in the *Navigation* group to go to the *first*, *previous*, *next*, or *last* matching event.

Press *Freeform text* and choose one of the searches that are listed to display the **Search Builder**. Experiment with the *Show Only* and other buttons. Notice that when you execute a search the **Criteria** group is given a different background and includes information about how many matching events were found.

See Searching and filtering events for more details.

Common Tasks

Finding out what you can do

Chronolator Review 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 **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 Review automatically saves your work in the browser.

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

Saving files

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

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.

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 *File > Edit > 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

Press *File > Edit > Format Dates* to put dates and times into a consistent format, including the day of the week if desired.

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. Press *File > Edit > Sequence column* to add, delete, or update a **Sequence** column.

See Using a Sequence Column for more details.

Displaying events within a certain date range

Use the buttons in the *Home > Range* group to zoom in and out of different date ranges.

Highlighting events according to their Source of Information

The buttons and drop-downs in the *Home > Source Highlighting* group change the highlighting applied to the different agencies in the chronology. You can set an overall colour scheme, colours for an individual agency, and how much of each event is highlighted. The display is dynamic - as you rest your mouse on an individual option, you can instantly see its effect. When the mouse is on an option you like, click on it to keep it.

The settings apply only to the active presentation. To apply them to all, press the *Sync* button.

Searching for events

In the *Table* presentation, use the *Quick Search* button above the table to find events containing particular words.

The search applies only to the table and does not affect the timeline presentations.

Use the buttons in the *Search > Criteria* group to build more sophisticated searches that apply to all presentations. See Searching and filtering events for details.

Copying and printing the Presentation Areas

Use the buttons in the *Print / Copy* group to copy or print what you can see in a *Presentation Area*

Searching and filtering events

You can search the chronology in two ways:

- *Quick Search* on the *Table* presentation
- The *Search* tab

Search types

Quick Search

The *Table* presentation includes a *Quick search* button above the table. The search applies only to the table and does not affect the timeline presentations. Search results are highlighted.	Quick search:

The Search tab

The buttons in the *Search > Criteria* group allow you to build and execute complex searches using the **Search Builder**. You can search for *Glossary* items, *Sources of Information*, and *Freeform text*.	File Home **Search** Tools ⌃ ❓ Berrick Computing Ltd ▤ Glossary ▼ 👥 Sources ▼ ❌ Clear ⏮ ‹ › ⏭ a b c Freeform text ▼ Search returned 33 matches Criteria Navigation
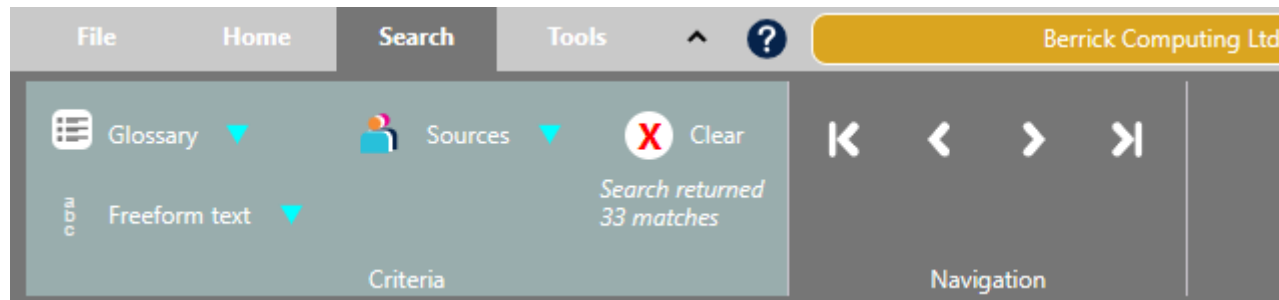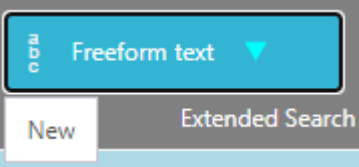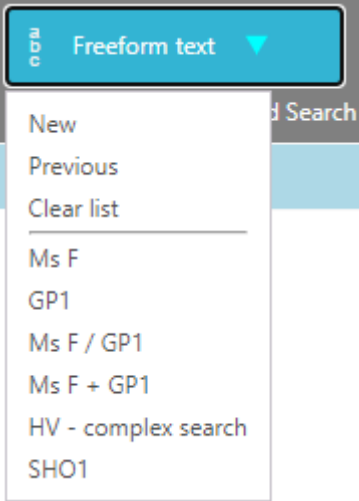
Press the *Clear* button to clear the search and display all events.	

Search results are highlighted in all presentations.

They can also be exported to a new file or deleted.

Use the buttons in the *Navigation* group to go to the *First*, *Previous*, *Next*, or *Last* matching event.

Search Builder

The illustrations below are from searches saved in the *Sample 01* file (*File > Samples > Sample 01*).

When you press *Glossary*, *Sources*, or *Freeform text* for the first time in a document, a *New* button appears:	If you have already made and / or saved some searches, they appear in a list:

When you press *New* or select a saved search, the **Search Builder** appears:

The **Search Builder** has four principal areas:

The **query row** is where you enter a search term. It also includes buttons to the right to add or delete terms. *Freeform text* and *Sources* search terms are not case-sensitive. *Glossary* searches are.	
The **mode buttons** switch the **action buttons** below between *Display*, *Export*, and *Delete* modes.	
In *Display* mode, you can choose between showing only those events that match, hiding them, highlighting them. or highlighting the others.	
In *Export* and *Delete* modes, you can choose between processing the events that match or those that do not. *Export* mode can be useful if you want to extract some events into a separate chronology. *Delete* mode can be useful if you are building a Composite	

Chronology and an agency sends in an updated version of a chronology that is already included.	
Enter a name in the *Save Search* box if you want to save it. Press the *Cancel* button to cancel the search.	Enter name to save search Cancel

The Sample file in the **Chronolator Review** tool (*File > Samples > Sample 01*) contains a number of searches you can experiment with. The most complex example is *Freeform text > HV - complex search*, shown here.

This will find:

- any events that involved **both** a `Health Visitor` **and** `Ms F`, **plus**
- any events that included `maternity`, **but not**
- any of the events selected so far that included `midwife 1`

When you press one of the *action buttons*, all presentations will be updated with the results of the search. The background colour of the *Search > Criteria* group will be updated to show that a search is active, and how many events were matched.

Search Events

Find: Health Visitor

includes ▾ | Ms F

also ▾ | maternity

but not ▾ | midwife 1

● Display   ○ Export   ○ Delete

| Show Only | Hide | Highlight | Highlight Others |

Enter name to save search   Cancel

▤ Glossary ▾   👥 Sources ▾   ⓧ Clear

abc Freeform text ▾   *Search returned 8 matches*

Criteria
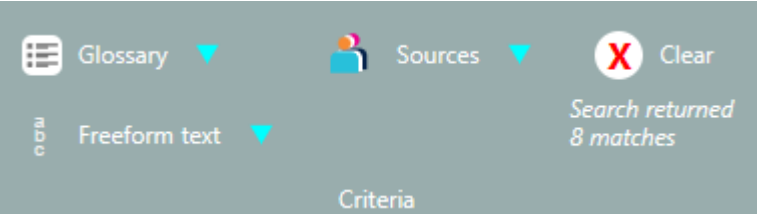
If you want to clear the search results and display all events, press the *Clear* button at the top of the group.

Search criteria

When building a complex search you should carefully consider exactly what you want.

Criteria order

The **Search Builder** assembles your search in the order in which you specify the criteria - if you swap them around you will get very different results. Try and visualise what it is doing as you create the search.

Operators - 'includes', 'also', 'but not'

Most search builders use the traditional 'logical operators' *and*, *or* and *not*. The first two often give rise to confusion: when you search for, say, `Bill` *and* `Harry`, are you looking for events that involved `Bill`, and also those that involved `Harry`? Or do you want just those events that they involve both together?

The **Search Builder** uses the terms *includes*, *also*, and *but not* to try to overcome this confusion.

💡 Under the covers though, these operators do indeed use the traditional concepts of *and*, *or* and *not* respectively.

As an example, suppose we have these three events:

Reference	What Happened
1	Harry went shopping
2	Bill went to the cinema
3	Harry met Bill at the pub

Traditional Search	Search Builder Search	Matches these events
`Bill`	`Bill`	2 and 3
`Harry`	`Harry`	1 and 3
`Bill` *or* `Harry`	`Bill` *also* `Harry`	1, 2 and 3
`Bill` *and* `Harry`	`Bill` *includes* `Harry`	3

Operator precedence

Traditional logic also defines an 'order of precedence' for operators, and allows them to be grouped using brackets. The **Search Builder** does not do this, simply evaluating criteria in the order you specify them and whittling the matched events down or adding to them accordingly. This approach has some limitations in the complexity that can be achieved in a search, but is chosen here for being generally more intuitive.

> ℹ️ A future release might well include a more traditional approach to complex searches.

Glossary search

This search exploits items in the *Abbreviations Glossary*. Chronologies are often anonymised, sometimes only partially. The *Glossary* **search builder** searches for abbreviations and definitions at the same time.

Another convenience it offers is that as you start typing in a query, suggestions are made from the glossary. Click on one, or use the *Arrow Up*, *Arrow Down*, and *Enter* keys to select it.

Try out the *Freeform Text* and *Glossary* searches for `GP1` and for `SHO 1` in the **Sample 01** file to see the difference.

Sources search

The *Sources* search looks for events with particular **Sources of Information**. Every individual source can be looked for. In many chronologies this could be tens or even hundreds of entries. The *Sources* search makes this manageable in two ways:

- The highest-level sources are shown first when you click on a **query row**, followed by a dividing line and then all sources in alphabetical order.
- As with the *Glossary* search, the list is filtered as you type into the query.

Here are some examples:

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. In a multi-agency chronology, Chronolator keeps track of which agency defined each abbreviation.

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

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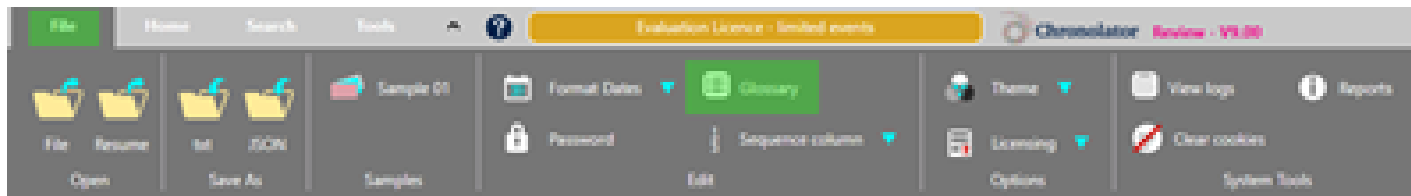
Use *File > Edit > Glossary* to view, change, add and delete abbreviations.

The resulting display shows where an abbreviation was originally defined, and 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 defined by one of the agencies in a multi-agency chronology can be changed, but not deleted.
- Entries you define in the current document can be changed and deleted.

Changing an abbreviation

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

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

It also keeps a record of the original definition.

Using the glossary to search a document

You can use the ***Search > Criteria*** feature to search for events containing entries from the glossary. See Searching and filtering events.

Future enhancements

The following additions to the **Abbreviations** feature are planned:

- Anonymisation / Personalisation. Switch the display between abbreviation and definition and vice versa
- Browsing. Use DVD-like buttons to go from one glossary entry to another in a chronology

Using Author Notes to annotate a chronology

As you review 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 in the **Table** presentation to add an **Author Note**. Either use one of the buttons above the table, or right-click any event to display this
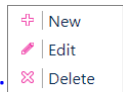
Context Menu: .

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, but not to appear in the **Timeline** views, 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:
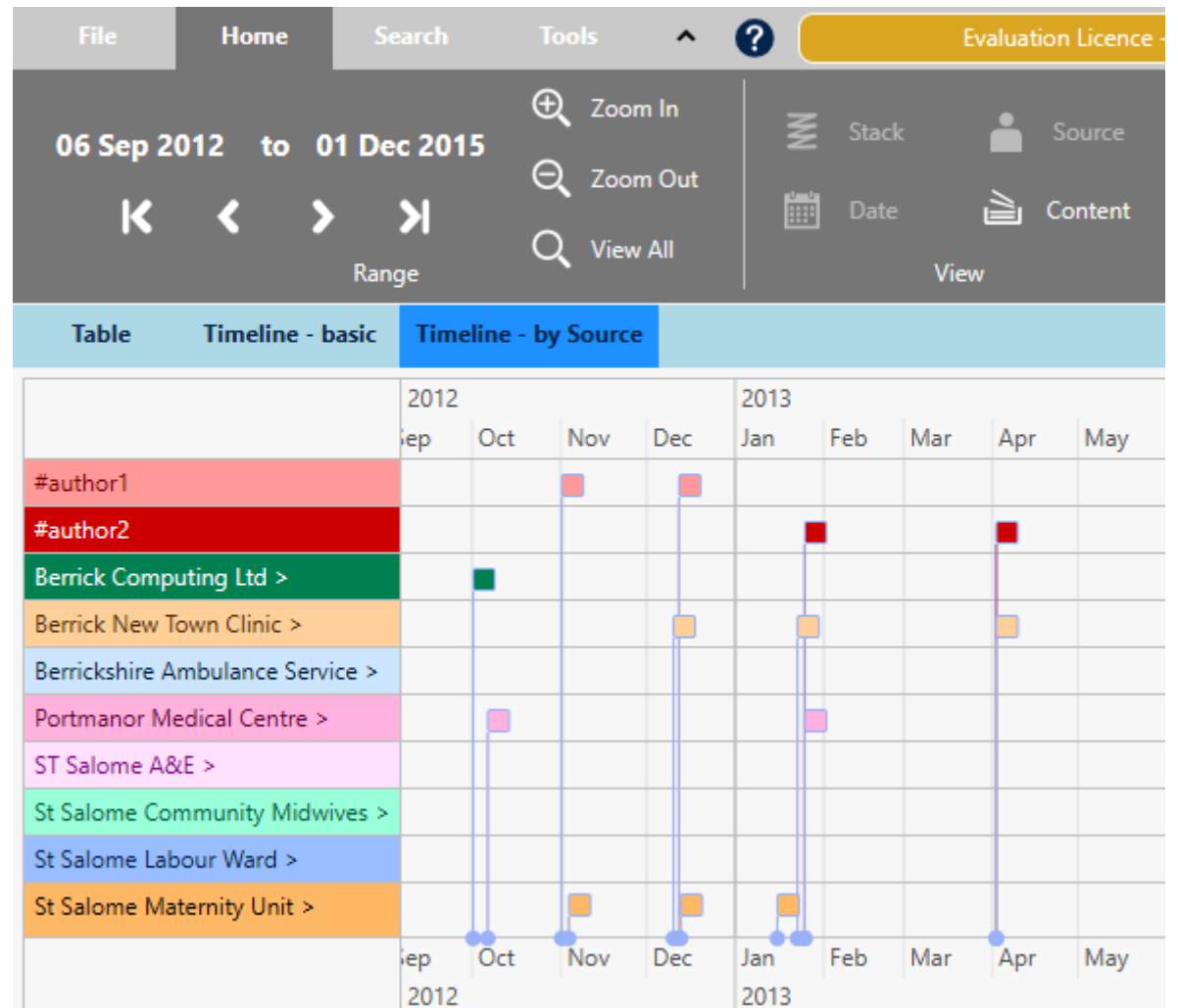
If several authors add notes, you might also find it useful to add their names to the *Abbreviations Glossary*. That way, you will not forget who was who if you leave the review for a long while.
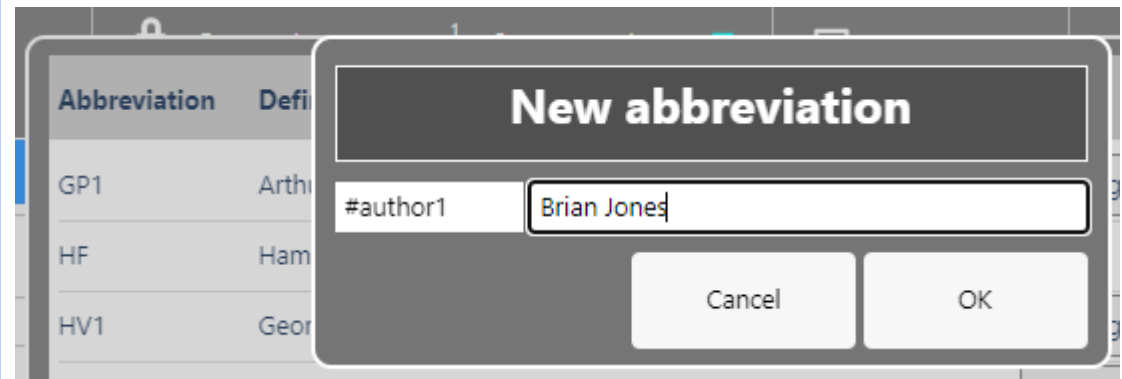
You will also be able to take advantage of the suggestions as you type in a ***Glossary Search***   (see Searching and filtering events).
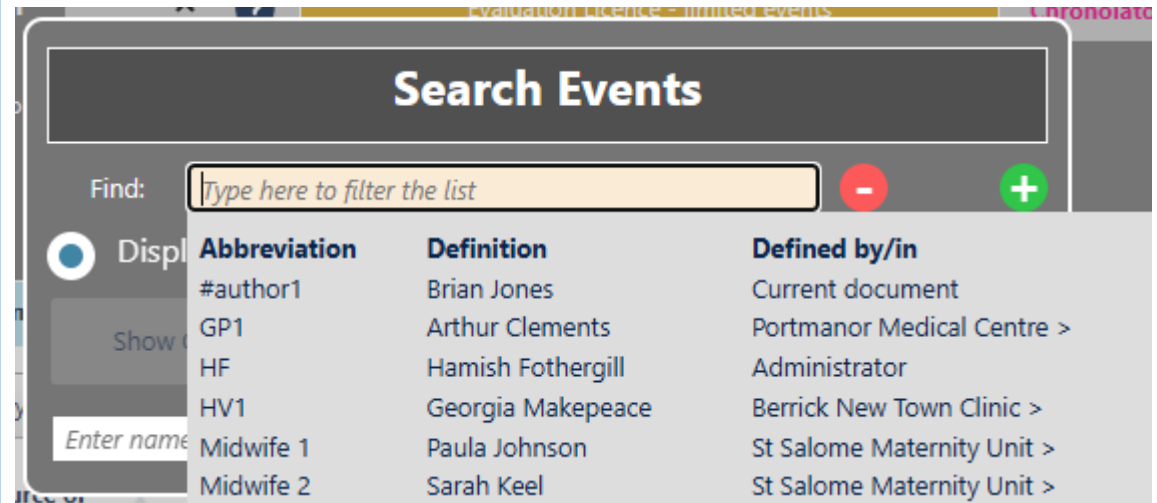
See also

Using tags to review a chronology

Using Tags to review a chronology

As you review the chronology, you can tag events for search and review. For example, you might want to identify events that involved domestic violence, or hospital attendances.

What can you use as a tag?

You can use anything as a tag - it is just a piece of text like any other - but using a `#` character as part of it fits with common use in social media and elsewhere.

For example, you might use `#dv` and `#ha` to tag domestic violence and hospital attendances.

Where can you define and put a tag?

Edit an event in the **Table** presentation to add tags to it. Either use the *Edit* button above the table, or right-click an event to display this *context menu*:   .
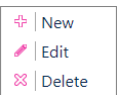
You can put a tag wherever you like, except in one of the 'special' columns at the left of the table - the **Sequence**, **Date**, **Time**, **Source of Information**, and **Glossary** columns. If you do so it will interfere with the way Chronolator processes them.

How to use the tags

You might find it useful to add the tags to the *Abbreviations Glossary*. That way, you will not forget what you meant by them if you leave the review for a long while.

Abbreviation	Defi...
#author1	Brian
GP1	Arthu
HF	Ham

New abbreviation

#dv | Possible domestic violence

Cancel | OK

You will also be able to take advantage of the suggestions as you type in a *Glossary Search* (see Searching and filtering events).

Search Events

Find: | Type here to filter the list

Displ...

Abbreviation	Definition	Defined by/in
#author1	Brian Jones	Current document
#dv	Possible domestic violence	Current document
#ha	Hospital attendance	Current document
GP1	Arthur Clements	Portmanor Medical Centre >
HF	Hamish Fothergill	Administrator
HV1	Georgia Makepeace	Berrick New Town Clinic >

See also

Using Author Notes to annotate a chronology

Using the Clipboard

You can copy data from **Chronolator Review** 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.
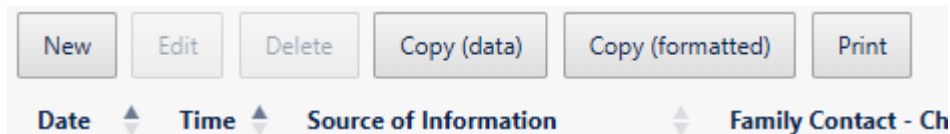
- the *Copy (data)* button copies the selected event, or the entire chronology if no event is selected. Columns in the resulting clipboard item are separated by tabs, and might need to be converted to a table in the receiving application. Any line breaks in the table will be converted to the ˋ character.
- 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. Any colours applied to the table will be preserved (except if you are using **Firefox**).

Copying the current display
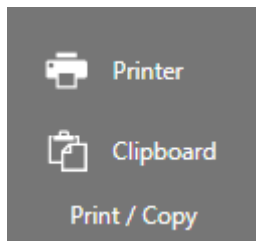
- press the *Clipboard* button on the *Print / Copy* group on the Ribbon to copy the display in the active *Presentation Area*

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
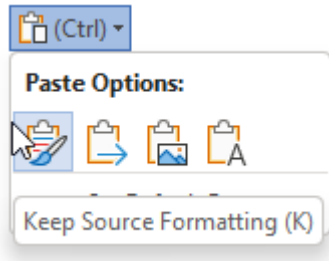
Paste Options menu:

(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 the Range Controls
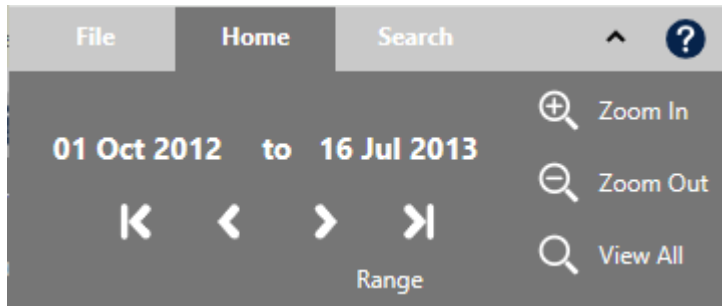
The *Range* controls on the *Home* tab affect the range of events that is displayed. They fall into three categories:

- *Start* and *End* date pickers
- DVD-like *navigation buttons*
- *Zoom* buttons

Date pickers

The date pickers display the *Start* and *End* of the range displayed in the presentation.

> ℹ The *End* picker is only active in a *Timeline* presentation.

Click on a date to change it. You can either type in a date, or use the calendar that opens.

The date pickers are quite flexible. For example:

- you can type in various shorthand formats, such as such as `1 9 8` or `1 se 08` instead of `01 Sep 2008`. The picker interprets the first part as the day of the month, the second as the month, and the third as the year
- if you enter a date that does not occur in the chronology, the display and picker will find the nearest event

- if you enter a date that is before the start of the chronology, it will automatically be updated to the start of the chronology
- similarly, if you enter a date that is after the end of the chronology, it will automatically be updated to the end of the chronology
- if you enter a start date that is after the end date, but before the end of the chronology, the end date is updated to the end of the chronology
- if you enter an end date that is before the start date, but after the start of the chronology, the start date is updated to the start of the chronology

The date pickers are automatically updated as you scroll through the chronology.

In a *Timeline* presentation, the date pickers reflect the selected range rather than the range of displayed events.

DVD-like buttons

Use the DVD-like buttons under the date pickers to go to the beginning or end of the chronology, or to scroll backwards or forwards.

Next and Previous buttons

How the *Next* and *Previous* buttons behave depends on the context in which they are used:

- In a *Table* presentation, they scroll by event
- In a *Timeline* presentation, they scroll by event if an event has been selected by clicking on it. If not, the timeline is simply scrolled backwards or forwards

Zoom buttons

The Zoom buttons are only active in a *Timeline* presentation.

Use the *Zoom* buttons to expand or contract the range of events.

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 *File > Edit > 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 *File > Edit > Sequence column*

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 *File > Edit > Sequence column > Delete 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:

When you press *Update*, the event will be put in the correct place (in this picture, we have edited all the required events)

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		

When you press *Update*, the event will be put in the correct place ...

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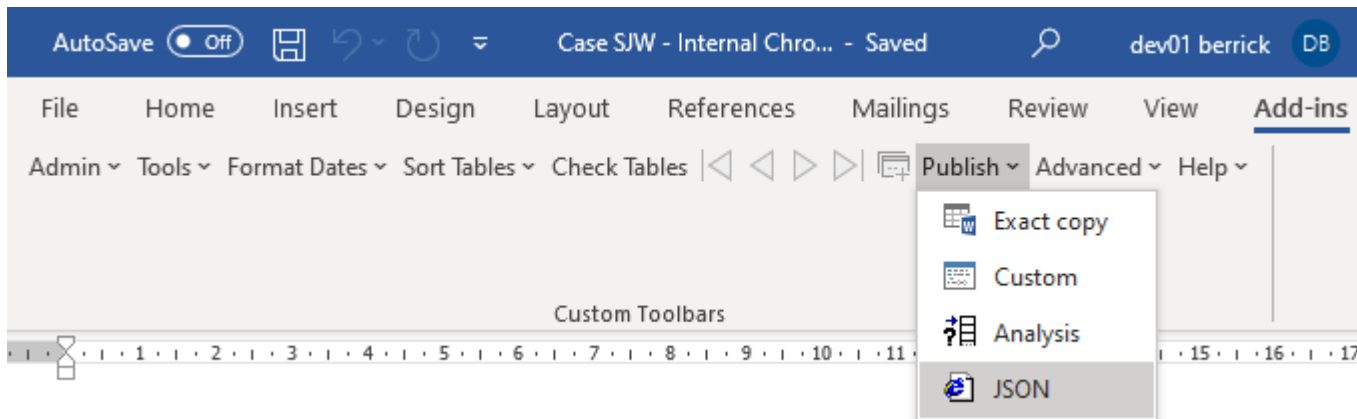
Note that the *JSON* file is unencrypted and readable by humans with a simple text editor. If you want to prevent this, open it in one of the **Chronolator Browser Tools** and save it: this will produce a *txt* file that only the browser tools can interpret.

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 ***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**.

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
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

[JTdCJTIydmVyc2lvbiUyMiUzQSUyMlYyJTIyJTJDJTIyaWQlMjIlM0ElMjJ
DOTAwMDAxJTIyJTJDJTIybGljZW5zZWUlMjIlM0ElMjJCZXJyaWNrJTIwQ2 9
tcHV0aW5nJTIwTHRkJTIyJTJDJTIycHJvZHVjdCUyMiUzQSUyMmElMjIlM kM
lMjJ0eXBlJTIyJTNBJTIyYnJvd3NlciUyMiUyQyUyMnJlc3RyaWN0aW9u cyU
yMiUzQSUyMjUwMCUyMiUyQyUyMmV4cGlyeURhdGUlMjIlM0ElMjIyMDI
0LTA 1LTIyJTIyJTdEJUMyJThEMjliNjNlNlYWNlNzE1NDZhNzI5NGEwMTA4M2
ZmYTU 0NDQ4NTU5MDM3Yg==]

Licensee: [Berrick Computing Ltd]

Licence: [JTdCJTIydmVyc2lvbiUyMiUzQSUyMlYyJTIyJTJDJTIyaWQlMjIlM0ElMjJ
CRVJSSUNLQ09NUFVUSU4yMzAzMjMtMjQwMy03MzEyMiUyMiUyQyUyMmxpY2V
uc2VlJTIyJTNBJTIyU2FtdWVsJTIwSm9obiUyMiUyQyUyMnByb2R1Y3QlMjl
lM0ElMjJhJTIyJTJDJTIydHlwZSUyMiUzQSUyMmJyb3dzZXIlMjIlMkMlMjJ
leHBpcnlEYXRlJTIyJTNBJTIyMjAyNC0wMy0yMyUyMiUyQyUyMnJlc3RyaWN
0aW9ucyUyMiUzQSUyMnUlMjIlN0QlQzIIOEQ3ZDFiYjEwYTA2ZTMzZDlmZDU
zYjVjNzM2NDY2Y2RiNTFmZWQxY2Y0]

Each component is in square brackets.

You can install a licence by clicking *File > Options > Licensing > 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]

[JTdCJTIydmVyc2lvbiUyMiUzQSUyMlYyJTIyJTJDJTIyaWQlMjIlM0ElMjJ
DOTAwMDAxJTIyJTJDJTIybGljZW5zZWUlMjIlM0ElMjJCCZXJyaWNrJTIwQ2 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 *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 Review can process two types of file: *JSON* (JavaScript Object Notation) and *txt* (simple text).

- *JSON* files provide a 'bridge' between **Chronolator Review** 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. The list can be used by the *Search > Criteria* feature.

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 # ^ ¬ ~ .

Notes dated in the year 0100 will appear at the top of the **Table** presentation, but will not be displayed in the **Timeline** presentations.

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 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.