

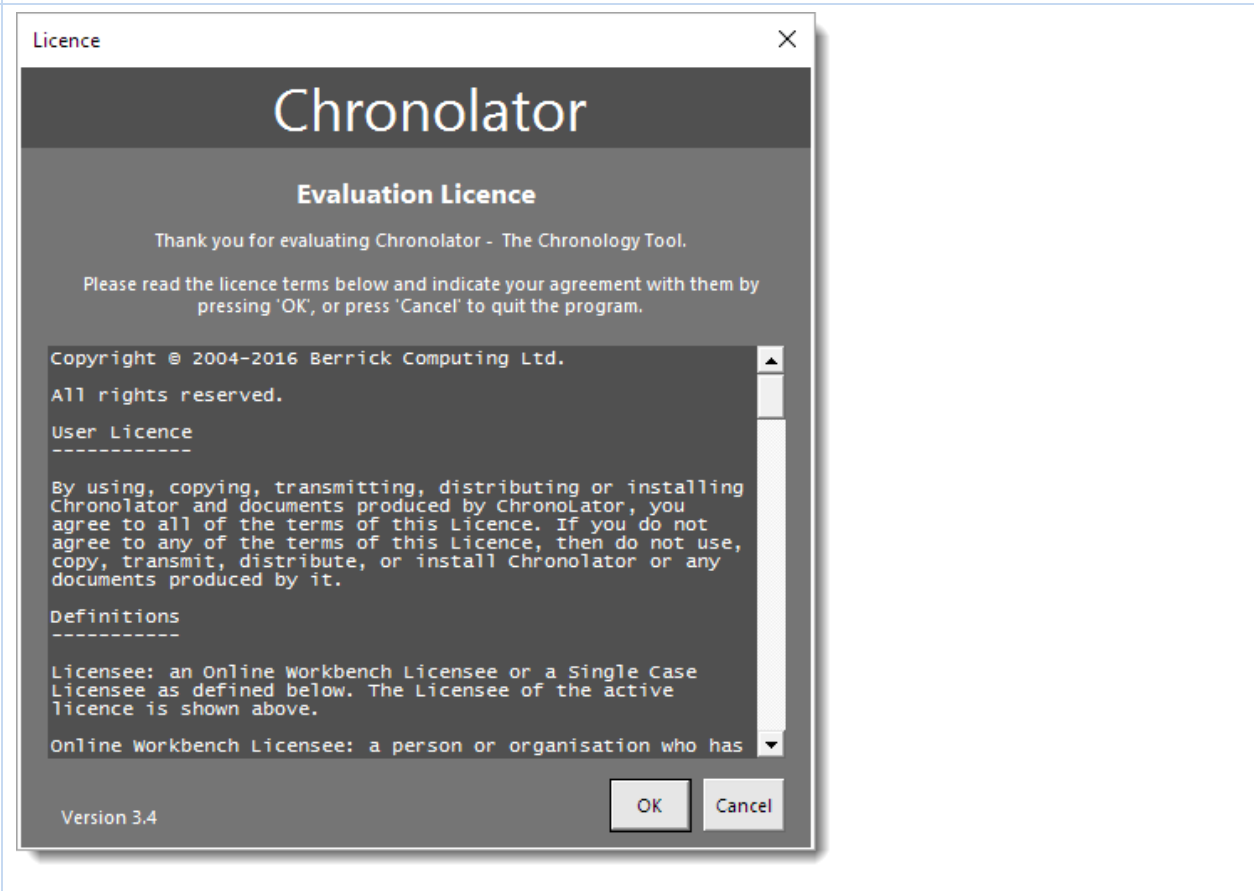


ABOUT THIS DOCUMENT

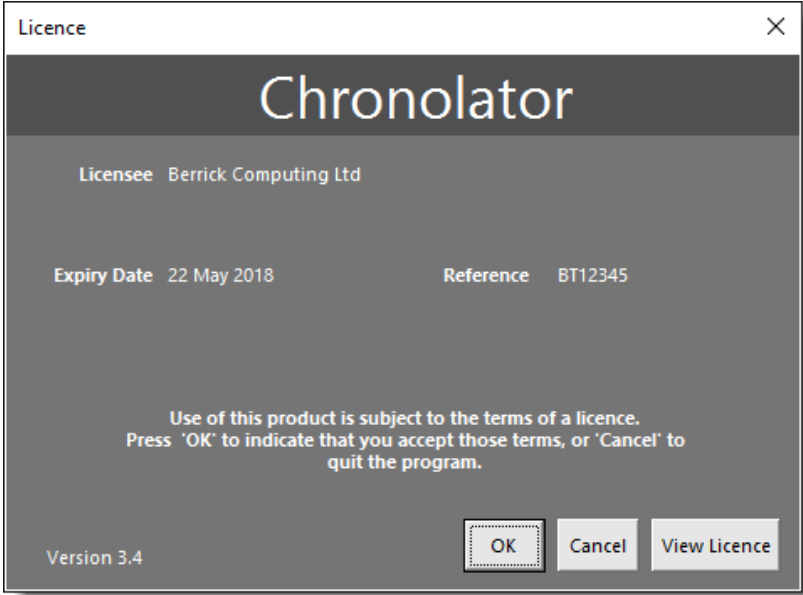
Applies to Chronolator Version	3.4
Document version	3.4.01
Purpose	After you have downloaded and unzipped Chronolator as described at www.chronolator.co.uk/downloads/download-complete.htm you can use the procedure below to check the installation of the Chronolator Online Workbench.



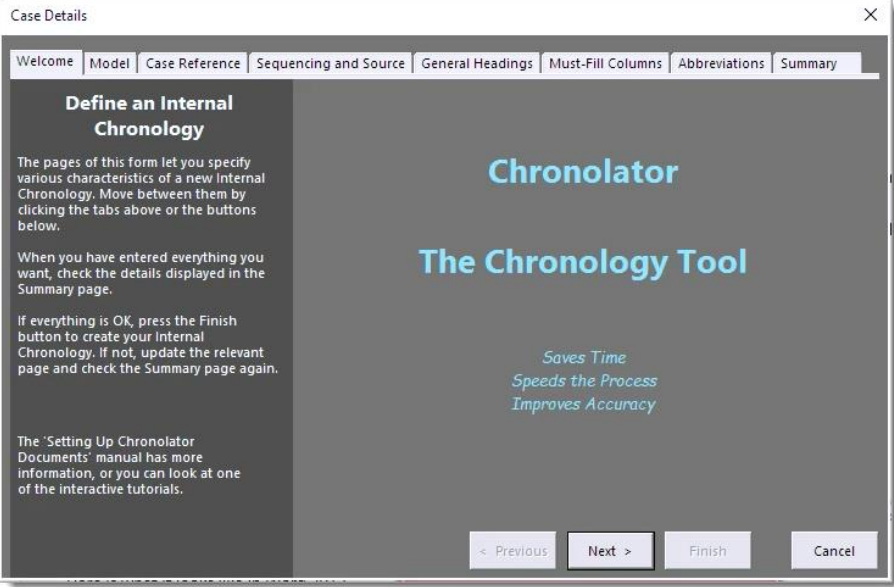
VERIFYING CHRONOLATOR ONLINE WORKBENCH INSTALLATION

Action	Expect
Go to the ChronologySetup folder and open ChronolatorOnlineWorkbench.docm , ensuring macros are enabled.	One of the displays below will show the status of your licence.
If you have not yet installed a licence in the ChronologySetup folder, or you have done but there is a problem with it, the Evaluation Licence will be displayed like this:	

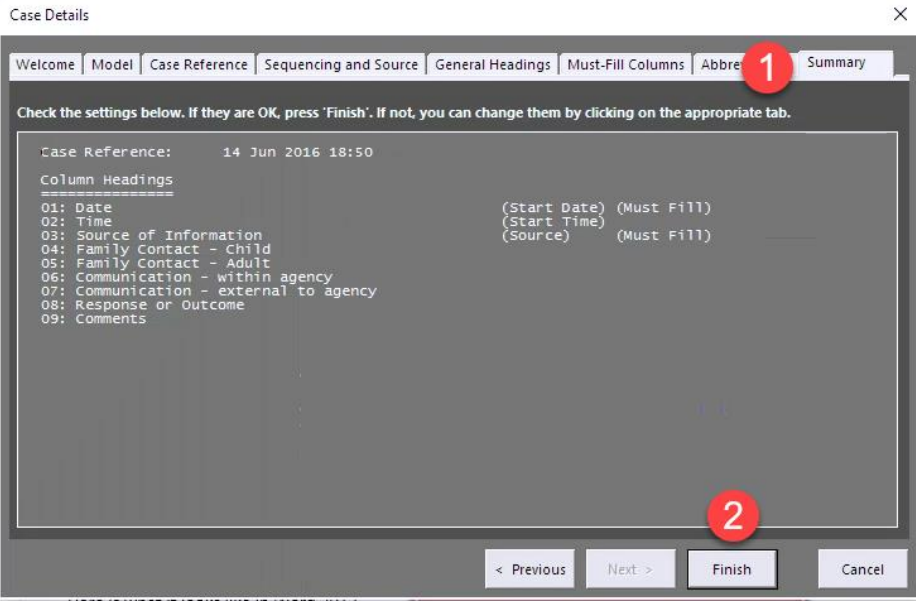


Action	Expect
If you have correctly installed a Chronolator licence in the ChronologySetup folder, it will display the licensee, expiry date, and reference like this:	
Press OK .	The Online Workbench will open.
Check the Chronolator toolbar is present.	The location of the toolbar varies depending on your Word version. It is described in the Online Workbench text.
Press New Internal Chronology on the Chronolator toolbar	The Case Details wizard is displayed:



Action	Expect
	



Action	Expect
Click on the Summary tab of the wizard and press Finish	 <p>Case Details</p> <p>Welcome Model Case Reference Sequencing and Source General Headings Must-Fill Columns Abbre 1 Summary</p> <p>Check the settings below. If they are OK, press 'Finish'. If not, you can change them by clicking on the appropriate tab.</p> <p>Case Reference: 14 Jun 2016 18:50</p> <p>Column Headings</p> <pre>01: Date (Start Date) (Must Fill) 02: Time (Start Time) 03: Source of Information (Source) (Must Fill) 04: Family Contact - Child 05: Family Contact - Adult 06: Communication - within agency 07: Communication - external to agency 08: Response or Outcome 09: Comments</pre> <p>2</p> <p>< Previous Next > Finish Cancel</p> <p>Word prompts for a filename and location for the new chronology document.</p>
Choose a name and location and save the document.	A new document is created.
Close all documents.	This completes the Installation Verification Procedure.