Version 3.4

THE CHRONOLOGY TOOL
Chronolator

Using the Chronolator Samples

A practical guide to the main features of Chronolator

Chronolator © 2004 - 2017 Berrick Computing Ltd

www.chronolator.co.uk

Microsoft Word © Microsoft Corporation

CONTENTS

FIGURES

1   INTRODUCTION

1.1 WHAT IS CHRONOLATOR AND WHAT DOES IT DO?

Chronolator makes it easy to produce the chronologies that are needed to review interactions between different agencies and organisations. Since it is based on Microsoft Word, little specialist knowledge is required to use it. There are no new programs to learn or install, and only a basic knowledge of working with Word tables is required.

Chronolator has something to help everyone involved in using a chronology to investigate a case:

- those who supervise and administer it;
- the front-line staff who input the data;
- those who review it.

1.1.1 ADMINISTRATORS

Gathering and collating chronologies from multiple agencies is a time consuming task, particularly if they each have different ideas about what they need to provide. Chronolator enforces the standards set by the administrator (for example, what column headings the chronology table should have) and automates the merging of individual chronologies.

1.1.2 FRONT-LINE STAFF

Transcribing written records from various sources into a consistent format is a tedious and error-prone task. Chronolator simplifies the process with a number of tools. There are tools to sort records into order, to put dates into consistent formats, and to check for a variety of problems.

1.1.3 REVIEWERS

The final objective in using a chronology is that someone can make sense of the events it contains. Chronologies are often anonymised, which can make it difficult to build a mental picture of the people involved. The Chronolator anonymisation tool lets you switch back and forth between anonymised and personalised views of a document.

Other tools for reviewers include:

- reports about individuals identified in the Abbreviations Glossary;
- colour-coding events according to the agency reporting them;
- a calculator to work out the interval between two dates;
- formatting a tabular chronology into a narrative layout.

1.1.4 THE CHRONOLATOR PROCESS

The Chronolator process begins when the **Case Review Administrator** sets up an **Internal Chronology**[1], which is a Word document containing a table whose headings and other characteristics are specified by the Administrator.

The Case Review Administrator distributes the Internal Chronology to the various organisations whose data is required.

If an organisation needs to collect data from several departments, the recipient can forward the Internal Chronology to them and ask them to complete it rather than calling for their original records. Anyone forwarding a document in this way is called a **Local Administrator.**

When the holders of the original records have completed their documents, they return them to the Administrator who wanted the information (either the Case Review Administrator or a Local Administrator). That Administrator uses Chronolator to merge them into a **Composite Chronology**[2].

There is no limit to the number of levels of Local Administration.

The diagrams below (*Figure 1* on page 8 and *Figure 2* on page 9) illustrate the flow of documents between administrators and data collectors.

---

[1] An Internal Chronology contains events from a single organisation or department

[2] A Composite Chronology contains events from more than one organisation or department

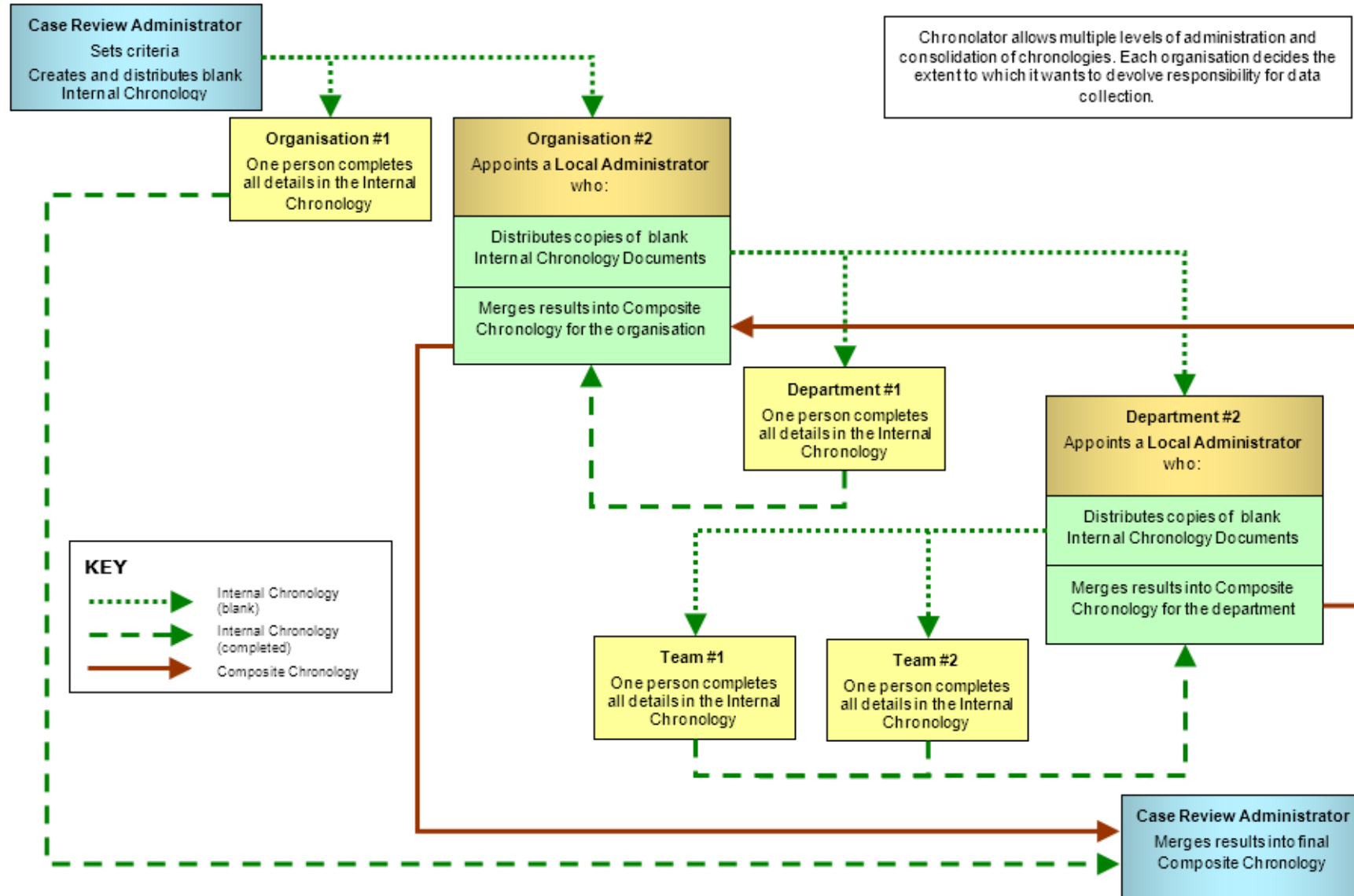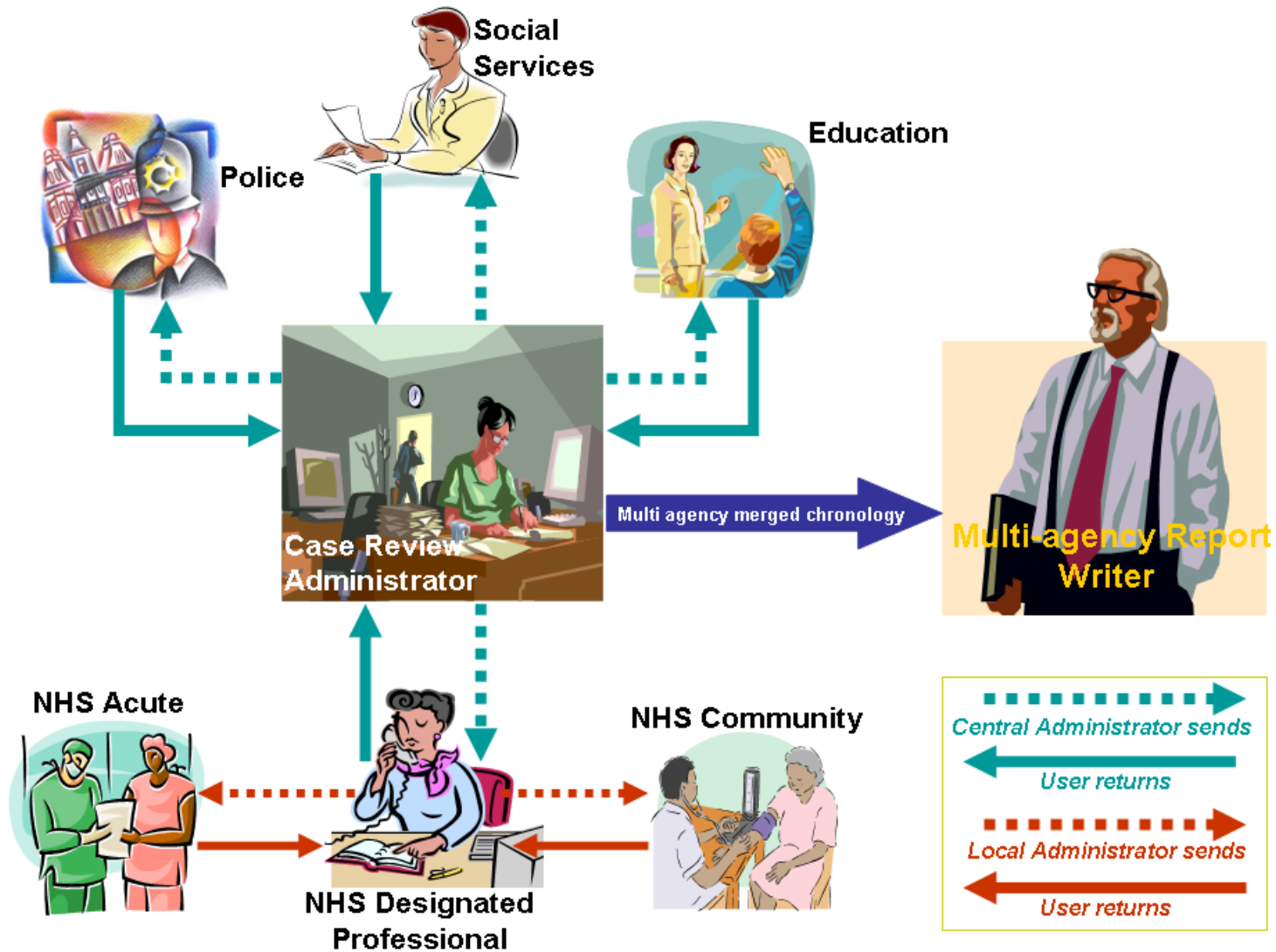**Figure 1 - multiple levels of administration - schematic document flow**

Chronolator allows multiple levels of administration and consolidation of chronologies. Each organisation decides the extent to which it wants to devolve responsibility for data collection.

Case Review Administrator
Sets criteria
Creates and distributes blank Internal Chronology

Organisation #1
One person completes all details in the Internal Chronology

Organisation #2
Appoints a Local Administrator who:
Distributes copies of blank Internal Chronology Documents
Merges results into Composite Chronology for the organisation

Department #1
One person completes all details in the Internal Chronology

Department #2
Appoints a Local Administrator who:
Distributes copies of blank Internal Chronology Documents
Merges results into Composite Chronology for the department

Team #1
One person completes all details in the Internal Chronology

Team #2
One person completes all details in the Internal Chronology

Case Review Administrator
Merges results into final Composite Chronology

KEY
- Internal Chronology (blank)
- Internal Chronology (completed)
- Composite Chronology

Figure 2 - multiple levels of administration - a possible scenario

1.2 ABOUT THIS DOCUMENT

This document contains a number of exercises using the Chronolator sample documents. Each exercise can be done on its own and should only take a few minutes to complete.

1.3 CHRONOLATOR DOCUMENTATION

Setting Up Chronolator Documents describes how to create Chronolator Documents using the Chronolator Online Workbench, and how to distribute them.

Using Chronolator Documents describes how Chronolator facilitates the production of accurate chronologies, how to combine Chronolator Documents into Composite Chronologies, and the other tools and features Chronolator provides.

Using Chronolator Samples (this document) contains some exercises you can undertake with the sample documents to acquaint yourself with the main features of Chronolator.

💡 For information about the terminology used in this document (e.g. 'Internal Chronology', 'Local Administrator'), see *Appendix E - Chronolator Terminology* in the *Using Chronolator Documents* manual.

These documents can be downloaded from *www.chronolator.co.uk/documentation*.

1.4 A NOTE ABOUT WORD VERSIONS AND OPTIONS

The illustrations in this document were mostly taken using Word 2016 with a typical set of user options; your own experience might be slightly different. Separate instructions are provided for each Word version if there are marked differences.

Chronolator documents are supplied in the *docm* format introduced with Word 2007. They can be opened in Word XP and 2003 if the Microsoft Office Compatibility Pack is installed. They can be saved in the old *doc* format if need be.

1.4.1 LIMITED SUPPORT FOR WORD 2000

Word 2000 is no longer supported by Microsoft. Macros in *docm* files are not supported in Word 2000 even if the Compatibility Pack is installed. Word 2000 is therefore not suitable if you want to use the Chronolator Online Workbench.

If you are using Word 2000 and your administrator has sent you an Internal Chronology as a *docm* file, ask them to save and send you a *doc* version.

1.4.2 WORD FOR APPLE MAC

Chronolator is designed for and tested on Windows versions of Word. It will certainly not work with Word 2008 for Mac, as it does not include the Visual Basic for Applications programming environment used to run macros. It might run OK on other versions of Word for Mac, but it is not tested on them and support is not guaranteed.

1.4.3 HOW CAN I TELL WHICH VERSION OF WORD I AM USING?

The simplest way is to look at the 'splash screen' Word displays while it starts.

Word XP	Word 2003	Word 2007	Word 2010	Word 2013 / 2016
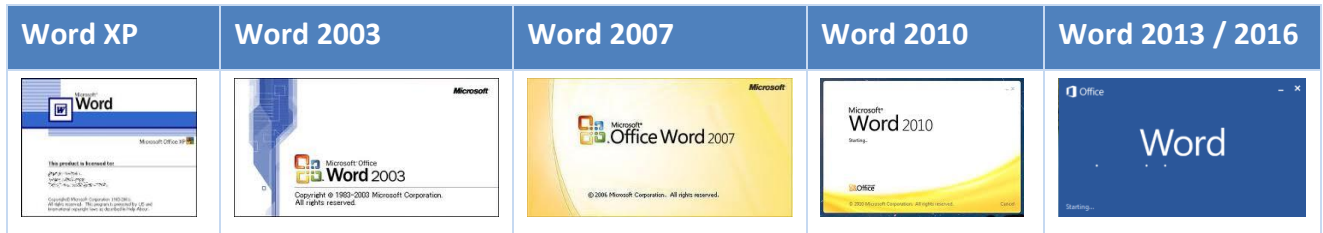
Alternatively, type 'how can I tell which version of Word I am using' into a search engine. At the time of writing, the most useful link this revealed was on Microsoft's web site:

http;//office.microsoft.com/en-gb/word-help/what-version-of-office-am-i-using-HA101873769.aspx.

1.5   VIEWING AND PRINTING THIS DOCUMENT

1.5.1 CONVENTIONS AND SYMBOLS

Text *like this* generally denotes something on the screen that you can press.

Text **like this** denotes a reference to a tool or function, or is used for general emphasis.

Text ***like this*** refers to a document.

Hyperlinks to other places in the document, or to other documents, are displayed *like this*.

💡 This symbol marks a hint or tip.

⚠️ This one marks a Warning.

1.5.2 ONLINE VIEWING

This document is available in Word and PDF versions.

We recommend the Word version for online reading. Use the *Web Layout* and *Navigation Pane* options on the *View* tab to avoid unnecessary page and table breaks and give you an overview of the document headings. Clicking on one of the headings in the Navigation Pane takes you to the relevant part of the document.
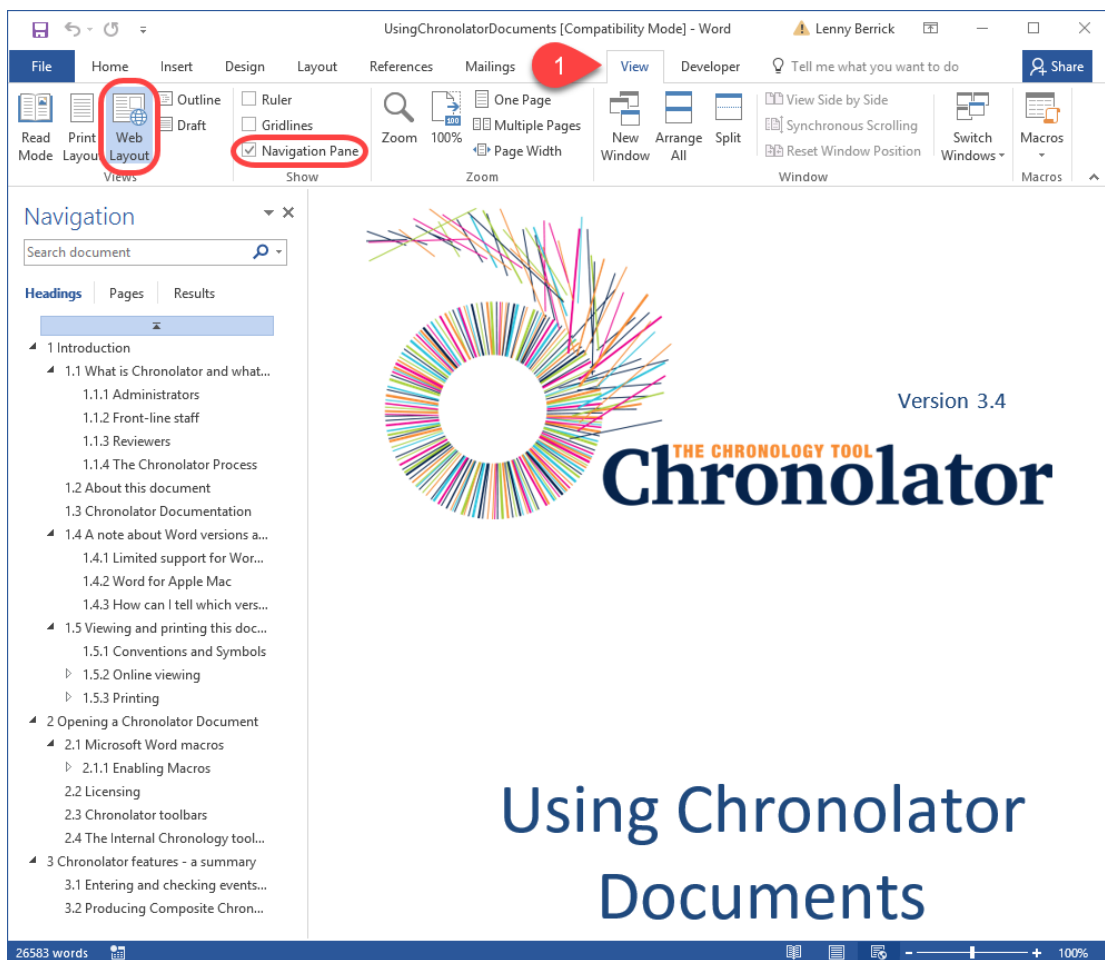
1.5.2.1 Hyperlinks

The document also contains hyperlinks, which are displayed *like this*. Click on one to go to the relevant part of the document.

We recommend that you add the *Back* button to the **Quick Access Toolbar** (**QAT**) on the ribbon so that you can go back to where you came from. Follow the instructions below to see how to do this.

Press the small arrow to the right of the **QAT**, and click on *More Commands . . .*	
Under **Choose Commands From** , select **Commands Not in the Ribbon.** Scroll down to **Back.** Press *Add >>*. Press *OK*.	
The *Back* button is added to the **QAT**:	
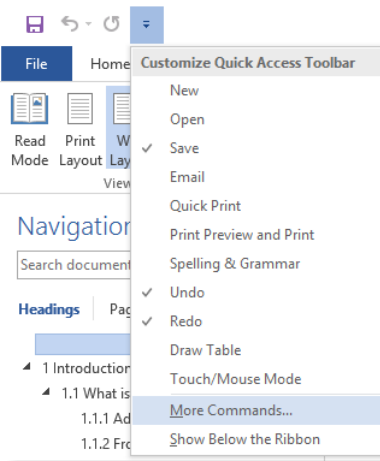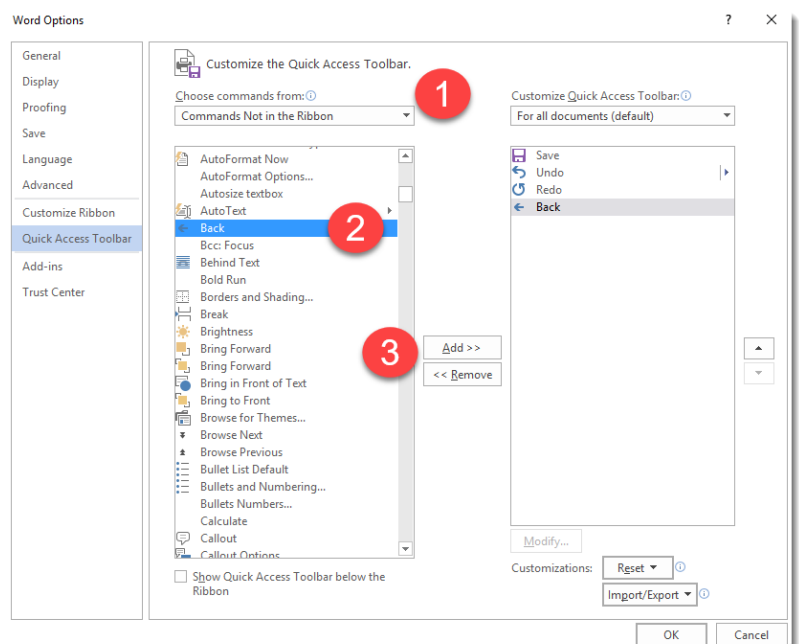
Now, after you have followed a hyperlink, you can use the button to go back to where it occurred.

1.5.3 PRINTING

For printing we recommend the PDF version of this document as it avoids any issues with page numbering.

If you nevertheless want to print the Word version, note that Word resolves page references 'on the fly'. To make sure they are correct when you print it, ensure that the relevant Word option is turned on as described below.

1.5.3.1 Word 2003 and earlier

Press *Tools > Options > Print* and tick the **Update Fields** box.

1.5.3.2 Word 2007

Press *> Word Options > Display* and tick the **Update fields before printing** box.

1.5.3.3 Word 2010 and Word 2013

Press *File > Options > Display* and tick the **Update fields before printing** box.

1.5.3.4 All versions

| If you get a message like this, select **Update Entire table** and press *OK*. | |
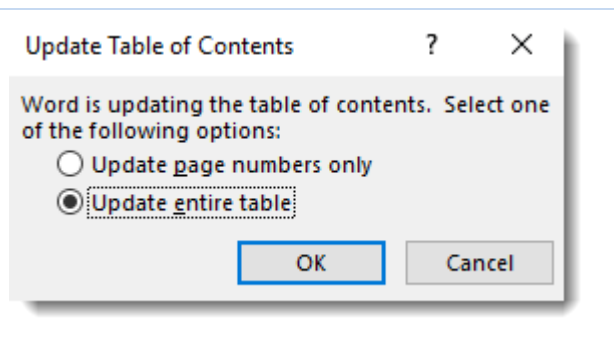
2   ABOUT THE SAMPLE DOCUMENTS

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

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

If you save any changes you make but want to go back to the original versions, you can always download them again from *www.chronolator.co.uk/download.htm*.

Sample	Description
SampleTableWithErrors	An Internal Chronology containing examples of most of the problems Chronolator looks for in a chronology, such as missing entries.
SampleInternalChronologyPolice	An error-free Internal Chronology.
SampleInternalChronologySocialCare	An error-free Internal Chronology.
SampleInternalChronologyBerrickshireAmbulance	An error-free Internal Chronology.
SampleCompositeChronologyHealth	An anonymised error-free Composite Chronology such as might have been assembled by the Designated Professional in *Figure 2 - multiple levels of administration - a possible scenario* on page *9*.

3 THE CHRONOLATOR TOOLBAR

Chronolator makes its various features available on a new Word Toolbar.

In **Word 2007** and later versions, the Chronolator toolbar is added to any other custom toolbars on the Ribbon's *Add-Ins* tab.	
In **Word 2003** and earlier versions, the Chronolator toolbar is added underneath the other toolbars.	
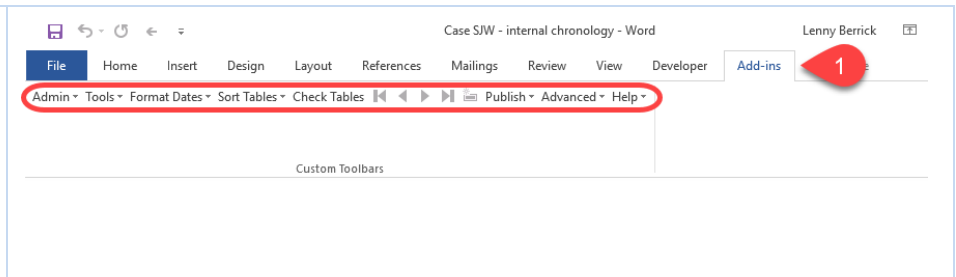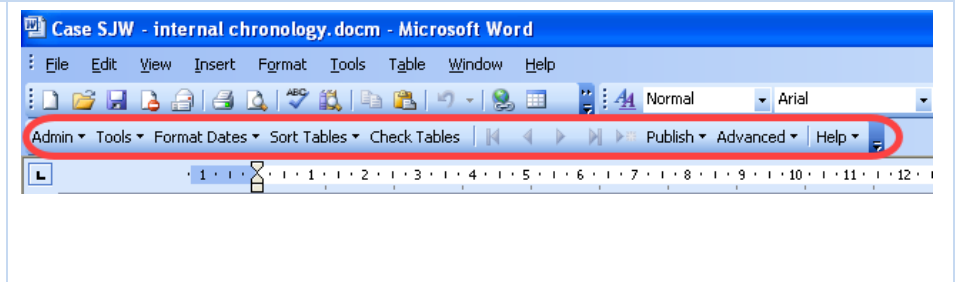
In order for Chronolator to add the toolbar, you must ensure that **macros** can run and accept the terms of a licence.

3.1 MACROS

When you open a Chronolator document, Word will probably inform you that it contains **macros** and ask you whether you want them to run. You should allow them to.

If you do not know how to enable macros, please refer to the *information about macros* in *Using Chronolator Documents* before embarking on these exercises.

3.2 ACCEPTING THE LICENCE

After you have allowed macros to run, Chronolator will ask you to accept the terms of its **Evaluation Licence** (this is true even if you have purchased a full licence). You only need to accept the licence terms in the first sample document you open in a Word session. Press *OK* to accept the licence terms.	
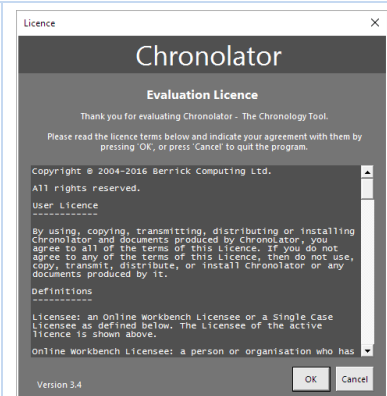
4   EXERCISES

4.1 ABOUT THE EXERCISES

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

For more information about these and other tools, refer to the *Using Chronolator Documents* manual.

ALL THE EXERCISES ASSUME THAT THE SAMPLE DOCUMENTS HAVE NOT BEEN CHANGED. If that is not the case, you can download them again from *www.chronolator.co.uk/download.htm*.
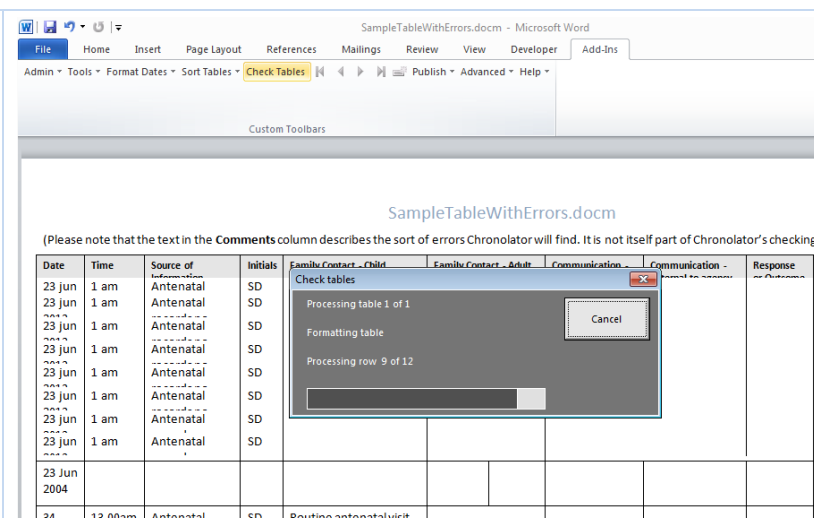
⚠ Don't forget to enable macros after opening each document if you are prompted to do so.

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

Sometimes, during processing or before you dismiss a message or tool, parts of the chronology table might look broken, a bit like the first rows in this table.

This is due to a bug in Word which we have been unable to circumvent. It seems only to affect Word 2010.

There is no need to worry; when processing completes and you dismiss any messages, the table will be correctly displayed.

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

Many of the exercises have equivalent video demonstrations at *www.chronolator.co.uk/tutorials*. You might like to watch the demonstration before undertaking an exercise.

4.2 INDEX OF EXERCISES

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

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

Step	Action	What to expect and other comments
1	Read *The Chronolator Toolbar* on page 16, and *About the Exercises* on page 17 if you have not already done so.	
2	Open ***SampleInternalChronologyPolice***.	
3	Click in the bottom right hand cell of the table.	
4	Press the *Tab* key on the left of your keyboard: 	A new row is added to the table. 💡 You can add events to the bottom of the table as new records come to hand. There is no need to hunt around in the table looking for where they should go - you can use Chronolator to put them in the right order.

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

Step	Action	What to expect and other comments
9	Press *Sort Tables* and press *Ascending*: *(screenshot of toolbar with File, Home, Insert, Design, Layout tabs and Admin, Tools, Format Dates, Sort Tables, Check Tables menu; Sort Tables dropdown showing Ascending and Descending)*	The events that you added are put in the right places in the table: *(screenshot of chronology table shown below)*

For Step 9, the table shown is:

Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
03 Feb 2012		Berrick New Town Station log		Ms F calls police stating HF has not returned home. Believed to be out with friends..			Found by BTP and taken home at 0806	
22 May 2012	02:30				Another new event			
15 Feb 2013		Berrick New Town Station log		Ms F reports HF missing				
15 Feb 2013		PC1 notebook		HF stops PC1 on Berry Street and reports having his mobile phone stolen			Crime reported, ref 12345	
16 Feb 2013	13:00							My first new event

Step	Action	What to expect and other comments
10	Close *SampleInternalChronologyPolice* without saving changes.	Chronolator checks the document for errors. 💡 Internal Chronologies are checked every time they are closed, helping to ensure that administrators receive error-free documents. When the check completes, **Message 3005** is displayed, asking you to correct the errors before returning the document: 💡 One of the checks that Chronolator makes is that certain columns must always be completed. This exercise deliberately did not ask you to type anything in the mandatory **Source of Information** column so you could see what happens when you close a document containing errors.

For Step 10, the dialog shown reads:

Chronolator Message

Document contains errors - do you want to close it?

Please ensure that all errors are corrected before returning or publishing this document.

Press Cancel to resume editing the document and correct them now.

Press OK to close the document and correct them later.

Message Reference Number 3005   More information may be found in the Messages section of the manuals.

Version 3.4   OK   Cancel

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

In this exercise, you have learnt that:

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

Exercise 2 - Error Checking on page 23 has more information about the sort of errors Chronolator detects, how you can find out more about them, and how you can check for them whenever you want.
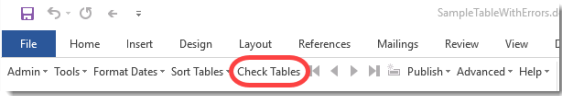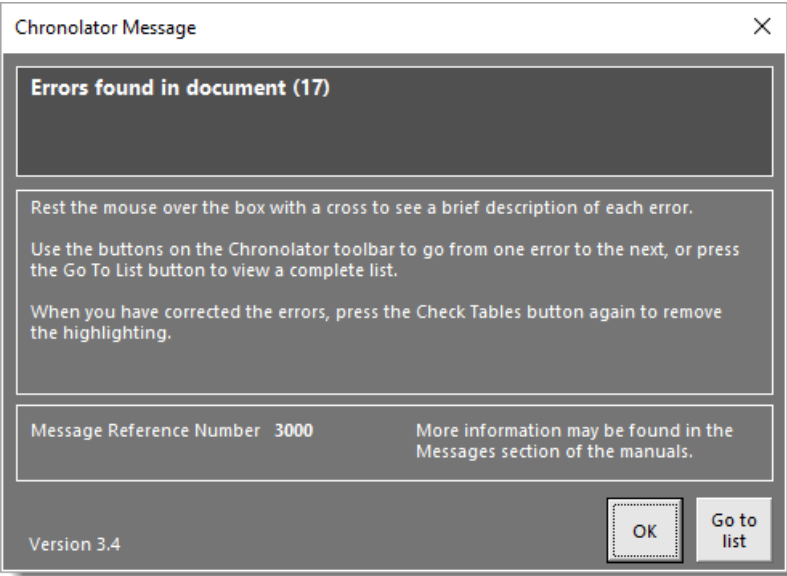
EXERCISE 2 - ERROR CHECKING
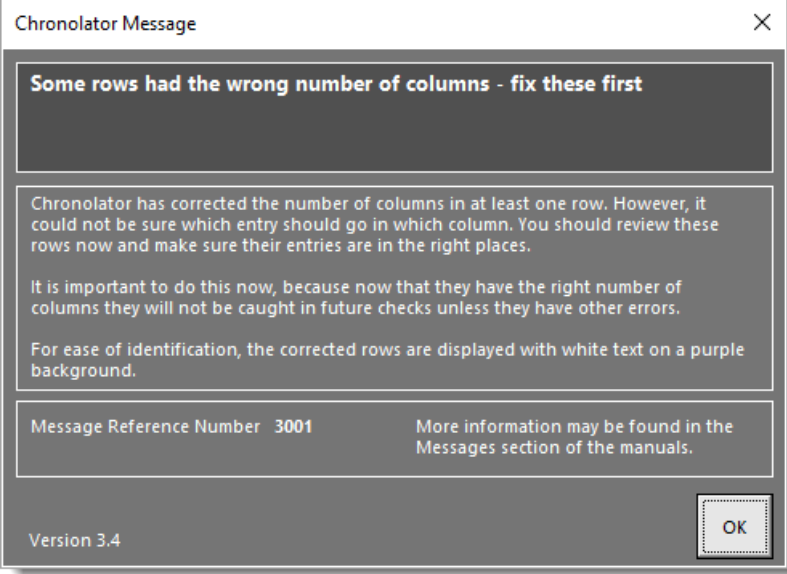
Chronolator automatically checks for errors every time an Internal Chronology is closed. It does not save the details about any errors it finds unless you save the document, so you can also check for them at any time by pressing the *Check Tables* button on the toolbar.

Step	Action	What to expect and other comments
1	Read *The Chronolator Toolbar* on page 16, and *About the Exercises* on page 17 if you have not already done so.	
2	Open *SampleTableWithErrors*.	
3	Close *SampleTableWithErrors*.	Chronolator checks the document for errors. When the check completes, **Message 3005** is displayed, asking you to correct the errors before returning the document. Internal Chronologies are checked every time they are closed, helping to ensure that administrators receive error-free documents.

Chronolator Message ✕

Document contains errors - do you want to close it?

Please ensure that all errors are corrected before returning or publishing this document.

Press Cancel to resume editing the document and correct them now.

Press OK to close the document and correct them later.

Message Reference Number   3005   More information may be found in the Messages section of the manuals.

Version 3.4   OK   Cancel

Step	Action	What to expect and other comments
4	Press *OK*.	The document closes. 💡 You would press *Cancel* if you wanted to keep the document open and correct the errors.
5	Open *SampleTableWithErrors*.	
6	Press *Check Tables* ;	Chronolator checks the document for errors. When the check completes, **Message 3000** is displayed. 💡 Chronolator has been designed so that there is little need to read the extensive documentation unless you are the sort of person who likes to. The messages it displays usually have enough information in them for you to know what to do next.

Step	Action	What to expect and other comments	
7	Press *OK*.	**Chronolator Message** ✕ **Some rows had the wrong number of columns - fix these first** Chronolator has corrected the number of columns in at least one row. However, it could not be sure which entry should go in which column. You should review these rows now and make sure their entries are in the right places. It is important to do this now, because now that they have the right number of columns they will not be caught in future checks unless they have other errors. For ease of identification, the corrected rows are displayed with white text on a purple background. Message Reference Number 3001 More information may be found in the Messages section of the manuals. Version 3.4 OK	**Message 3001** is displayed: 💡 Chronolator can correct rows which have the wrong number of columns, but it cannot be sure that it has placed information under the correct heading.
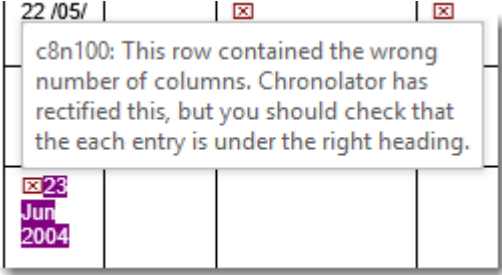
Step	Action	What to expect and other comments
8	Press **OK**.	The document is displayed with errors highlighted. A flag like this ⊠ is shown to the left of each error:

Date	Time	Source of Information	Initials	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
⊠		GP records	⊠	Mother seen by GP1. Pregnant. ?date of LMP.	GP completes ante-natal referral to St Salome's				This row has no date
22 /05/ 2013		⊠	⊠	New booking visit by midwife 1. No concerns.					This row has no Source
⊠23 Jun 2004							This row has too few columns		
⊠23 Jun 2004									This row has too many columns
⊠34 may 2013	⊠13.00 am	Antenatal records no 5678	SD	Routine antenatal visit by midwife 2. No concerns.					This row has an invalid date and time
23 jun 2013	1 am	Antenatal records no 9012	SD	Routine antenatal visit by midwife 1. No-one in. left note, to call tomorrow.					This row is OK
24 jun 2013	2 pm	Antenatal records no 9876	SD	Routine antenatal visit by midwife 1. No concerns.	Antenatal observation of mother satisfactory.				This row is OK
30 jun 2013	20.10	Antenatal records no 9876	⊠	⊠see above	⊠"	⊠'	⊠'	⊠as above	References to rows above can become erroneous when in a composite chronology
⊠21 may 2013		Community Midwifery records	SD	Routine postnatal visit by midwife 1. No concerns.					This row is almost OK but the date is earlier than a previous date
24 07 2013		Community Midwifery records	⊠	Routine postnatal visit by midwife 2. No concerns.					This row is OK
20 sep 2013		Community Midwifery records	⊠SD MW2	Routine postnatal visit by midwife 2. No concerns.					This row has some initials which are not in the glossary

9	Use the navigation buttons on the toolbar to go from one error to the next:	The cursor goes to the requested error.
		In this short sample document there is not much advantage in doing this over simply looking for highlights, but if there are just a few errors in a 300-page document, the navigation buttons become very useful.

Step	Action	What to expect and other comments
10	Press the *Go To List* navigation button:	The document scrolls to the list of errors at the bottom: 💡 The error list is a useful way to get an idea of what sort of errors are in the document.
11	Double-click on one of the ☒ flags to the left of an error description.	The document scrolls and the cursor is placed next to the error.

Step	Action	What to expect and other comments
12	Rest your mouse on one of the ⊠ flags to the left of an error.	A description of the error pops up: 22 /05/ ⊠ ⊠ c8n100: This row contained the wrong number of columns. Chronolator has rectified this, but you should check that the each entry is under the right heading. ⊠23 Jun 2004
13	Correct some of the errors - for example, by adding some text to the blank cells, or correcting the invalid date. You do not need to delete the ⊠ flag, but it does not matter if you do.	The highlighting remains even when you have corrected an error. 💡 Chronolator does not check for errors as you type - this would make it very slow You need to check the tables again to remove highlights from corrected errors.
14	Press *Check Tables*.	A message is issued saying whether or not any errors were found.
15	Press *OK*.	Highlighting is removed from the errors you corrected. Any other errors are highlighted.
16	Close *SampleTableWithErrors* without saving changes.	Chronolator checks the document for errors. A message is issued saying whether or not any errors were found.
17	Press *OK*.	The document closes.

In this exercise, you have:

- seen that Chronolator checks an Internal Chronology for errors whenever it is closed;
- used the *Check Tables* button to check for errors on demand;
- seen examples of the errors Chronolator looks for;
- learned that Chronolator does not check for errors as you type, so you must press *Check Tables* after correcting them to remove any highlighting;
- used the error navigation buttons to go from one error to another, or to a complete list of errors;
- clicked on the ⊠ symbols in the error list to go to where an error is in the document.
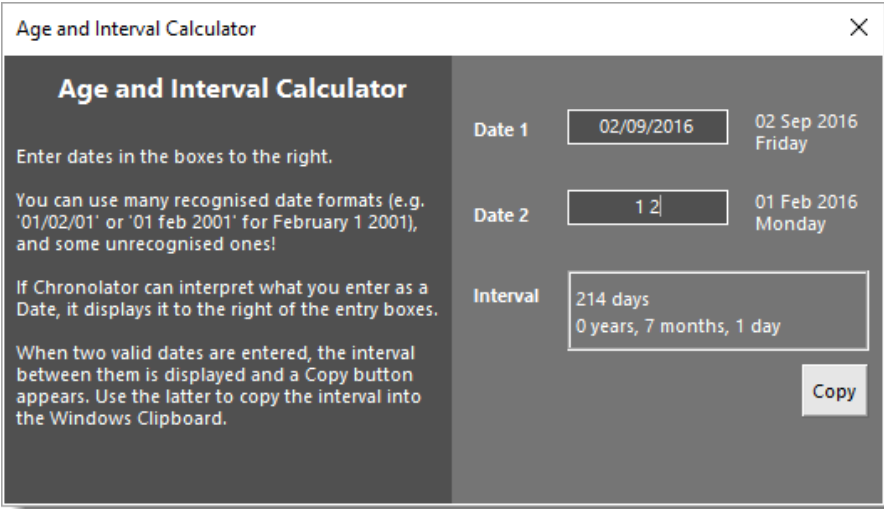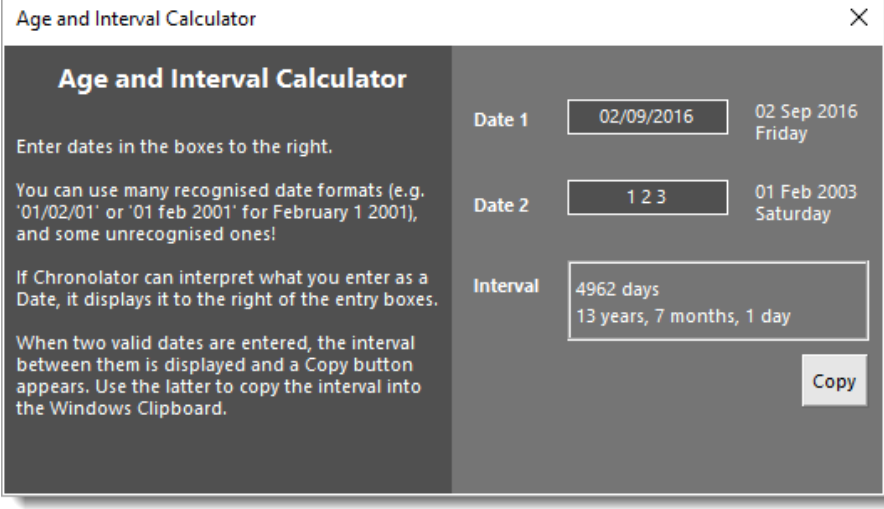
EXERCISE 3 - THE AGE AND INTERVAL CALCULATOR
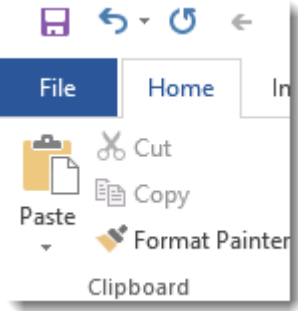
When you are working on a chronology, it is often useful to calculate the interval between two dates. The **Age and Interval Calculator** does just that, and lets you copy and paste the results into your document.

Step	Action	What to expect and other comments
1	Read *The Chronolator Toolbar* on page 16, and *About the Exercises* on page 17 if you have not already done so.	
2	Open *SampleCompositeChronologyHealth*.	
3	Press *Tools > Age Calculator* :	The **Age and Interval Calculator** opens. The calculator works out the difference between **Date 1** and **Date 2.** If you have not used it before in this document, **Date 1** has today's date in it, and **Date 2** is blank. If you have used it before and saved the document, the last two dates you used will be shown.
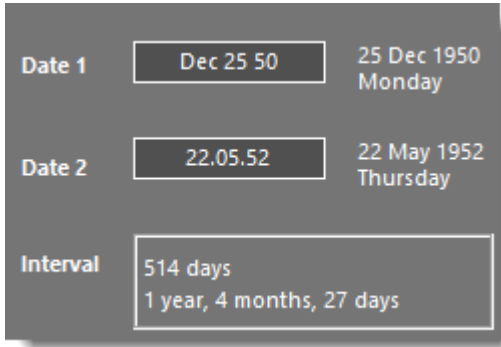
Step	Action	What to expect and other comments	
4	Type **1 2** into the **Date 2** box.		Notice that as soon as Chronolator can interpret what you type as a date, it tells you its interpretation to the right of the box and a **Copy** button appears. In the example here, Chronolator has interpreted **1 2** as the first of February in the current year.
5	Carry on typing, so the box now says **1 2 3**.		Chronolator has interpreted **1 2 3** as the first of February in the year 2003.

Step	Action	What to expect and other comments
6	Press **Copy**.	The text in the Interval box is copied to the clipboard.
7	Click somewhere in the document.	You do not need to close the Calculator.
8	Paste the clipboard in your usual way: e.g. by pressing **Ctrl + V,** or by pressing **Paste** on the Home tab:	The text is pasted into the document at the position you chose:

For step 8, the right column also contains:

15 Mar 2013	13:00	Berrickshire Ambulance Service > Central Ambulance Control log		13 years, 7 months, 1 day (4962 days)

It is now just like any other document text and you can edit it as you please - perhaps to change the full detail **13 years, 7 months, 1 day (4962 days)** to something shorter like **13 years, 7 months**.

Step	Action	What to expect and other comments
9	Experiment with other date formats such as **22.05.52** and **Dec 25 50**.	💡 Chronolator accepts a variety of date formats, just as it does when you enter a date in a chronology.
10	Close *SampleCompositeChronologyHealth* without saving changes.	

In this exercise, you have learnt that:

- Ⓒ the **Age and Interval Calculator** can be used to work out the time passed between two dates;
- Ⓒ it accepts dates in many formats, some quite unconventional;
- Ⓒ you can copy and paste the calculator results into your document.
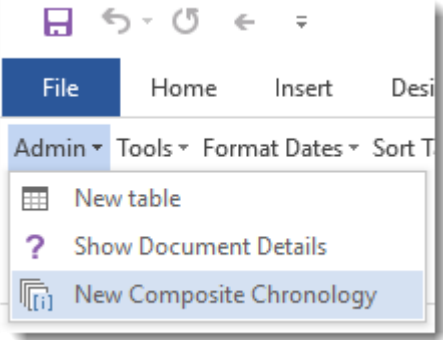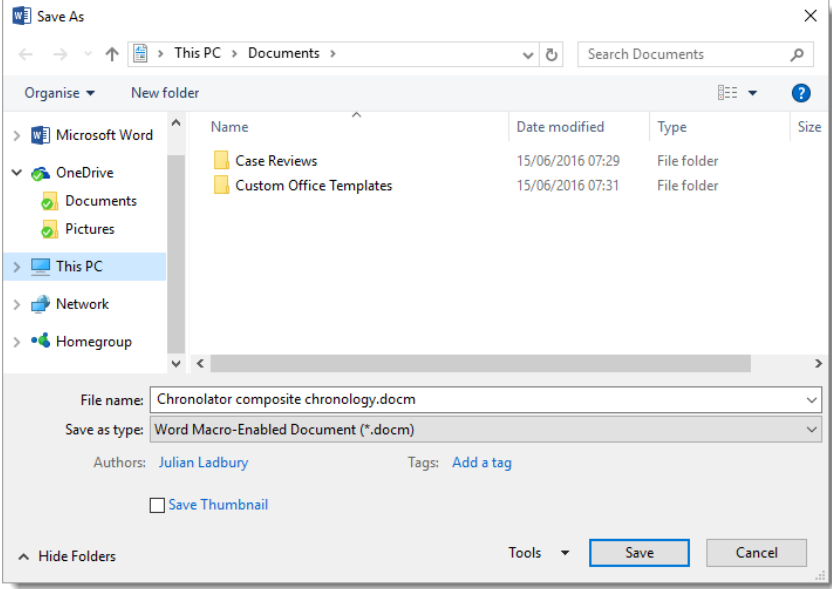
EXERCISE 4 - IMPORTING AND MERGING TABLES INTO A COMPOSITE CHRONOLOGY

The main reason Chronolator was written was to simplify and accelerate the process of collating chronologies from many sources into a multi-agency Composite Chronology.
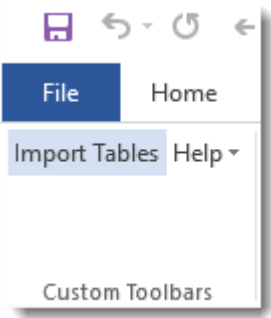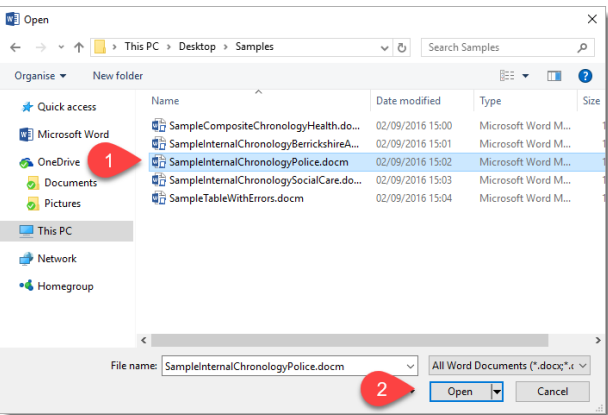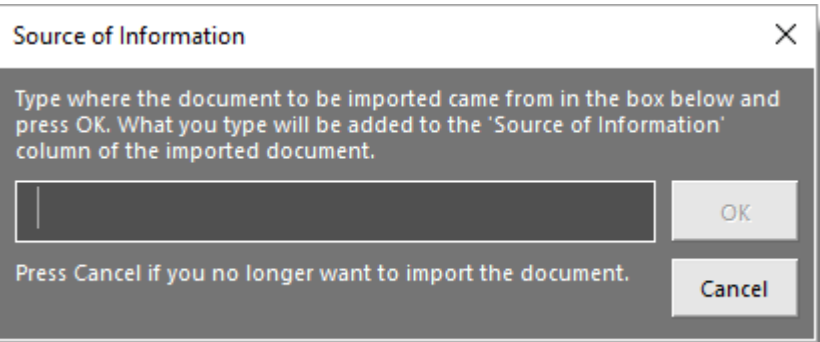
Anybody can do this, not just a Chronolator licensee: every Internal Chronology includes a *New Composite Chronology* button to start the process.

Step	Action	What to expect and other comments
1	Read *The Chronolator Toolbar* on page 16, and *About the Exercises* on page 17 if you have not already done so.	
2	Open *SampleInternalChronologyPolice*.	This will be the first document we import into the new Composite Chronology. The first few rows look like this: | Date	Time	Source of Information	Fam Chil
------	------	----------------------	----------
2012-02-03		Berrick New Town Station log	
2013-02-15		Berrick New Town Station log	
2013-02-15		PC1 notebook		 Notice that the Police have completed the **Source of Information** column with information about their own records: they have mentioned nothing about being the Police.
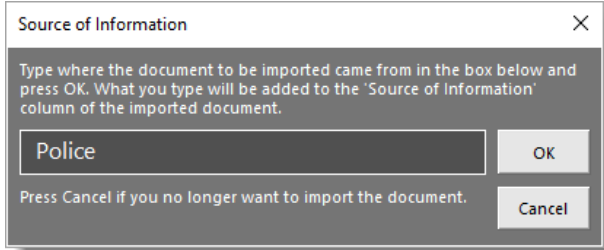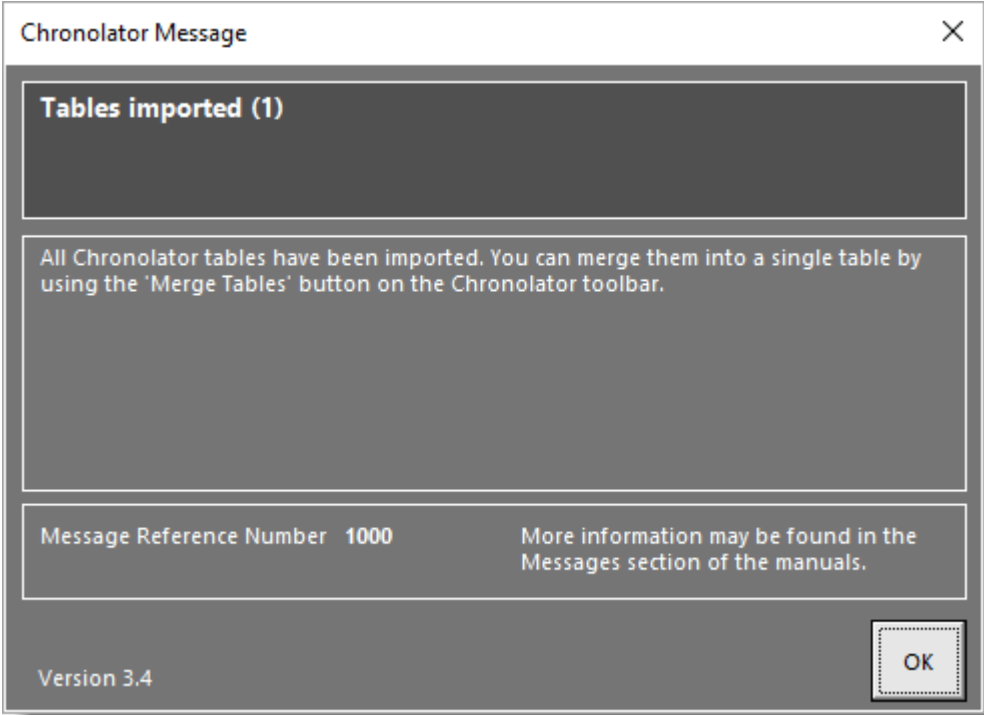
Step	Action	What to expect and other comments
3	Press *Admin > New Composite Chronology* ; 💡 When they come to do this on a real case, licensees should use the *New Composite Chronology* button on the Online Workbench toolbar, as the document will usually be licensed for longer.	Word's **Save As** dialog is displayed:
4	Save the new Composite Chronology wherever you like (e.g. in **My Documents)**, giving it a name of your choice. In this exercise, we will use the Chronolator suggestion of *Chronolator composite chronology*.	*SampleInternalChronologyPolice* closes, being replaced by *Chronolator composite chronology*. The toolbar changes to include just *Import Tables* and *Help* buttons.
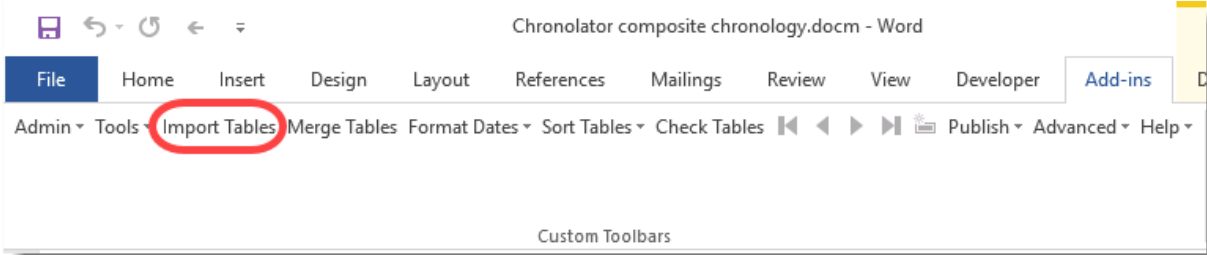
Step	Action	What to expect and other comments
5	Press *Import Tables* ;	Word's **Open** dialog is displayed.
6	Find and open *SampleInternalChronologyPolice*;	The **Source of Information** dialog appears:

Step	Action	What to expect and other comments
7	Type *Police* in the box and press *OK*;	**Message 1000** is displayed:

Source of Information ✕

Type where the document to be imported came from in the box below and press OK. What you type will be added to the 'Source of Information' column of the imported document.

Police	OK

Press Cancel if you no longer want to import the document. | Cancel

💡 What you type in the box will be added to the beginning of the **Source of Information** column.

Chronolator Message ✕

Tables imported (1)

All Chronolator tables have been imported. You can merge them into a single table by using the 'Merge Tables' button on the Chronolator toolbar.

Message Reference Number   1000   More information may be found in the Messages section of the manuals.

Version 3.4   OK

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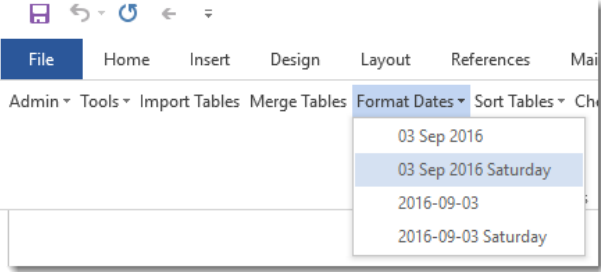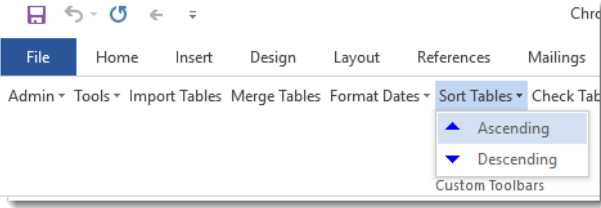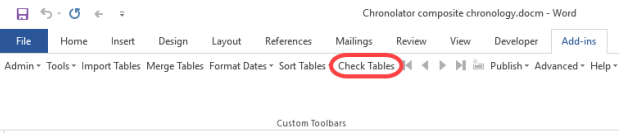
Step	Action	What to expect and other comments
11	Type *Social Care* in the box and press *OK*.	The Social Care table is copied to the bottom of the document, and its **Source of Information** column has been updated. 💡 The table is added to the Composite Chronology as a new table; it is not merged with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

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

Step	Action	What to expect and other comments
19	Press *Format Dates* and choose an option from the list that drops down: 03 Sep 2016 03 Sep 2016 Saturday 2016-09-03 2016-09-03 Saturday	The dates are put into the format you chose. Times are put into a 24-hour clock format (e.g. 23:10).
20	Press *Sort Tables* > *Ascending*: ▲ Ascending ▼ Descending	The events are put in date and time order. 💡 On any one day, events with blank times are put before those whose time is specified
21	Press *Check Tables* ;	No errors are found. 💡 Having imported, merged, and sorted three error-free documents, there is no reason to expect any - but it is always sensible to check.
22	Close *Chronolator composite chronology,* saving changes or not as you wish.	

In this exercise, you have learned that:

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

Sometimes, when the times of some events are known while those of others are not, you might want to force events into a certain order. *Exercise 7 - Forcing events into order* on page 51 illustrates how to do that.

EXERCISE 5 - FINDING DUPLICATED EVENTS

Suppose you have already put together a Composite Chronology. One of the agencies in it sends you an updated version of their chronology with some new events, but they are unable to tell you exactly which ones they are. To save you having to trawl through the two chronologies to identify them, simply import and merge the new version and use the **Duplicates** tool to highlight or delete the events that you already have.
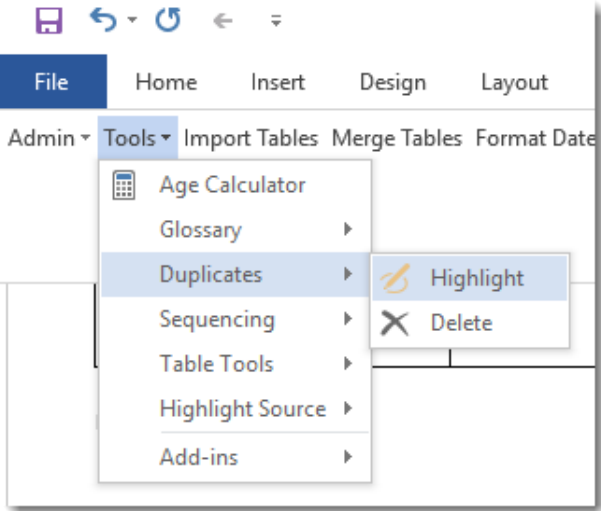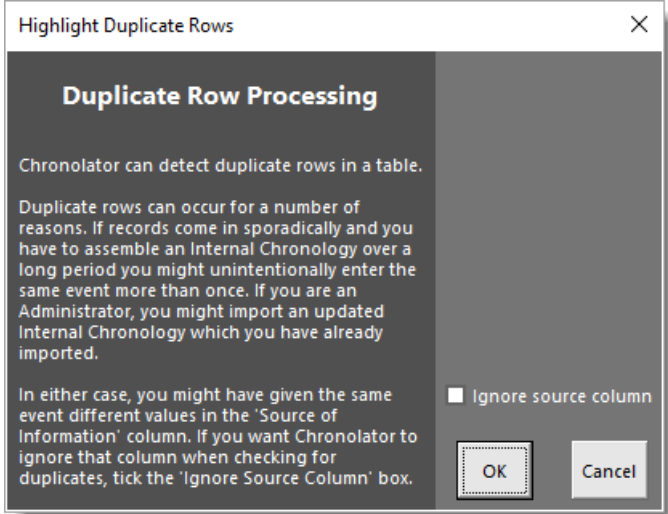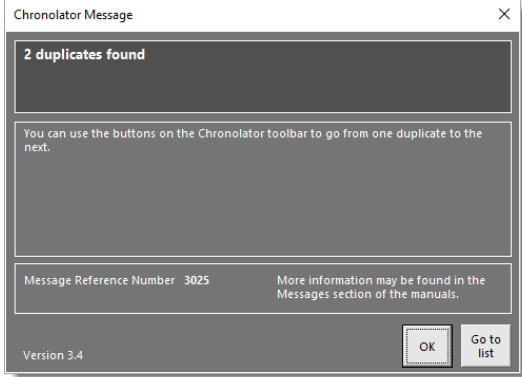
In this exercise we will highlight duplicates first, then delete them. There is no need to do this though - you can delete them without highlighting them if you want.

Step	Action	What to expect and other comments
1	Read *The Chronolator Toolbar* on page 16, and *About the Exercises* on page 17 if you have not already done so.	
2	None of the Sample documents contains any duplicated rows. We shall make some in the first steps of this exercise, which have a light blue background . . .	
3	Open ***SampleInternalChronologyBerrickshireAmbulance***.	Note that this chronology has four events from Berrickshire Ambulance Service: two on **18 Feb 2013** and two on **15 Mar 2013**.
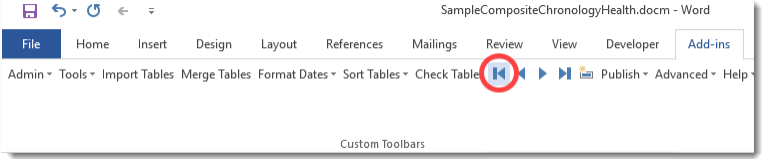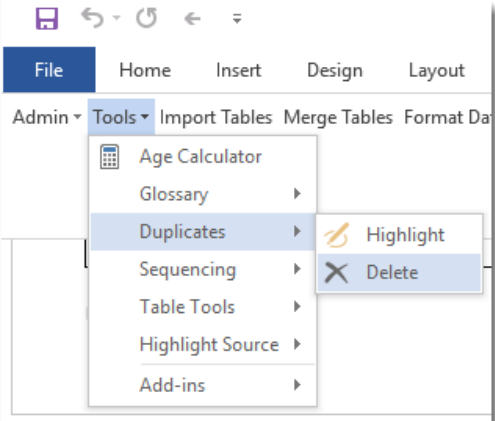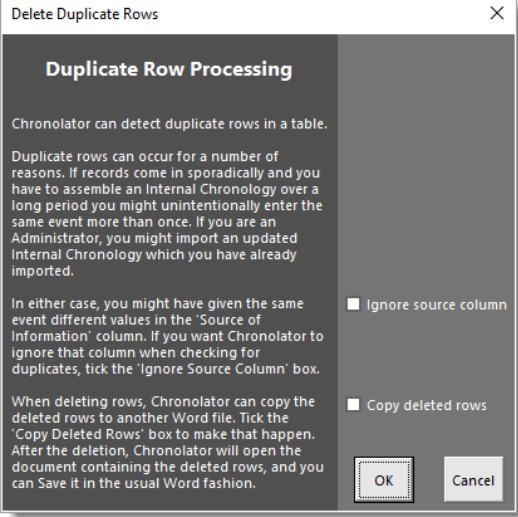
Step	Action	What to expect and other comments
4	Close **SampleInternalChronologyBerrickshireAmbulance**.	The only reason to open it was to look at the events.
5	Open **SampleCompositeChronologyHealth**.	This chronology already contains the two events on **15 Mar 2013** from Berrickshire Ambulance Service.
6	Import **SampleInternalChronologyBerrickshireAmbulance,** giving it the Source of Information **Berrickshire Ambulance Service**. Press **Merge Tables** on the Chronolator toolbar. Press **Sort Tables > Ascending** on the Chronolator toolbar.	For an exercise about Import and Merge, see *Exercise 4 - Importing and Merging tables into a Composite Chronology* on page 34.
		. . . we have now ensured that the Composite Chronology contains duplicated rows from the Ambulance Service.

Step	Action	What to expect and other comments	
7	Press *Tools > Duplicates > Highlight* :		The **Highlight Duplicate Rows** form is displayed:
8	Press *OK.*		**Message 3025** is displayed, saying that two duplicate rows have been found. 💡 If not, you might have mistyped the Source of Information in step 6. Try repeating Step 8, having ticked the **Ignore source column** check box. Refer to *Using Chronolator Documents* for more details.
9	Press *OK.*		

Step	Action	What to expect and other comments	
10	Press the leftmost navigation button on the toolbar:		The document scrolls to the first duplicate, which is highlighted in pale blue: 💡 The original event is not highlighted.
11	Press *Tools > Duplicates > Delete* :		The **Highlight Duplicate Rows** form is displayed**.** 💡 Refer to *Using Chronolator Documents* if you are interested in the **Copy deleted rows** check box. It saves the deleted rows in a new document, but is not used in this exercise.
12	Press *OK*.		The two duplicate rows have been deleted, and **Message 3030** is issued to confirm this. Press *OK* to dismiss it.

Step	Action	What to expect and other comments
13	Close ***SampleCompositeChronologyHealth*** without saving changes.	
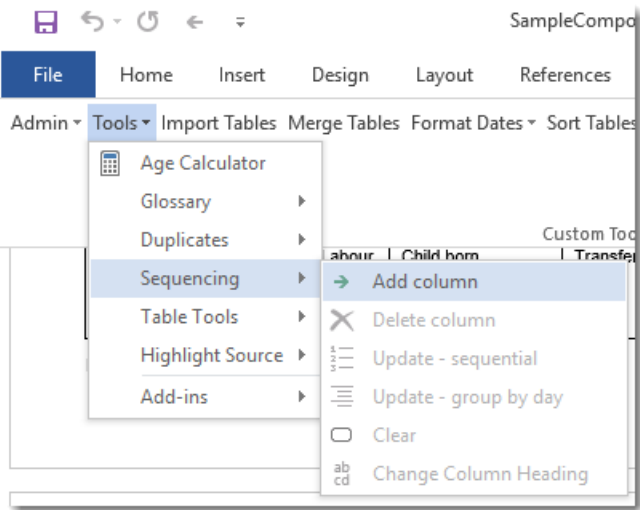
In this exercise, you have seen that:

- Chronolator can detect duplicate rows in a document. These can occur if you import an updated version of a chronology into a Composite Chronology, or if you enter the same event more than once, perhaps when resuming work after a holiday.
- having detected duplicate rows, Chronolator can highlight or delete them for you.
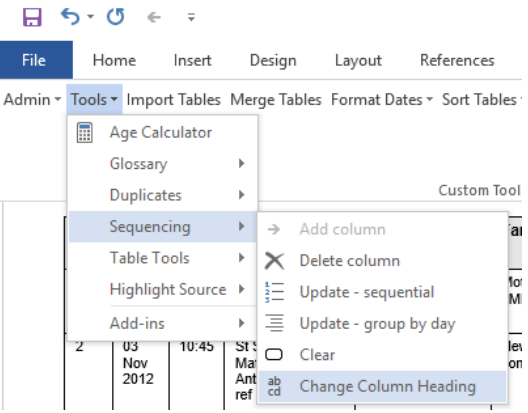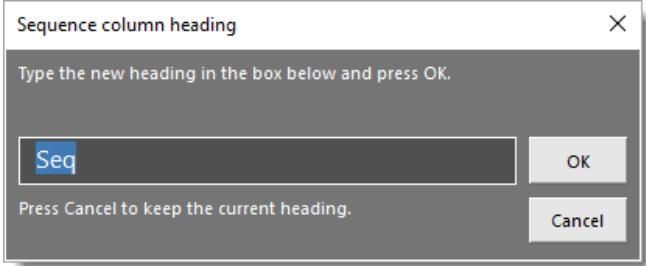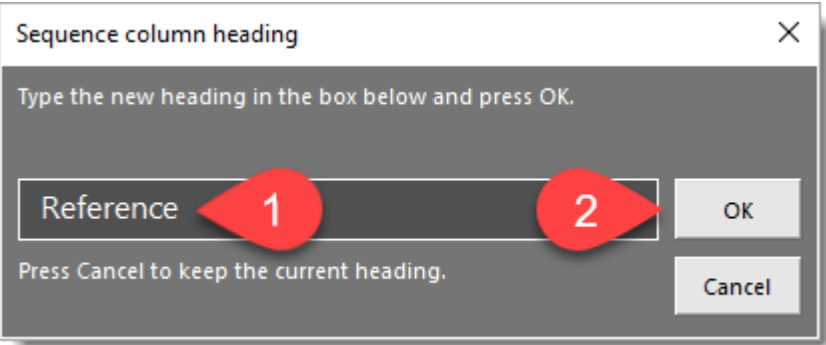
EXERCISE 6 - GIVING EVENTS A REFERENCE NUMBER

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

Step	Action	What to expect and other comments
1	Read *The Chronolator Toolbar* on page 16, and *About the Exercises* on page 17 if you have not already done so.	
2	Open ***SampleCompositeChronologyHealth***.	
3	Press ***Tools > Sequencing > Add Column***: A column headed **Seq** is added to the left of the table. It contains reference numbers, starting at 1 and increasing by 1. 💡 An Administrator can define a Sequencing column when setting up the document, or - as in this exercise - it can be added later. 💡 You can change the column heading, unless it was defined by the Administrator in an Internal Chronology, which is not the case in this exercise. You do this later in this exercise. 💡 If the table overflows the page margins, or a heading wraps inappropriately, you can use one of the the ***Tools > Table AutoFit*** options to fix it.

Step	Action		What to expect and other comments
4	Press *Tools > Sequencing > Change Column Heading*;		A form is displayed in which you can specify the new heading.
5	Type the new heading - let's call it **Reference** - and press *OK*;	The heading is changed: 💡 If the table overflows the page margins, or a heading wraps inappropriately, you can use one of the the *Tools > Table AutoFit* options to fix it.
6	Close *SampleCompositeChronologyHealth* without saving changes.	

In this exercise, you have seen that:

- you can use a **Sequence** column to add reference numbers to events. The numbers can increase throughout the document, or start at 1 on each new day;
- you can add a **Sequence** column to a table which does not have one. This is the only change that Chronolator allows you to make to the column headings defined by the Case Review Administrator.

Exercise 7 - Forcing events into order on page 51 illustrates how you can use a **Sequence** column to force events into order when there is insufficient information about the time on which they occurred.
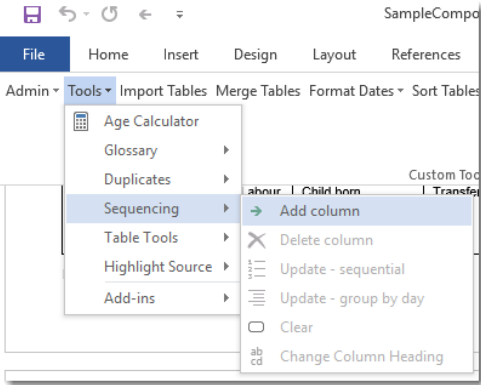
EXERCISE 7 - FORCING EVENTS INTO ORDER
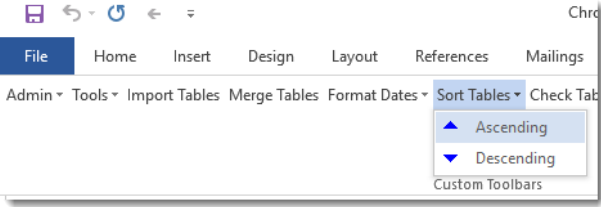
Sometimes you might not know at what time events happened on a particular day, but you do know their order. Chronolator's **Sequence** column lets you specify that order.

Step	Action	What to expect and other comments
1	Read *The Chronolator Toolbar* on page 16, and *About the Exercises* on page 17 if you have not already done so.	
2	Open ***SampleCompositeChronologyHealth***.	
3	Look at the events of March 15. They are obviously in the wrong order - for example, in the first one the baby has collapsed, while in the second one, the baby was well.	

Step	Action	What to expect and other comments
4	Press *Tools > Sequencing > Add Column*:	A column headed **Seq** is added to the left of the table. It contains reference numbers, starting at 1 and increasing by 1 💡 An Administrator can define a Sequencing column when setting up the document, or - as in this exercise - it can be added later.
5	Scroll down to the first two events of March 15: references **12** and **13**.	

Step	Action	What to expect and other comments
6	Type the correct sequence numbers in the **Seq** column:	<table><tr><td>13</td><td>15 Mar 2013</td><td></td><td>Berrickshire Ambulance Service > Paramedic notes</td><td>Infant collapsed. Resuscitation commenced.</td><td>Mother sustained facial injuries and is distressed.</td></tr><tr><td>12</td><td>15 Mar 2013</td><td></td><td>Portmanor Medical Centre > Reception notes</td><td></td><td>Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.</td></tr></table>
7	Press *Sort Tables* > *Ascending*:	The events are put into the correct order: <table><tr><td>12</td><td>15 Mar 2013</td><td></td><td>Portmanor Medical Centre > Reception notes</td><td></td><td>Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms.</td></tr><tr><td>13</td><td>15 Mar 2013</td><td></td><td>Berrickshire Ambulance Service > Paramedic notes</td><td>Infant collapsed. Resuscitation commenced.</td><td>Mother sustained facial injuries and is distressed.</td></tr></table>
	💡 You do not always have to update sequence numbers in all the events, as *Sort Tables* recognises decimal numbers. For example, suppose that you now wanted to put event **15** between events **12** and **13** (this does not make sense in terms of the story, but we will do it here just to illustrate the feature).	

Step	Action	What to expect and other comments	
8	Replace the **15** in the event with a number between 12 and 13 – **12.5** say:		
9	Press *Sort Tables > Ascending*;		The events are put into the requested order. The decimal reference number is probably not what you want. Now that events are in the right order, you can update the numbers.

Step	Action	What to expect and other comments
10	Press *Tools > Sequencing > Update - sequential*:	The **Seq** column is updated with whole numbers:
11	Close ***SampleCompositeChronologyHealth*** without saving changes.	

In this exercise, you have seen that:

- you can use a **Sequence** column to force events into the right order when Chronolator has insufficient information about when they happened.
- you can add a **Sequence** column to a table which does not have one. This is the only change that Chronolator allows you to make to the column headings defined by the Case Review Administrator.
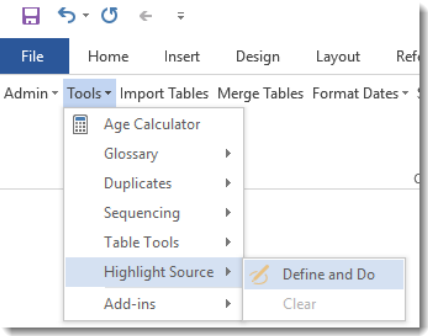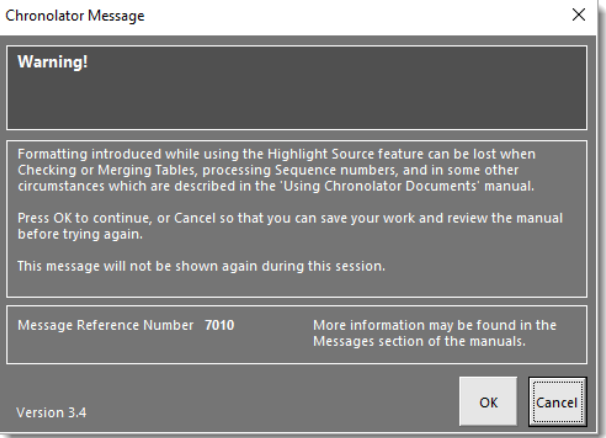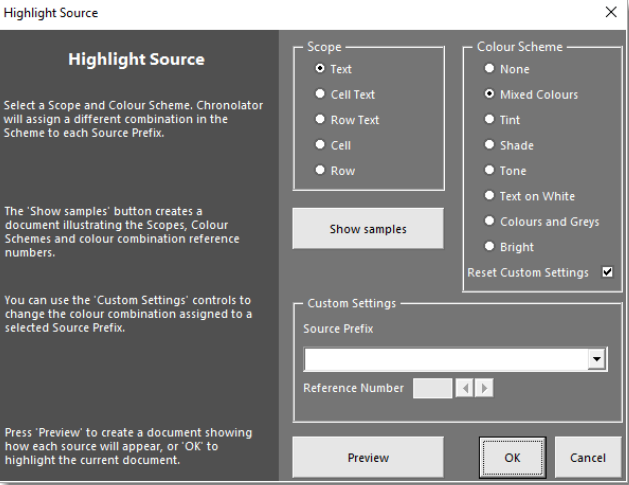
EXERCISE 8 - HIGHLIGHTING EVENTS ACCORDING TO THEIR AGENCY OR ORGANISATION
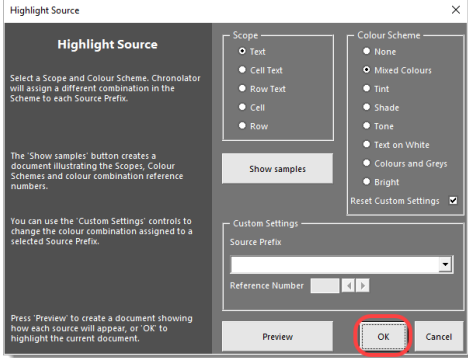
Chronolator can highlight events from different agencies in a number of ways.

Step	Action	What to expect and other comments
1	Read *The Chronolator Toolbar* on page 16, and *About the Exercises* on page 17 if you have not already done so.	
2	Open *SampleCompositeChronologyHealth*.	This Composite Chronology contains events gathered from a number of health agencies: • Berrick New Town Clinic • Berrickshire Ambulance Service • Portmanor Medical Centre • ST Salome A&E • St Salome Community Midwives • St Salome Labour Ward • St Salome Maternity Unit
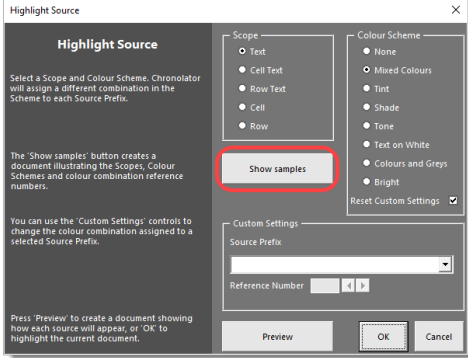
Step	Action	What to expect and other comments
3	Press *Tools > Highlight Source > Define and Do*;	**Message 7010** is displayed. ⚠️ Highlighting will be lost when certain other features are used. It is recommended that you do not highlight a document until you have finished with those other features. This message is only displayed once in a Word session.
4	Press *OK*.	The **Highlight Source** options selector is displayed. 💡 Chronolator has many options for choosing colour schemes and styles. We will just use the defaults for now.
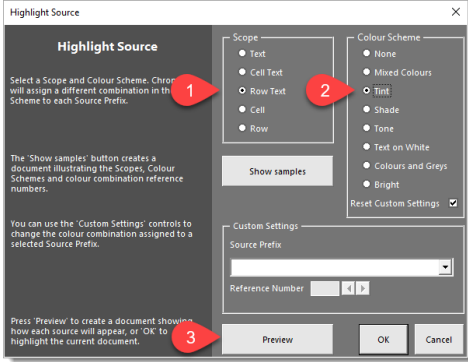
Step	Action	What to expect and other comments
5	Press *OK*:	The table is highlighted:
6	Press *Tools > Highlight Source > Define and Do*.	The **Highlight Source** options selector is displayed.

Step	Action	What to expect and other comments	
7	Press the *Show samples* button:		A new document opens, explaining how the Scope and Colour Scheme selectors work and containing swatches of the colours Chronolator can use to highlight the document.
8	Close the new document.	You can leave it open if you want and switch back to *SampleCompositeChronologyHealth* using the Windows taskbar.	

Step	Action	What to expect and other comments
9	Choose a **Scope** and **Colour Scheme** (here we have chosen **Row Text** and **Tint**) and press *Preview*:	A new document opens, illustrating how each source will be highlighted:
10	Close the new document.	You can leave it open if you want and switch back to *SampleCompositeChronologyHealth* using the Windows taskbar.

Step	Action	What to expect and other comments
11	Keeping the **Scope** and **Colour Scheme** you have chosen, click the drop-down arrow and select a Source Prefix:	
12	Experiment with the **Custom Settings**:	The background of the number box and arrows is the colour to be assigned to the selected **Source Prefix**. Use the arrows to choose a new colour, or type one in the box. 💡 You will not be able to assign a colour if it is already in use, or if it is not a valid colour.
13	Use the *Preview* button again to preview your choices, or press *OK* to highlight the document.	

Step	Action	What to expect and other comments
14	Close **SampleCompositeChronologyHealth** without saving changes.	

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

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

EXERCISE 9 - ANONYMISING AND PERSONALISING A CHRONOLOGY
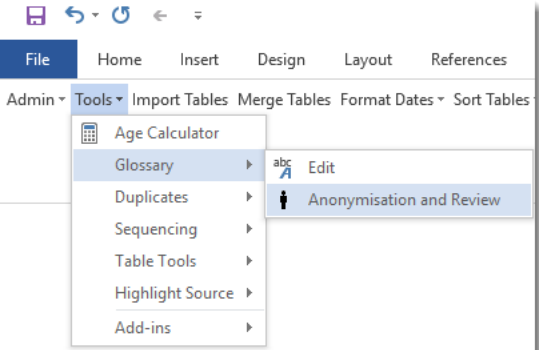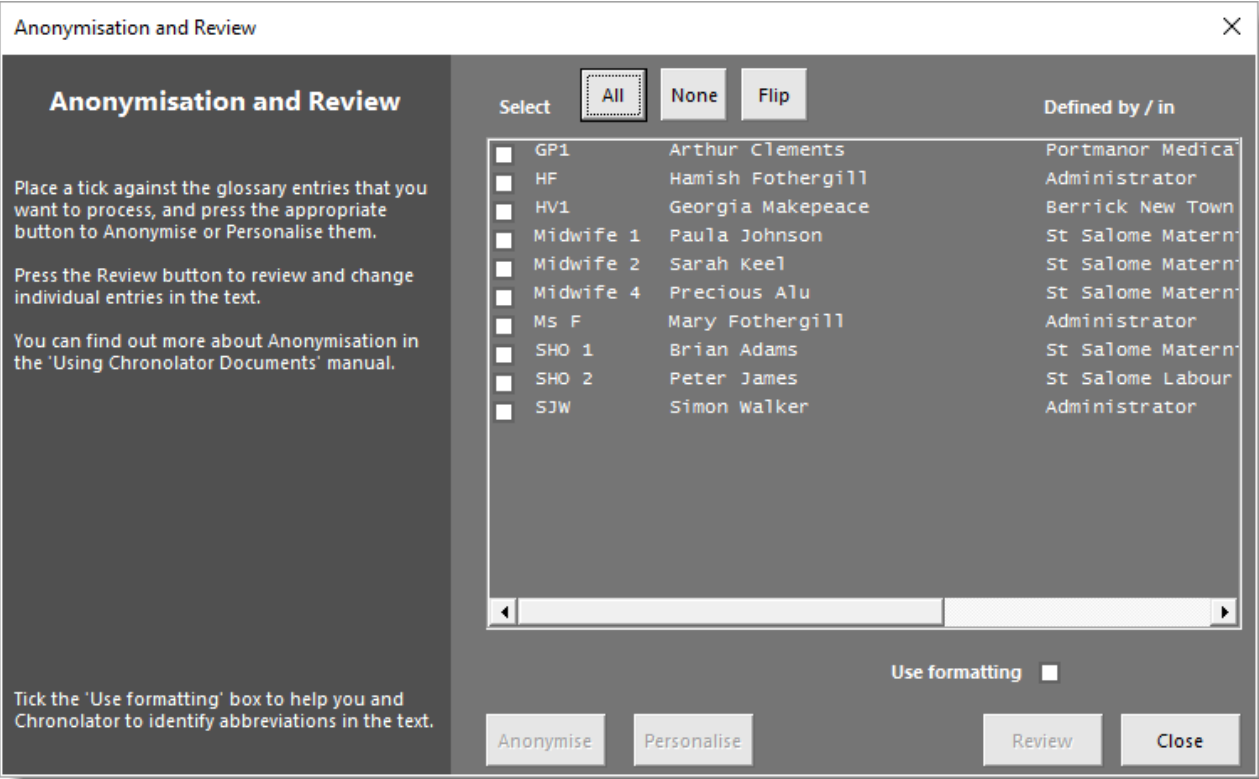
Chronolator can anonymise a document according to the entries in its Abbreviations Glossary. It can be hard for a reviewer to build up a mental picture of the people involved in a case when they are only referred to by their initials, so Chronolator allows you to switch between anonymised and personalised views.

This exercise anonymises a document by replacing definitions in the Abbreviations Glossary with their abbreviations. Sometimes you might want to anonymise a document by replacing real names with fictitious ones. You can do that with a combination of the techniques below and those in *Exercise 10 - Updating the Abbreviations Glossary* on page 70[3].
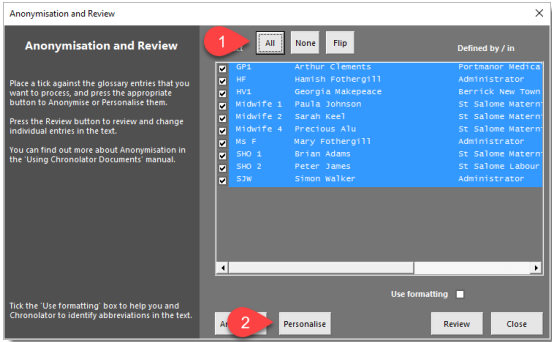
Step	Action	What to expect and other comments
1	Read *The Chronolator Toolbar* on page 16, and *About the Exercises* on page 17 if you have not already done so.	
2	Open ***SampleCompositeChronologyHealth***.	This document has already been anonymised, as you can see from the first two rows which mention **GP1** and **Midwife 1**:

---

[3] Firstly, anonymise the document as described in this exercise; then change the definitions for an abbreviation in the Glossary; finally, personalise the document as described here.
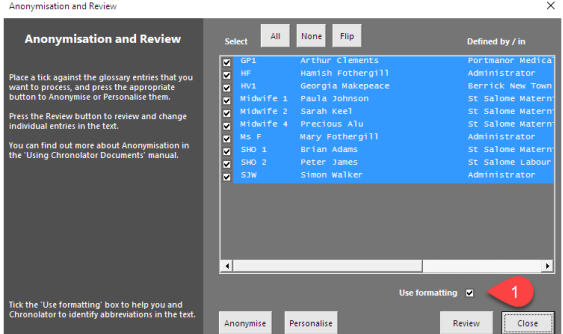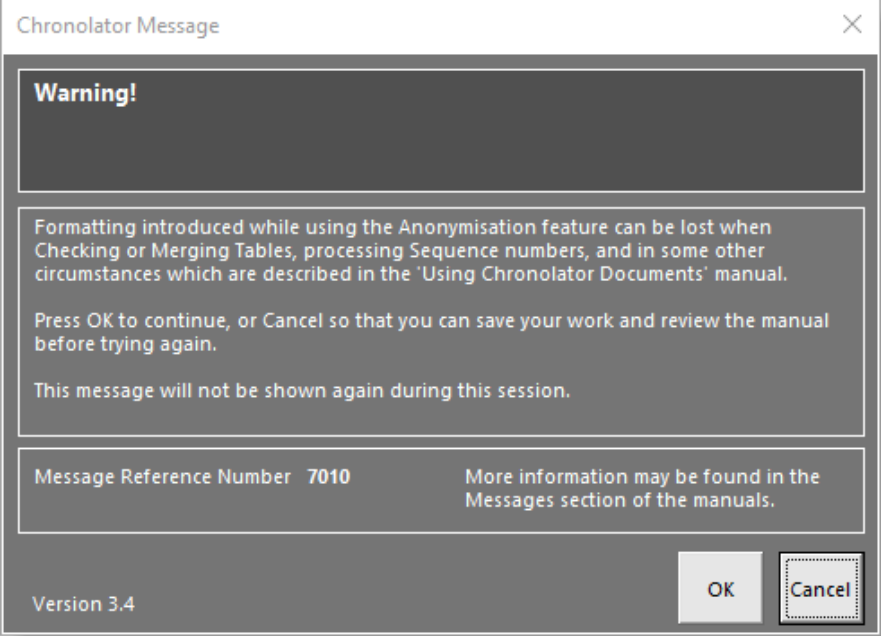
Step	Action	What to expect and other comments
3	Press *Tools > Glossary > Anonymisation and Review*:	The **Anonymisation and Review** form is displayed showing the abbreviations in the document and their definitions: Note that **GP1** is **Arthur Clements** and **Midwife 1** is **Paula Johnson**.
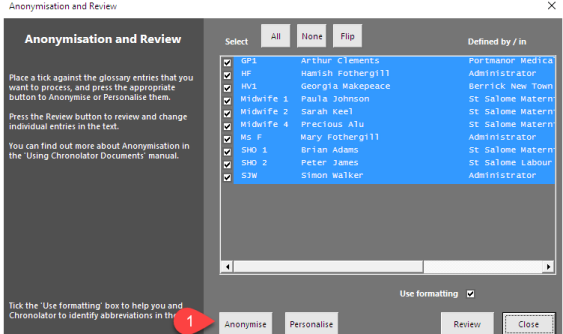
Step	Action	What to expect and other comments
4	Press the *All* button at the top of the form and then the *Personalise* one at the bottom. **DO NOT** tick the **Use formatting** box. You can select particular entries to process by ticking the boxes next to them individually, but for this exercise we have done them all.	The abbreviations in the document are replaced by their definitions: The following table shows the data: | Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Com exte
------	------	----------------------	------------------------	------------------------	-------------------------------	----------
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by Arthur Clements. Pregnant. ? date of LMP.	Arthur Clements completes ante-natal referral to St Salome's	
03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Paula Johnson. No concerns.			

⚠ Be careful to follow the remaining steps exactly, as the **Use formatting** box has significant effects on Anonymisation and Personalisation.

Step	Action	What to expect and other comments
5	Press *Tools > Glossary > Anonymisation and Review*.	The **Anonymisation and Review** form is displayed.
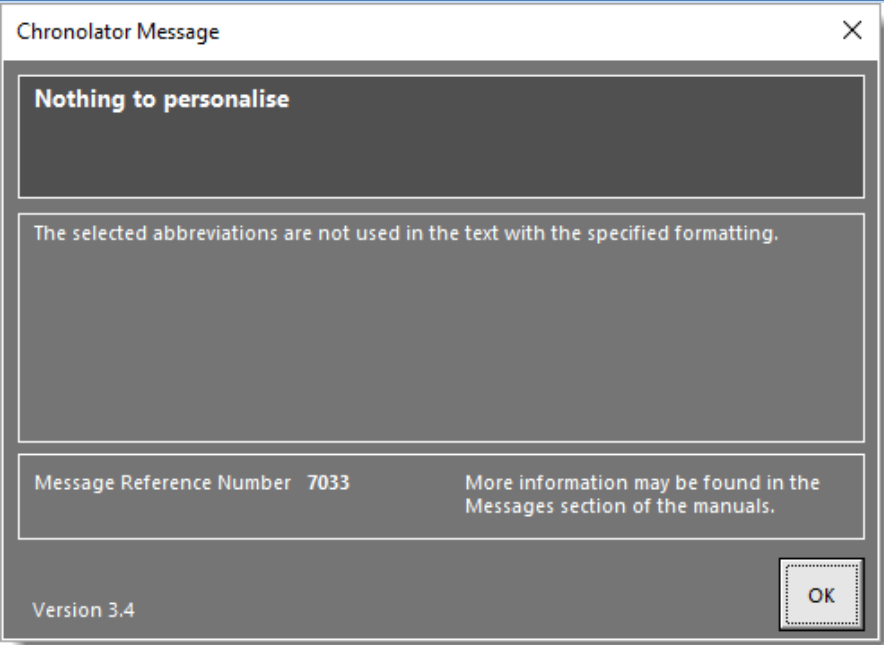
Step	Action	What to expect and other comments
6	Tick the **Use formatting** box.	**Message 7010** is displayed. ⚠️The **_formatting_** you are about to apply will be lost when certain other features are used. It is recommended that you do not anonymise a document with formatting until you have finished with those other features. This message is only displayed once in a Word session.
7	Press **OK** to dismiss the message.	

Step	Action	What to expect and other comments
8	Press *Anonymise*.	The definitions in the document are replaced by their abbreviations, which are ***Bold, Italic, and Underlined***: Formatting abbreviations like this makes them stand out in the document. It can also be used to selectively process abbreviations, as we will see in the next few steps.
9	Press *Tools > Glossary > Anonymisation and Review*.	The **Anonymisation and Review** form is displayed.
10	Don't change anything. Press the *Personalise* button.	The document is personalised.
11	Press *Tools > Glossary > Anonymisation and Review*.	The **Anonymisation and Review** form is displayed.
12	Un-tick the **Use formatting** box. Press the *Anonymise* button.	The document is anonymised without any formatting being applied.
13	Press *Tools > Glossary > Anonymisation and Review*.	The **Anonymisation and Review** form is displayed.

Step	Action	What to expect and other comments	
14	Tick the **Use formatting** box Press the *Personalise* button.	Chronolator Message ✕ **Nothing to personalise** The selected abbreviations are not used in the text with the specified formatting. Message Reference Number 7033 More information may be found in the Messages section of the manuals. Version 3.4 OK	**Message 7033** is displayed. Because there are no abbreviations in the document which are ***Bold, Italic, and Underlined***, no changes are made.
15	Press *OK*.	No changes have been made to the document.	
16	Press *Tools > Glossary > Anonymisation and Review*.	The **Anonymisation and Review** form is displayed.	
17	Experiment with different combinations of the buttons and boxes on the form.	To see the results, close the form with the *Close* button in the bottom right hand corner. If you want to re-open it, press *Tools > Glossary > Anonymisation and Review*.	
18	Close *SampleCompositeChronologyHealth* without saving changes.		

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

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

💡 Remember also that the more complex the work you do, the harder it might be to recreate it if needed, and the harder it might be for someone else to understand the results. Keep it simple!
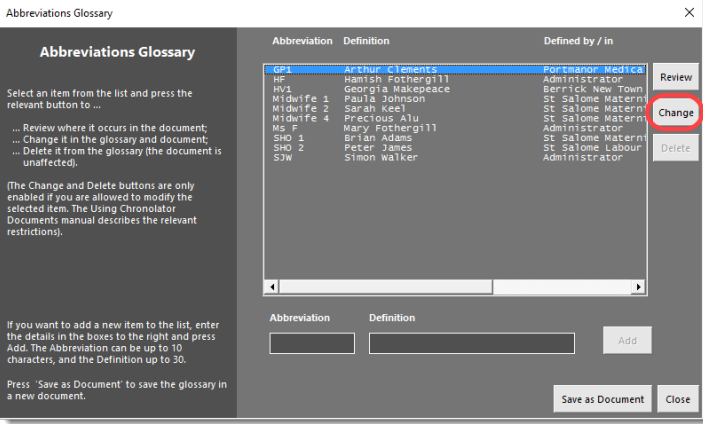
EXERCISE 10 - UPDATING THE ABBREVIATIONS GLOSSARY

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

You can use the *Tools > Glossary > Edit* tool to change a user-defined Glossary entry. Chronolator updates the glossary and makes any required changes in the document.
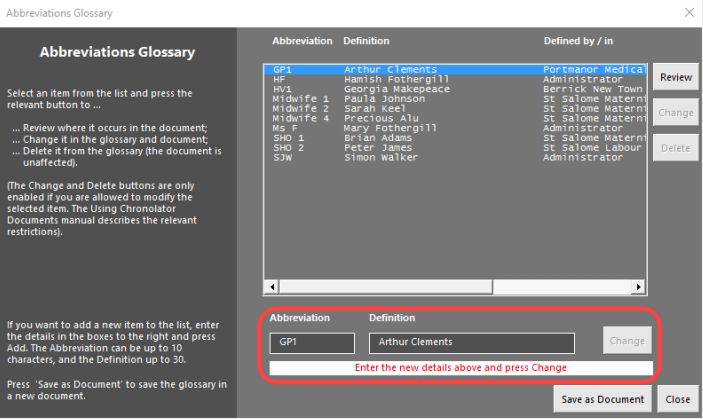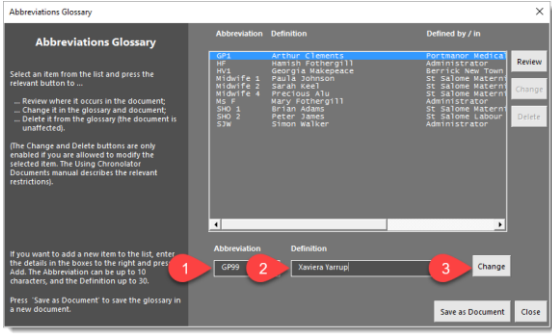
Step	Action	What to expect and other comments
1	Read *The Chronolator Toolbar* on page 16, and *About the Exercises* on page 17 if you have not already done so.	
2	Open *SampleCompositeChronologyHealth*.	
3	Type *Arthur Clements* in the **Family Contact - Child** column in the first event so that it is as shown to the right.	

Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Com exte
06 Oct 2012	03:30	Portmanor Medical Centre > GP records	Arthur Clements	Mother seen by GP1. Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's	

Step	Action	What to expect and other comments
4	Press *Tools > Glossary > Edit*:	The **Abbreviations Glossary** form is displayed showing the abbreviations in the document and their definitions: The **Defined by / in** column shows where an abbreviation has been defined. 💡 You cannot change abbreviations defined by Administrator except in a Composite Chronology created by the Administrator.
5	Click **GP1 / Arthur Clements.**	The *Change* button is enabled.

Step	Action		What to expect and other comments
6	Press *Change*.		The current abbreviation and definition appear in the boxes near the bottom of the form, with a message inviting you to change them:
7	Type *GP99* and *Xaviera Yarrup* and press the *Change* button next to them:		The Glossary is updated. 💡 In this exercise you changed both the Abbreviation and the Definition, but you can choose just to do either one.

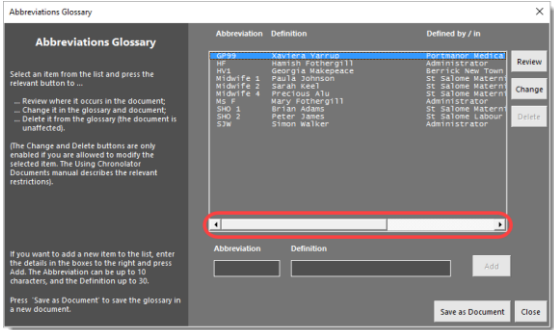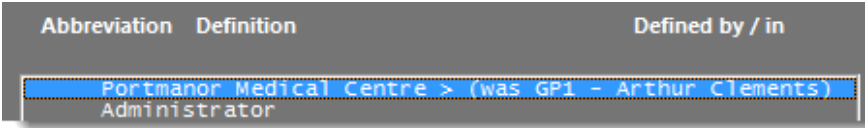| Step	Action	What to expect and other comments
8	Use the horizontal scroll bar at the bottom of the list to scroll it to the right.	The original entry is still there, so you can always find it in the document in which it was first defined. ⚠️ If you are using this feature to anonymise a document, remember not to publish it without first using the *Publish > Exact Copy* tool to produce a copy without any Chronolator code, and hence without the ability to reveal the abbreviations.
9	Press the *Close* button in the bottom right hand corner of the form.	Notice that **GP1** and **Arthur Clements** have changed to **GP99** and **Xaviera Yarrup** respectively: | Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Com exte
------	------	------	------	------	------	------
06 Oct 2012	03:30	Portmanor Medical Centre > GP records	Xaviera Yarrup	Mother seen by GP99. Pregnant. ?date of LMP.	GP99 completes ante-natal referral to St Salome's		
10	Close *SampleCompositeChronologyHealth* without saving changes.	

In this exercise, you have learned:

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

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

Exercise 11 - Navigating a document and extracting events using the Abbreviations Glossary on page 75 illustrates how you can browse a document using the **Abbreviations Glossary** and produce a summary document containing only the events pertaining to selected glossary entries.
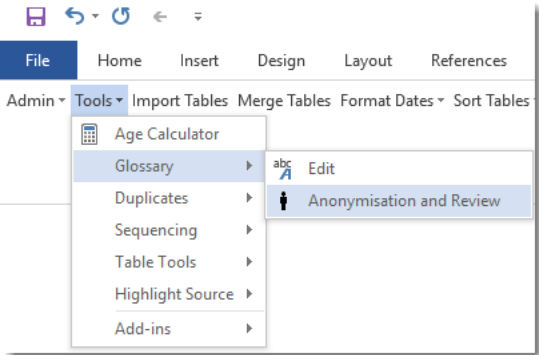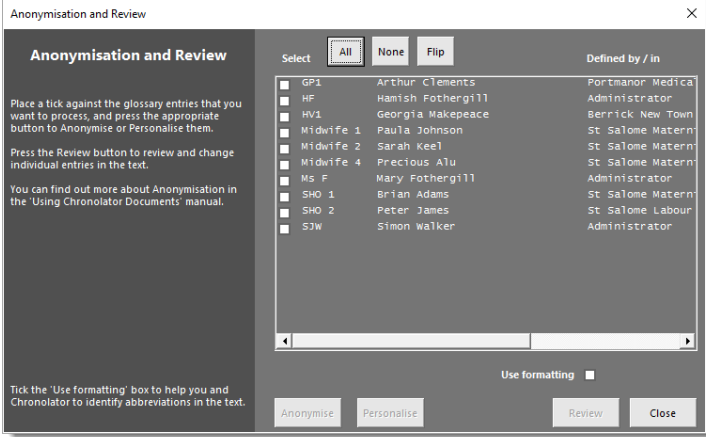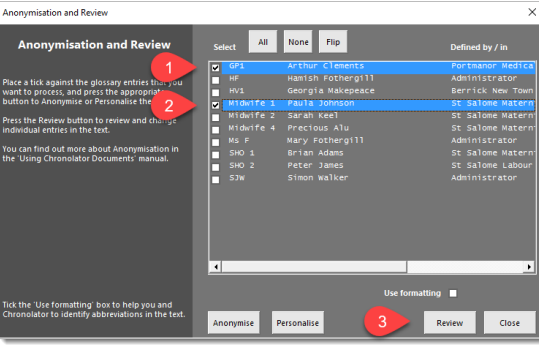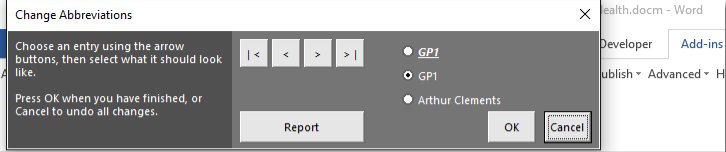
EXERCISE 11 - NAVIGATING A DOCUMENT AND EXTRACTING EVENTS USING THE ABBREVIATIONS GLOSSARY

When your chronology contains an Abbreviations Glossary, you can quickly navigate between individual glossary entries in the document. You can also produce extracts containing just the events pertaining to those entries.
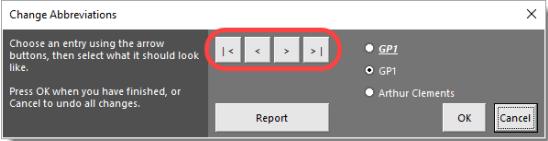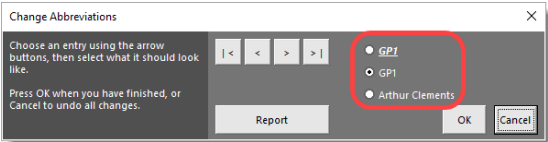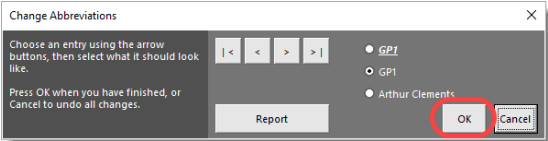
If you are interested in just one abbreviation, you can use the *Tools > Glossary > Edit* tool. In the following exercise, we use *Tools > Glossary > Anonymisation and Review*, as it lets us process more than one abbreviation at a time.

Step	Action	What to expect and other comments
1	Read *The Chronolator Toolbar* on page 16, and *About the Exercises* on page 17 if you have not already done so.	
2	Open *SampleCompositeChronologyHealth*.	
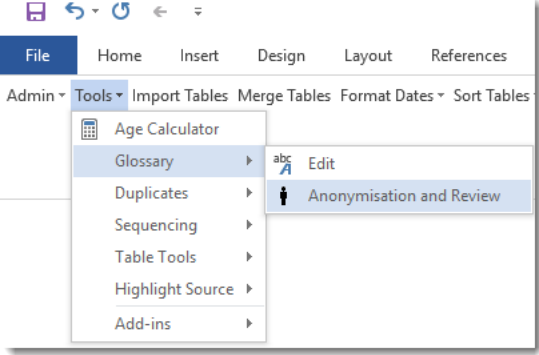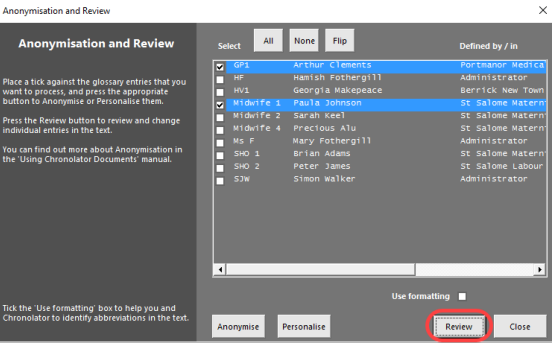
Step	Action	What to expect and other comments
3	Press *Tools > Glossary > Anonymisation and Review*: 	The **Anonymisation and Review** form is displayed showing the abbreviations in the document and their definitions.
4	Tick **GP1** and **Midwife1** and then press the *Review* button: 	The **Change Abbreviations** form is displayed, and occurrences of **GP1** and **Midwife 1** are highlighted in the document: The active occurrence (the one where the cursor is placed) is highlighted like this, and the others like this.

Step	Action	What to expect and other comments
5	Use the buttons in the form to scroll among the occurrences of **GP1** and **Midwife 1:**	The active occurrence is highlighted like this.
6	Experiment with the radio buttons:	The text of the active occurrence changes to whatever you select. 💡 You might want to do this to selectively anonymise or personalise a particular occurrence.
7	Press *OK*.	The form closes. Highlights are removed. Any changes you have made are kept. 💡 If you did not want to keep the changes, you would press *Cancel*.

You have seen how to navigate among the glossary entries. In the next part of this exercise, you will see how to produce a new document containing just the events pertaining to those entries.

Step	Action	What to expect and other comments
8	Press *Tools > Glossary > Anonymisation and Review*:	The **Anonymisation and Review** form opens with your previous selections.
9	Press the *Review* button:	The **Change Abbreviations** form is displayed, and occurrences of **GP1** and **Midwife 1** are highlighted in the document as before, as are their respective names if you changed any of the entries to them earlier.

Step	Action	What to expect and other comments
10	Press the *Report* button: *(Change Abbreviations dialog: "Choose an entry using the arrow buttons, then select what it should look like. Press OK when you have finished, or Cancel to undo all changes." with navigation buttons, Report, OK, Cancel and options GP1, GP1, Arthur Clements)*	A new document opens, containing only those events which involve **GP1** and **Midwife 1** and their respective names: Summary of selected abbreviations in C:\Users_____\Desktop\Samples\Sample GP1 (3 occurrences) Arthur Clements (0 occurrences) Midwife 1 (1 occurrence) Paula Johnson (1 occurrence) *** The counts above are subject to technical limitations which mean they might not exactly match the t[...] Documents' manual for more information.

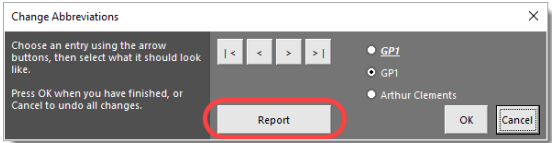| Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's
03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Paula Johnson. No concerns.	
12 Jan 2013	22:00	St Salome Maternity Unit > Antenatal records ref 0311		Routine antenatal visit by Midwife 1. No concerns noted.	

Step	Action	What to expect and other comments
11	Close the new document and ***SampleCompositeChronologyHealth*** without saving changes.	

In this exercise, you have learned:

- how you can use the entries in the **Abbreviations Glossary** to navigate the document;
- how to produce a report about selected entries.
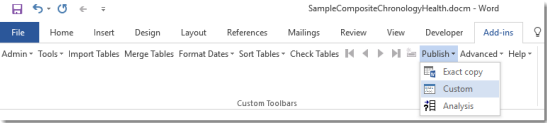
Exercise 10 - Updating the Abbreviations Glossary on page 70 illustrates how you can change entries in the **Abbreviations Glossary** and any associated text in the document.

EXERCISE 12 - MAKING A NARRATIVE VERSION OF THE CHRONOLOGY TABLE

Although tables are a good way to put a chronology together, they can be unwieldy to read, particularly when a single event has a lot of text in one column that spans several pages.
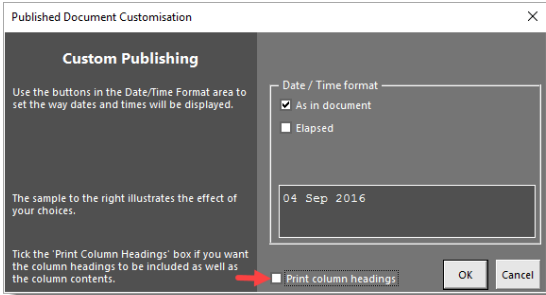
Chronolator can convert a chronology table to a number of narrative formats, some of which include the time that has elapsed since the start of the chronology.

Step	Action	What to expect
1	Read *The Chronolator Toolbar* on page 16, and *About the Exercises* on page 17 if you have not already done so.	
2	Open ***SampleCompositeChronologyHealth***.	
3	Press ***Publish > Custom*** :	The **Published Document Customisation** form opens. You can use this form to change how the table headings are displayed. We will just use the defaults for now.

Step	Action	What to expect
4	Press **OK**.	A new document is produced containing a narrative version of the chronology table. The standard Word **Save As** dialog is displayed.
5	Save the document in a convenient place.	
6	Look at the way the first event appears:	In the original chronology table: In the narrative: ● The main heading shows the **Date and Time** of the event as written in the table; ● The next one is the **Source of Information**; ● The following ones include only those table columns in which there was information. In the next few steps we shall see how to customise these headings.
7	Close the narrative document.	

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

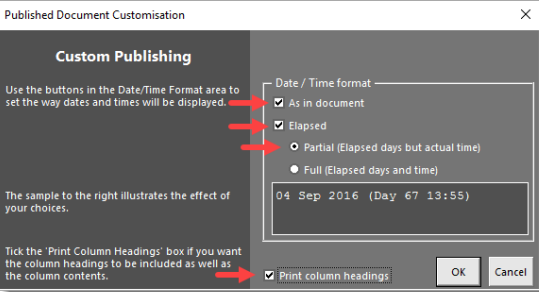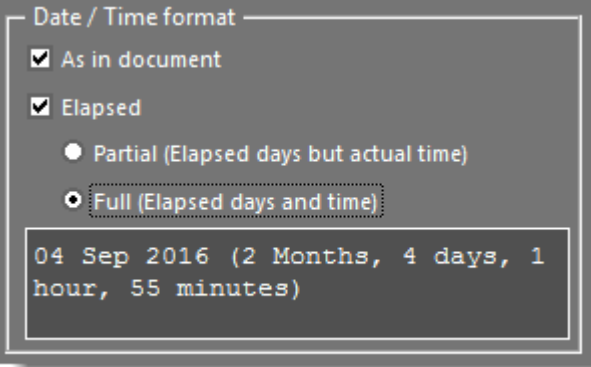| Step	Action	What to expect
12	Switch back to **SampleCompositeChronologyHealth** and press *Publish > Custom*. Set the form as follows: Ⓒ Tick **As in document;** Ⓒ Tick **Elapsed;** Ⓒ Select **Partial;** Ⓒ Tick **Print Column Headings.** Press *OK*.	A new document is produced containing a narrative version of the chronology table. The standard Word **Save As** dialog is displayed.
13	Save the document in a convenient place.	Overwrite the earlier narrative document if you want to.

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

Step	Action	What to expect
16	Switch back to ***SampleCompositeChronologyHealth*** and press *Publish > Custom*. Set the form as follows: - Tick **As in document;** - Tick **Elapsed;** - Select **Full;** - Tick **Print Column Headings.**	Notice that as you choose different options, their effect is illustrated in the box underneath them: Date / Time format ☑ As in document ☑ Elapsed ○ Partial (Elapsed days but actual time) ◉ Full (Elapsed days and time) `04 Sep 2016 (2 Months, 4 days, 1 hour, 55 minutes)`
17	Press *OK*.	A new document is produced containing a narrative version of the chronology table. The standard Word **Save As** dialog is displayed.
18	Save the document in a convenient place.	Overwrite the earlier narrative document if you want to.

Step	Action	What to expect	
19	Look at the way the first two events appear in the narrative:	06 Oct 2012 03:30 (Start of Chronology) Portmanor Medical Centre > GP records Family Contact - Adult Mother seen by GP1. Pregnant. ?date of LMP. Communication - within agency GP1 completes ante-natal referral to St Salome's Comments Slightly late notification but no concerns 03 Nov 2012 10:45 (28 days, 7 hours, 15 minutes) St Salome Maternity Unit > Antenatal records ref 0311 Family Contact - Adult New booking visit by Midwife 1. No concerns. Response or Outcome Further appointments booked	The **Elapsed Full** option displays exactly how long it has been since the first event instead of the time it happened.
20	Close ***SampleCompositeChronologyHealth*** without saving changes.		

In this exercise, you have seen that:

- you can translate a tabular chronology into a variety of narrative formats, which can be easier to read and often take fewer pages;
- some formats include information about the interval between the start of the chronology and each event;
- the narrative is produced in a separate document, leaving your original chronology unchanged.

5   CONCLUSION

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

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

Visit the Chronolator web site *www.chronolator.co.uk* to see:

- video demonstrations;
- FAQs about:
    - installing Chronolator, and what are its pre-requisites (pretty much just Microsoft Word);
    - general usage;
    - known problems;
- information about how to get a licence;
- information about how to report problems.

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

- a complete working version of Chronolator;
- the Sample documents used in the above exercises;
- the Chronolator Challenge, illustrating the speed with which Chronolator can merge and format chronology tables;
- the Chronolator documentation, including that for historical versions.