# What this challenge is about

This document demonstrates Chronolator’s Merge, Sort, and Format features, and will show you how much time it can save you compared to performing these tasks manually.

Chronolator incorporates many other features designed to help produce chronologies. These are described on our web site, [www.chronolator.co.uk](http://www.chronolator.co.uk/).

# How does it work?

At the end of this document are four tables, each with four rows. They have a variety of column widths and date formats, such as you might obtain if you received the tables from four different agencies, some of whose Word table skills were not too good.

The idea is for you to try to put all four into a single, consistently presented table in date order. See how long it takes you, and then see how much time you save by using the Chronolator toolbar to do it automatically.

# How do I take the challenge?

1. Merge, sort and format the tables ‘manually’, using only Word’s standard features. Notice how long it takes.
2. To ensure a fair comparison, close the document without saving your changes, and then re-open it.
3. Press the **Merge Tables** button on the Chronolator toolbar which appears on the Add-ins tab of the Ribbon, or just underneath your usual toolbars if you are using Word 2003 or earlier.

The last three tables will be deleted, their contents having been added to the end of the first. Notice that all the column widths have been fixed, but that the dates are still in their original order as entered by the agencies.

1. Press the **Format Dates** button to put the dates into a consistent format.
2. Press the **Sort Tables** button to put the rows into Date order.

(Non-UK customers please see the [notes](#Note for non-UK English Language customers) at the end of this document)

### A note about ‘macros’

When you opened this document, you might have been asked whether to ‘Run Macros’, or been told that macros have been disabled.

Chronolator works by using macros; if you have disabled them, please enable them and then close and reopen this document.

You can find out how to enable macros from Word’s Help system; search for ‘*macro security’*. If you are connected to the Internet, you can see an animated tutorial about it by clicking [here](https://www.chronolator.co.uk/tutorials/quickstart01-chronology-recipient/index.htm).

### If the Chronolator Toolbar does not appear

If you have followed the instructions in ‘A note about macros’ above, please check whether the demo has opened in a Web browser instead of in Word. If so, save the document on your computer before opening it.

# Table 1– Social Services Chronology

| Date | Source of Information | Family Contact - Child | Family Contact - Adult | Communication - within agency | Communication - external to agency | Response or Outcome | Comments |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 12 3 04 | Social Services > SSD Duty Team log |  |  |  | Police call to say they have received reports of a fight outside SJW’s house |  |  |
| 14 3 04 | Social Services > SSD Duty Team log |  |  |  | 5 pm. Neighbour Mrs B rings SSD. She can hear fighting next door and a baby crying |  |  |
| 14 3 04 | Social Services > SSD Duty Team log |  |  | 5.40 pm. Duty social worker logs phone call from Neighbour Mrs B. |  | SSD no action now. Discuss at team meeting tomorrow. |  |
| 15 3 04 | Social Services > Emergency team social worker |  | 03.00. Arrived at A&E to interview mother and consult with paediatrician. |  |  |  |  |

# Table 2– St Salome Maternity Unit Chronology

| Date | Source of Information | Family Contact - Child | Family Contact – Adult | Communication - within agency | Communication - external to agency | Response or Outcome | Comments |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 November 2003 | St Salome Maternity Unit > Antenatal records no 1234 |  | New booking visit by midwife 1. No concerns. |  |  | Further appointments booked |  |
| 12 January 2004 | St Salome Maternity Unit > Antenatal records no 2784 |  | Routine antenatal visit by midwife 1. No concerns noted. |  |  |  |  |
| 10 February 2004 | St Salome Maternity Unit > Antenatal records no 3984 |  | Routine antenatal visit by midwife 2. No concerns. |  |  |  | Post-incident interview for review |
| 01 March 2004 | St Salome Maternity Unit > Labour ward records 3256 | New birth. Paediatric examination 10.45 by SHO paediatrician. Normal. | Arrived in labour by 3.30 pm. Progressed to normal delivery by midwife 3 at 10pm. Transferred to postnatal ward @ 11pm. |  |  | Ms F stated she did not wish to be disturbed and if her partner arrives he is to be asked to come back in the morning | ? where is this recorded? Recollection by Health Care Assistant Labour Ward |

# Table 3 – Berrickshire Police Chronology

| Date | Source of Information | Family Contact - Child | Family Contact - Adult | | Communication - within agency | Communication - external to agency | | Response or Outcome | | Comments |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 15 03 04 | Berrickshire Police > CPT Records |  |  | |  | 02.10 Received phone call from St Salome’s A&E. Baby SJW died from suspicious injuries also, suspected assault on mother. | | Action to attend incident at St Salome A&E dept. | |  |
| 15 03 04 | Berrickshire Police > CPT Records |  |  |  | | 02.20 Left message with Community Safety Officers at Berrick New Town Police Station CSU. ? case known to them. | | |  |  |
| 15 03 04 | Berrickshire Police > CPT Records |  | 03.00. Arrived at A&E to interview mother and consult with paediatrician. | |  |  | |  | |  |
| 16.03.04 | Berrickshire Police > CPT Records |  |  | | Team meeting to discuss previous night’s events | |  |  | | Formal review arranged for 19.03.04 | |

# Table 4 – St Salome Community Midwifery Unit Chronology

| Date | Source of Information | Family Contact - Child | Family Contact - Adult | | Communication - within agency | Communication - external to agency | Response or Outcome | Comments |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 13/12/2003 | St Salome Community Midwifery Unit > Team records 8537 |  | Routine ante-natal visit |  | |  |  | No problems |
| 20/2/2004 | St Salome Community Midwifery Unit > Team records 1078 |  | Routine ante-natal visit |  | |  |  | No problems |
| 27/2/2004 | St Salome Community Midwifery Unit > Team records 1209 |  | Routine ante-natal visit |  | |  |  | No problems |
| 4/3/2004 | St Salome Community Midwifery Unit > Team records 1542 |  | 14.30 Ms F notifies Community Midwife by telephone. Going to Calais to stay with her mother. Coming back on 14.03.04. | |  |  |  |  |

# Note for non-UK English Language customers

The dates in this demonstration have been entered in shorthand formats commonly used in the UK. When Chronolator formats and sorts them, they will be treated as if they had been entered in your local shorthand formats. The result will be that although the dates are in order, the ‘story’ presented by the chronology is out of sequence.

For example, ’16.03.04’ at the end of Table 3 would be taken to mean 16th March 2004 in the UK. However, if you process this document in the US, Word will interpret it as being 4th March 2016. Similarly, '4/3/2004' at the end of Table 4 would be taken to mean 4h March 2004 in the UK but 3rd April 2004 In the US.

Of course, no such problem will occur when you use Chronolator from scratch with your own local date formats.

# Note for non-English Language customers

Support for all European language date formats is included in Chronolator Version 3.3 and later versions.