

# Chronolator 4.0 – Guidance for NEW version

Chronolator 4.0 is a special text document which has been produced using Chronolator, the Chronology Tool.

The first thing you should do is **SAVE the chronology template sent to you in a suitable place on your computer or network**. Please note you will be unable to OPEN a JSON file as this is only readable by the Chronolator software.

When you have done so, you can start to update it using the Chronolator Data Entry tool at [tools.chronolator.com/enter](https://tools.chronolator.com/enter). It is important to note that only the software resides on the web. Your chronologies stay on your computer, completely under your control. Their confidentiality is not compromised.

The tool has three main tabs:

- **Get started** - this is where you can open the file
- **Update** - add or update events here
- **Finish** - use this tab to save your work

There is also a **Settings** tab, and a **Help** one which explains most things about the tool and has a link to further Help should you need it.

## ENTERING EVENTS

You can enter events as the records come to hand, and use the **Sort** button on the Chronolator toolbar to put them in date order.

You can enter dates and times as they appear on the original records, and use the **Format** button to put them into a consistent format.

## ERROR CHECKING

Chronolator will check that any event you enter has all the required information, and will not allow you to save it if it does not.

If you want to check that events are in chronological order, use the Check button on the toolbar.

## RETURNING THE DOCUMENT

When you have finished, please save the file as a JSON using the middle button on the **Finish** tab. Please note you will be unable to OPEN the JSON file as this is only readable by the Chronolator software. However, you will be able to right click on the file, rename and return back in an email to [DHR@essex.gov.uk](mailto:DHR@essex.gov.uk).