

Chronolator Guidance

Please note the document **WILL NOT OPEN** please read the guidance below.

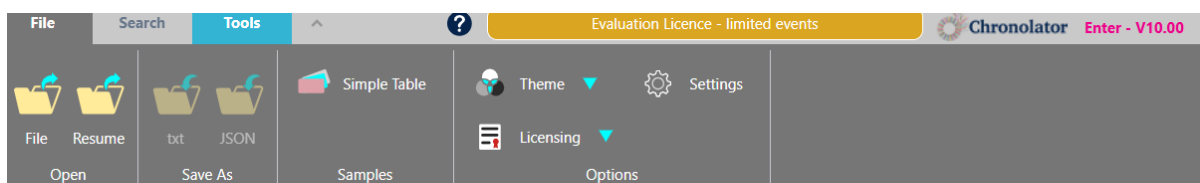
Please **SAVE** the chronology template sent to you during scoping in a suitable place on your computer or network. These are either JSON or TXT and will be named Official Sensitive with the name of the review within the title.

Please note you will be unable to **OPEN** a JSON/TXT file as this is only readable by the **Chronolator software**. This is why it will be labelled **WILL NOT OPEN**.

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.

When you have completed the above steps, you can start to update the chronolator with the Chronolator Data Entry tool by clicking on this link
<https://tools.chronolator.com/enter/index.htm>.

This should open on the following page. You will see the top ribbon says evaluation Licence. This is the general page, and you will need to open the relevant chronology **by opening your saved file**.

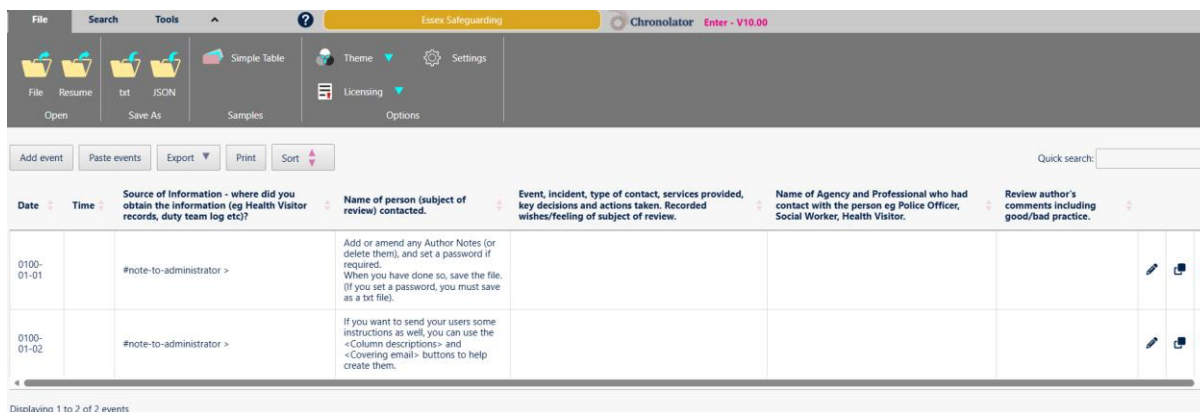


Step 1.

Click on **file** and choose the JSON or TXT sent out with your scoping documents. These are individual to the case. **Please do not use old versions saved.**

Step 2.

Once you have chosen the correct JSON or TXT file relevant to the case, the chronolator will open to the **Essex Safeguarding Ribbon** with examples showing.



Step 3.

ADD ENTRIES

Press **Add Event** to add all your new entries. V0.10 now allows you to add, edit and delete entries by using the icons to the right-hand side.

Please remember to **click the >** after each entry to ensure your entry is added. You will then click the add entry to begin your second entry. You will be able to check this by the line at the bottom which is highlighted below. Now showing 3 entries.

File Search Tools ? Essex Safeguarding Chronolator Enter - V10.00

File Resume txt JSON Open Save As Samples Simple Table Theme Settings Licensing Options

Add event Paste events Export Print Sort Quick search:

Date	Time	Source of Information - where did you obtain the information (eg Health Visitor records, duty team log etc)?	Name of person (subject of review) contacted.	Event, incident, type of contact, services provided, key decisions and actions taken. Recorded wishes/feeling of subject of review.	Name of Agency and Professional who had contact with the person eg Police Officer, Social Worker, Health Visitor.	Review author's comments including good/bad practice.
0100-01-01		#note-to-administrator >	Add or amend any Author Notes (or delete them), and set a password if required. When you have done so, save the file. (If you set a password, you must save as a txt file).			
0100-01-02		#note-to-administrator >	If you want to send your users some instructions as well, you can use the <Column descriptions> and <Covering email> buttons to help create them.			

File Search Tools ? Essex Safeguarding Chronolator Enter - V10.00

File Resume txt JSON Open Save As Samples Simple Table Theme Settings Licensing Options

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17.8.2026	10:00	SETDAB Officer >	Joe Bloggs	Information relevant to the case	Name of Agency- do not use third party Information.	Details of good and bad practice outlined.

Displaying 1 to 3 of 3 events

You can close and come back to this work using the resume button.

File Search Tools ? Essex Safeguarding Chronolator Enter - V10.00

File Resume txt JSON Open Save As Samples Simple Table Theme Settings Licensing Options

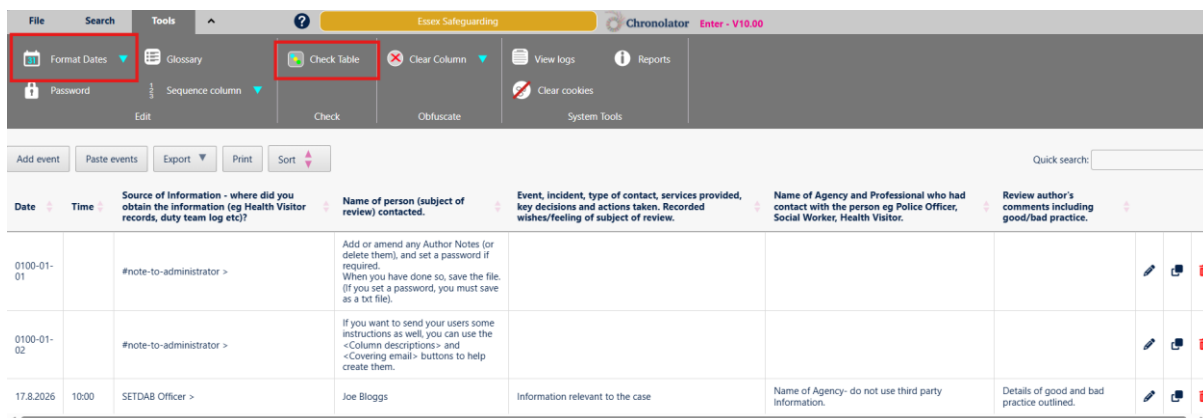
Add event Paste events Export Print Sort Quick search:

Date	Time	Source of Information - where did you obtain the information (eg Health Visitor records, duty team log etc)?	Name of person (subject of review) contacted.	Event, incident, type of contact, services provided, key decisions and actions taken. Recorded wishes/feeling of subject of review.	Name of Agency and Professional who had contact with the person eg Police Officer, Social Worker, Health Visitor.	Review author's comments including good/bad practice.
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Displaying 1 to 3 of 3 events



You can now use the interface to edit and duplicate. Duplicate will be very useful for agencies that have multiple entries. If for example the IDVA service has made 5 calls and there were multiple small interactions, the initial entry can be added and then duplicated 5 times so the agency/date/names person remains the same, but the Incident column can be edited.



ENTER AND FORMAT OPTIONS

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

There is also a Settings and a Help tab one which provides guidance about the tool and has a further link for Help should you need it.

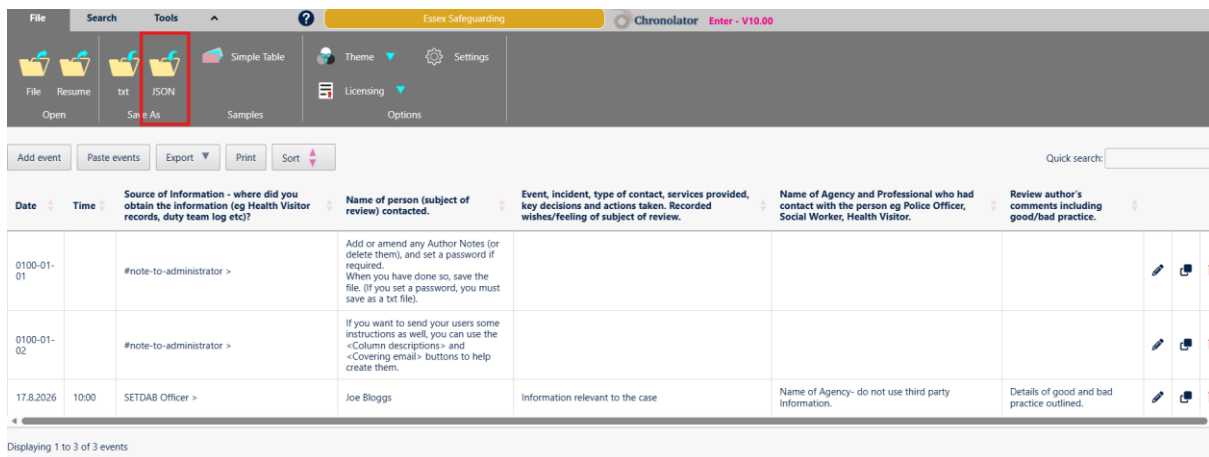
The Chronolator will check that any event you enter has all the required information and will not allow you to save it if it does not.

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

Step 4.

RETURNING THE DOCUMENT

When you have finished and happy with your entries, please save the completed file by clicking the JSON on the Finish tab.



Please note you will still be unable to OPEN the JSON file as this is only readable by the Chronolator software. This will open a new JSON file to your downloads file which you will rename and save with your agency's details. This will be the JSON file that you can go back to to add information or return back in an email to DHR@essex.gov.uk.



Please remember you will now have two JSON / TXT files. The original empty version that all agencies have and the completed version you have re-named. To access your information and update anything you can open the completed version from your file.

There is also video guidance you can watch or please get in touch and we can set up a meeting to show you via Teams.