

This document summarises the changes made between ChronoLator Versions 1.3 and 2.0.

## 1 HIGHLIGHTS

- The Online Workbench now includes a Wizard to help produce new Internal Chronology documents. The Wizard simplifies the process in several ways: for example, you can model a new chronology on an existing one, and changing the order of columns is much easier.
- ChronoLator Documents include a number of new features:
  - they can include a Glossary of Abbreviations. A column can be designated which can only include abbreviations which are defined in the Glossary;
  - duplicate rows can be highlighted or deleted, making it much easier to incorporate updates to agency chronologies which have already been imported into Composite Chronologies;
  - a handy Age and Interval calculator is included on the Toolbar.
- Animated Tutorials demonstrate the principal features of the product.

## 2 DETAILS

### 2.1 Documentation changes

The *Administrator's Guide and Reference* is now called *Setting Up ChronoLator Documents*.

The *Document User's Guide* is now called *Using ChronoLator Documents*.

All information about producing Composite Chronologies is now in *Using ChronoLator Documents*.

All documents have been updated to include information about Word 2007, which has a markedly different user interface from previous versions.

### 2.2 Creating a new Internal Chronology

#### 2.2.1 Improved logic flow

In previous versions of the Online Workbench, the first step in creating an Internal Chronology was to decide where to save it. You then had to switch to the new Internal Chronology to set up the Case Details.

In Version 2.0, when you press the New Internal Chronology button the Case Details Wizard is displayed. You use it to define the settings for the new ChronoLator Document, which you save when you are satisfied with them.

#### 2.2.2 Case Details Wizard

The Case Details Wizard in the Online Workbench replaces the previous single panel interface in a new Internal Chronology. It provides a number of convenient features, such as:

- modelling a new document on a previous one;
- a simplified way to reorder headings;
- the ability to look through the Online Workbench for information in the background while the wizard is displayed.

### 2.2.3 Document preamble

ChronoLator now writes a section in the document preamble describing how each column has been set up – what sort of data it can contain, whether it must always be completed and so on. This also provides a useful starting point for the Case Review Administrator to document any particular data needs.

### 2.2.4 Chronology table

Mandatory columns are no longer filled with the text 'This column must always be filled'. This information is now presented in the document preamble, and is also available in the new Document Internals Report (*Admin > Show Document Details*).

## 2.3 Creating a blank Composite Chronology

### 2.3.1 From the Online Workbench

There are no changes to the process of creating a new Composite Chronology in the Online Workbench.

### 2.3.2 From an Internal Chronology

The Import / Merge / Publish buttons on the Admin dropdown have been replaced by a 'New Composite Chronology' button, which creates a blank Composite Chronology. Local Administrators no longer have to find or create a blank Internal Chronology as a starting point.

### 2.3.3 All Composite Chronologies are the same except for their Licence

Composite Chronologies created from the Online Workbench and from Internal Chronologies have identical toolbars and work in exactly the same way.

The only difference between them is their Licence Period. Those produced from the Online Workbench are licensed for the same period as the Online Workbench, while those produced from an Internal Chronology are licensed for the same period as that Internal Chronology.

## 2.4 Assembling a Composite Chronology

The process remains the same, but as mentioned above all documentation about producing Composite Chronologies has moved to the [Using ChronoLator Documents](#) manual.

## 2.5 Duplicate row processing

Duplicated rows in ChronoLator Documents can be highlighted or deleted.

This feature is particularly useful if an updated version of a chronology that has already been imported is received. The new version can be imported and then any duplicate rows can easily be removed, thus saving the need to manually identify any new rows.

Another likely use is to delete duplicates which arise from inadvertently importing the same document twice, which has been known to happen when a case drags on for some time.

## 2.6 Error explanations

ChronoLator continues to highlight errors as before. In addition to highlighting, explanations of individual errors are now provided in two ways:

- hovering the mouse over a highlight displays the error in a Word 'Screen Tip';
- a complete list of errors is written at the end of the document. If there are no errors, this error section is deleted.

## 2.7 Document internals report

The internal criteria of a document (its column headings and their purpose and 'Must Fill' status, abbreviations and so on) can be seen by pressing the *Admin > Show Document Details* button. The resulting report can easily be saved as another document.

## 2.8 Glossaries of abbreviations

ChronoLator Documents can contain two Glossaries of Abbreviations. The first can be set up by the Case Review Administrator when creating a document, while the second is set up by document users. Document users cannot amend the Administrator's Glossary.

The Glossaries can be used simply as aide-memoires, or the Case Review Administrator can specify a special column in the document which ChronoLator checks contains only defined abbreviations.

## 2.9 Age and Interval Calculator

A Age and Interval calculator is included in all ChronoLator Documents. The result of its calculation can easily be pasted into the body of the document.

## 2.10 Tutorials

A number of animated Tutorials have been created, covering the following subjects:

- Running Macros;
- Setting up Internal Chronologies with the ChronoLator Online Workbench;
- Using ChronoLator Documents;
- Merging ChronoLator Documents.

The tutorials are installed in the *Runtime > Tutorials* folder when you download the complete ChronoLator package, and are easily opened from the Help button on the Online Workbench ChronoLator toolbar. They are also available at [www.chronolator.co.uk/tutorials](http://www.chronolator.co.uk/tutorials) for recipients of ChronoLator Documents who have not downloaded the product. Updates and new tutorials might also be added to the web between releases.

## 2.11 Licensing

### 2.11.1 Single Case Licence

For those organisations which do not anticipate regular use of ChronoLator and who therefore do not require the flexibility provided by the Online Workbench, a Single Case Licence is now available. Single Case Licensees provide details of what they need to Berrick Computing Ltd, and are provided with a suitable ChronoLator Document.

### 2.11.2 Temporary Licence Extension

The ability to temporarily renew an expired Online Workbench licence has been withdrawn. It remains in all other ChronoLator Documents.