

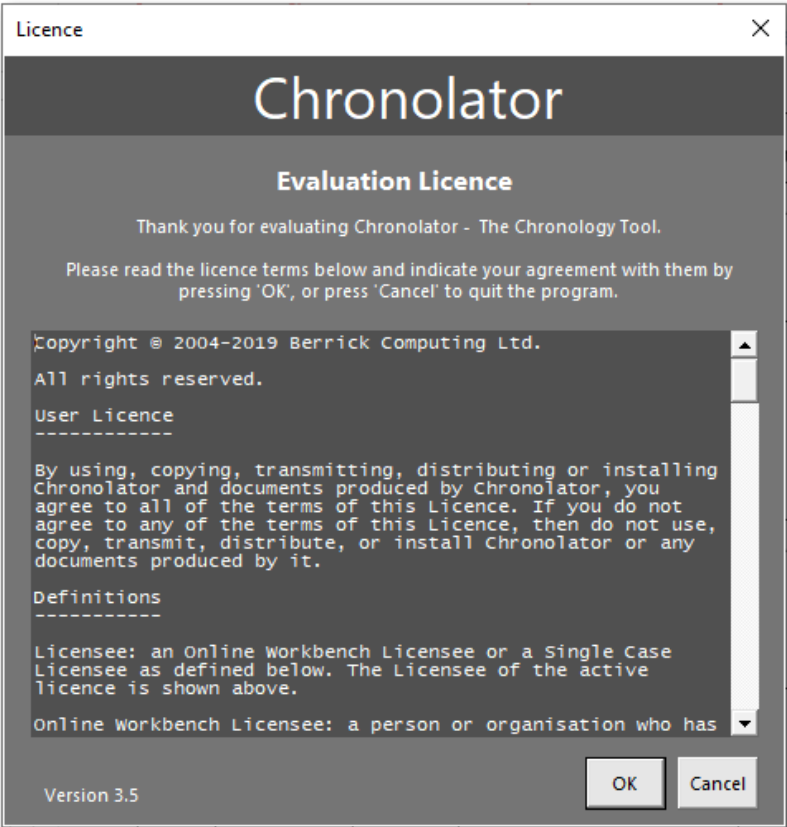


## ABOUT THIS DOCUMENT

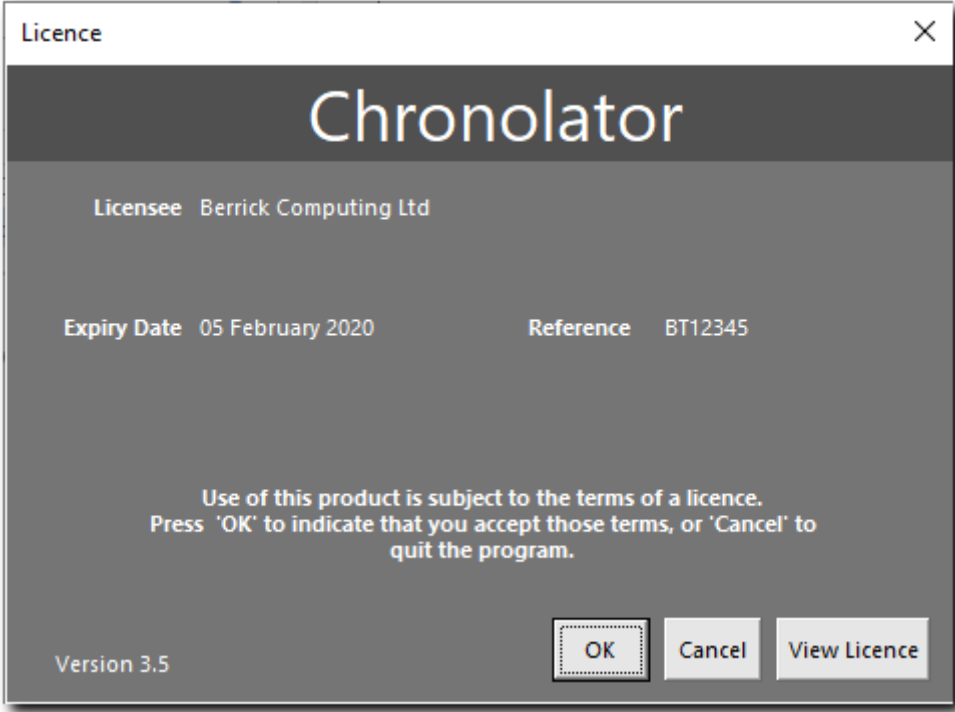
Applies to Chronolator Version	3.5
Document version	3.5.01
Purpose	After you have downloaded and unzipped Chronolator as described at <a href="http://www.chronolator.co.uk/downloads/download-complete.htm">www.chronolator.co.uk/downloads/download-complete.htm</a> you can use the procedure below to check the installation of the Chronolator Online Workbench.



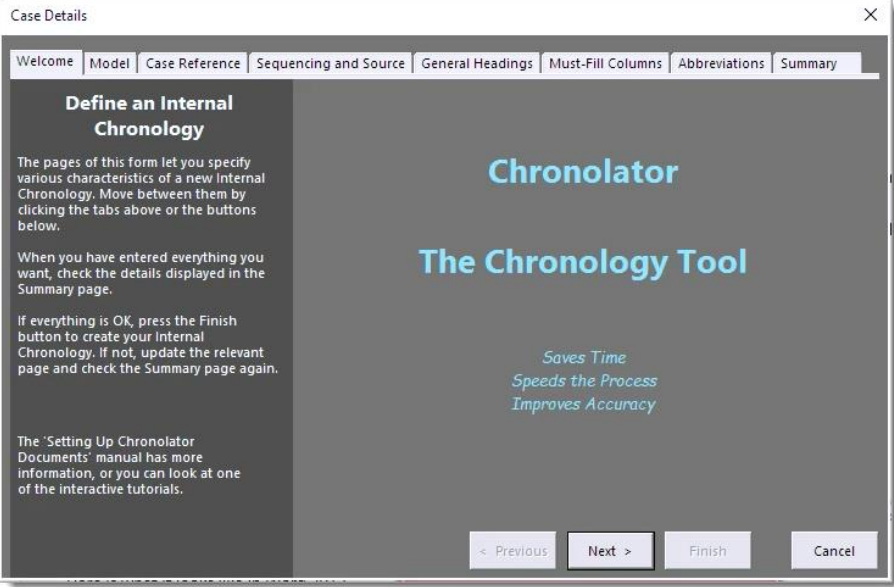
## VERIFYING CHRONOLATOR ONLINE WORKBENCH INSTALLATION

Action	Expect
<p>Go to the <b>ChronologySetup</b> folder and open <b>ChronolatorOnlineWorkbench.docm</b>, ensuring macros are enabled.</p>	<p>One of the displays below will show the status of your licence.</p>
<p>If you have not yet installed a licence in the <b>ChronologySetup</b> folder, or you have done but there is a problem with it, the Evaluation Licence will be displayed like this:</p>	

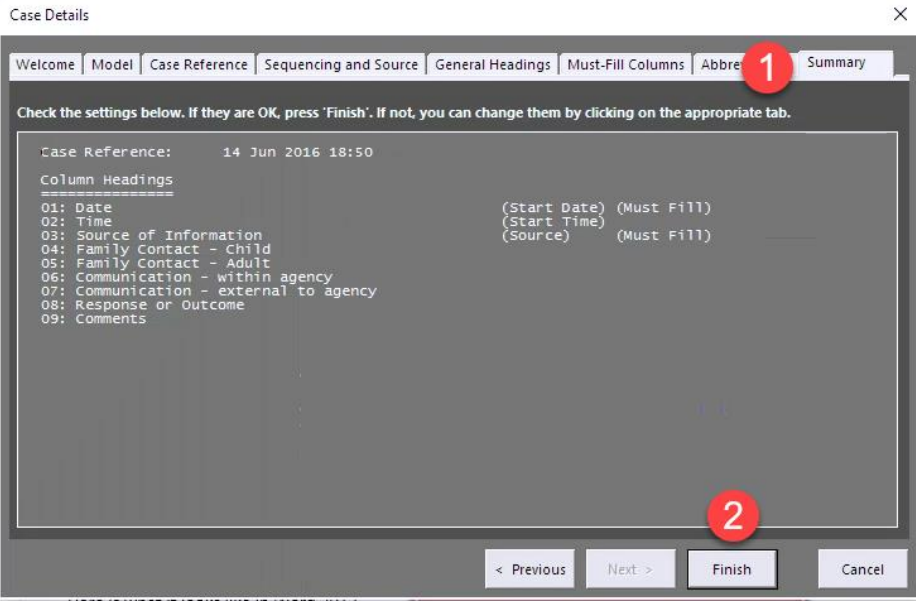


Action	Expect
<p>If you have correctly installed a Chronolator licence in the <b>ChronologySetup</b> folder, it will display the licensee, expiry date, and reference like this:</p>	
<p>Press <b>OK</b>.</p>	<p>The Online Workbench will open.</p>
<p>Check the Chronolator toolbar is present.</p>	<p>The location of the toolbar varies depending on your Word version. It is described in the Online Workbench text.</p>
<p>Press <b>New Internal Chronology</b> on the Chronolator toolbar</p>	<p>The Case Details wizard is displayed:</p>



Action	Expect
	



Action	Expect
Click on the <b>Summary</b> tab of the wizard and press <b>Finish</b>	 <p>Case Details</p> <p>Welcome   Model   Case Reference   Sequencing and Source   General Headings   Must-Fill Columns   Abbre   <b>Summary</b></p> <p>Check the settings below. If they are OK, press 'Finish'. If not, you can change them by clicking on the appropriate tab.</p> <p>Case Reference: 14 Jun 2016 18:50</p> <p>Column Headings</p> <pre>01: Date (Start Date) (Must Fill) 02: Time (Start Time) 03: Source of Information (Source) (Must Fill) 04: Family Contact - Child 05: Family Contact - Adult 06: Communication - within agency 07: Communication - external to agency 08: Response or Outcome 09: Comments</pre> <p>&lt; Previous Next &gt; <b>Finish</b> Cancel</p>
Choose a name and location and save the document.	A new document is created.
Close all documents.	This completes the Installation Verification Procedure.