

Chronology and History Reference Guide

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Introduction

This Quick Reference Guide will describe how to create Chronologies for an individual's record in LCS. This will involve the use of the **History** tab and the **Chronology** tab.

What is the difference between the History and Chronology tabs?

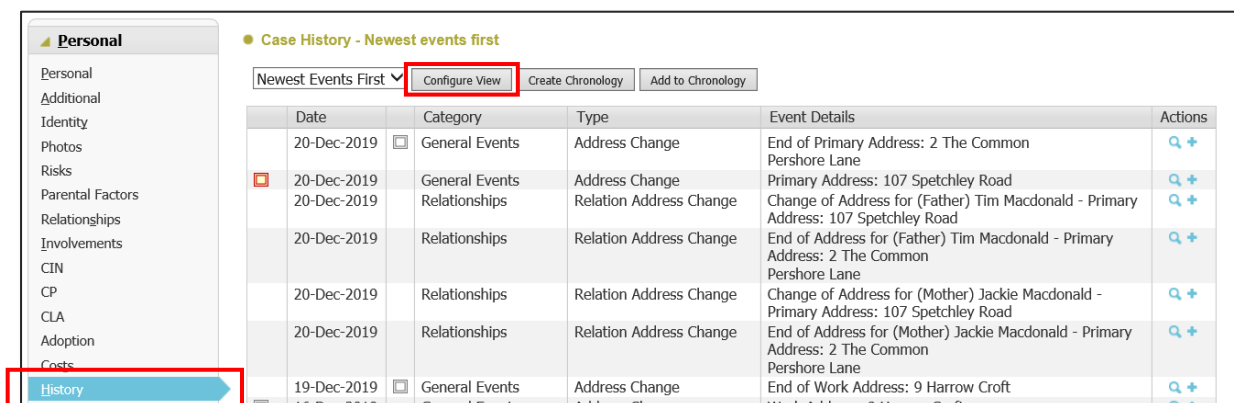
The History tab shows the **Case History** for an individual and are referred to as **events**. Whenever the individual's record is updated (e.g. adding case notes, starting forms, updating basic demographics etc), a new event will be recorded within the case history for the individual.

The **Chronology** shows a list of key/significant events that have taken place in an individual's life. The Chronology can be populated using events from the History tab or individual events can be manually added by the Case Worker.

The History Tab

Configuring Events in the History Tab

1. With the History tab selected, click on **Configure View**



The screenshot shows the LCS system interface. On the left, a sidebar lists various tabs: Personal, Additional, Identity, Photos, Risks, Parental Factors, Relationships, Involvements, CIN, CP, CLA, Adoption, Costs, and History. The History tab is highlighted with a red box and a blue arrow. The main area displays the 'Case History - Newest events first' section. At the top of this section, there is a dropdown menu set to 'Newest Events First', a 'Configure View' button (highlighted with a red box), and two other buttons: 'Create Chronology' and 'Add to Chronology'. Below this toolbar is a table of events.

Date	Category	Type	Event Details	Actions
20-Dec-2019	General Events	Address Change	End of Primary Address: 2 The Common Pershore Lane	🔍 +
20-Dec-2019	General Events	Address Change	Primary Address: 107 Spetchley Road	🔍 +
20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Father) Tim Macdonald - Primary Address: 107 Spetchley Road	🔍 +
20-Dec-2019	Relationships	Relation Address Change	End of Address for (Father) Tim Macdonald - Primary Address: 2 The Common Pershore Lane	🔍 +
20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Mother) Jackie Macdonald - Primary Address: 107 Spetchley Road	🔍 +
20-Dec-2019	Relationships	Relation Address Change	End of Address for (Mother) Jackie Macdonald - Primary Address: 2 The Common Pershore Lane	🔍 +
19-Dec-2019	General Events	Address Change	End of Work Address: 9 Harrow Croft	🔍 +
16-Dec-2019	General Events	Address Change	Work Address: 9 Harrow Croft	🔍 +

2. The following screen will show a list of all the **Event Types**

● Case History - Newest events first

[Return to Information View](#)

Select the Dates to include in the __Chronology

From Date Until Date (Note: Leave blank to include all dates)

Select Information To Display

Predefined Template

General	General Events (all none)	Case Notes (all none)	Health (all none)	Legal Status (all none)	Private Fostering
Workspaces	<input checked="" type="checkbox"/> Hazards	<input checked="" type="checkbox"/> Significant Events	<input type="checkbox"/> Health-Conditions	<input checked="" type="checkbox"/> Non CLA Legal Statuses	<input checked="" type="checkbox"/> Private
	<input checked="" type="checkbox"/> Address Changes	<input checked="" type="checkbox"/> Others	<input type="checkbox"/> Other-Significant-Health Events	<input checked="" type="checkbox"/> Special Guardianship Order Legal Statuses	Foster Carer (all
	<input checked="" type="checkbox"/> Missing Person Records	<input checked="" type="checkbox"/> Birth Relative Initiated Contact	<input type="checkbox"/> Substance-Misuses	<input checked="" type="checkbox"/> CLA Legal Statuses	<input checked="" type="checkbox"/> Foster (Registr
	<input checked="" type="checkbox"/> Demographics Changes - Date of Birth	<input checked="" type="checkbox"/> Friends and Family Case Note	<input type="checkbox"/> Health-Development Checks	Placements (all none)	<input checked="" type="checkbox"/> Linked Carers
	<input checked="" type="checkbox"/> Aliases	<input checked="" type="checkbox"/> Foster/Adopter Case Note Summary	<input type="checkbox"/> Health-Assessments	<input checked="" type="checkbox"/> Placements	
			<input type="checkbox"/> Dental-Checks	<input checked="" type="checkbox"/> Placement Events	
			<input type="checkbox"/> Eye-Tests		

3. Events can be configured to show by date range

Select the Dates to include in the __Chronology

From Date Until Date (Note: Leave blank to include all dates)

4. The **Predefined Template** shows various sections that can be selected.
Clicking on an item in the list will select all events in that section

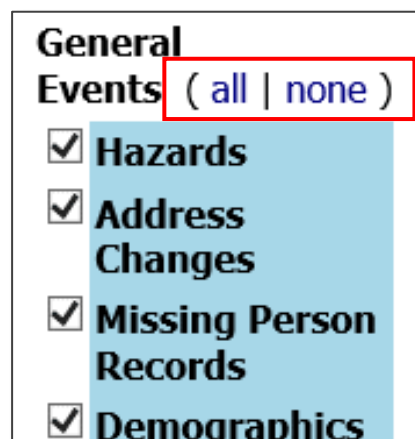
Predefined Template

General

Workspaces

- All Events
- No Events
- Children's Social Care
- Education
- General Events
- Health
- Legal Status
- Offences
- Placements
- Private Fostering
- Referrals and Customer Defined Workflow
- Relationships
- Risks
- Training and Employment

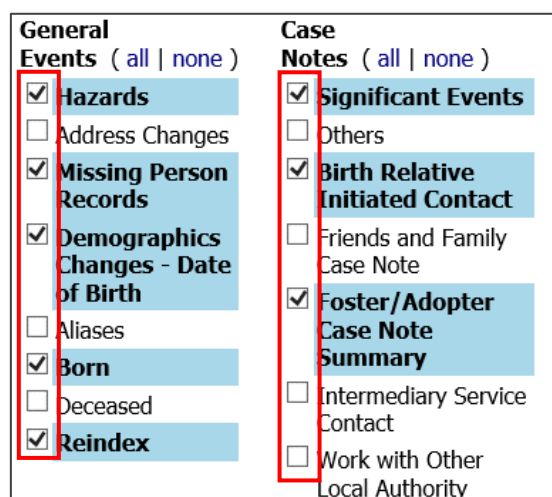
5. Each section has the option to select **all** events or **none** of them. Select the relevant option to select or deselect all the events as required.



General Events (all | none)

- ☒ Hazards
- ☒ Address Changes
- ☒ Missing Person Records
- ☒ Demographics

6. Individual events can be selected/deselected by clicking on the relevant check boxes



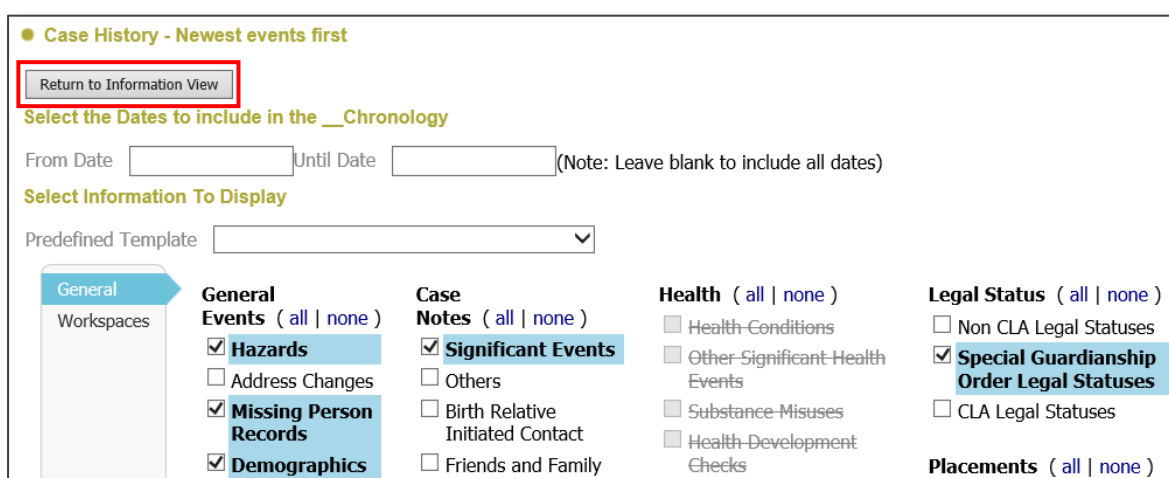
General Events (all | none)

- ☒ Hazards
- ☐ Address Changes
- ☒ Missing Person Records
- ☒ Demographics Changes - Date of Birth
- ☐ Aliases
- ☒ Born
- ☐ Deceased
- ☒ Reindex

Case Notes (all | none)

- ☒ Significant Events
- ☐ Others
- ☒ Birth Relative Initiated Contact
- ☐ Friends and Family Case Note
- ☒ Foster/Adopter Case Note Summary
- ☐ Intermediary Service Contact
- ☐ Work with Other Local Authority

7. When all relevant events have been selected, click on the **Return to Information View** button



● Case History - Newest events first

Return to Information View

Select the Dates to include in the __Chronology

From Date Until Date (Note: Leave blank to include all dates)

Select Information To Display

Predefined Template

General Events (all | none)

- ☒ Hazards
- ☐ Address Changes
- ☒ Missing Person Records
- ☒ Demographics

Case Notes (all | none)

- ☒ Significant Events
- ☐ Others
- ☐ Birth Relative Initiated Contact
- ☐ Friends and Family Case Note

Health (all | none)

- ☐ Health-Conditions
- ☐ Other-Significant-Health-Events
- ☐ Substance-Misuses
- ☐ Health-Development-Checks

Legal Status (all | none)

- ☐ Non CLA Legal Statuses
- ☒ Special Guardianship Order Legal Statuses
- ☐ CLA Legal Statuses

Placements (all | none)

8. The Case History will be filtered to show the selected events

● Case History - Newest events first

Newest Events First ▼ Configure View Create Chronology Add to Chronology

Date	Category	Type	Event Details	Actions
20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Mother) Jackie Macdonald - Primary Address: 107 Spetchley Road	Q +
20-Dec-2019	Relationships	Relation Address Change	End of Address for (Father) Tim Macdonald - Primary Address: 2 The Common Pershore Lane	Q +
20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Father) Tim Macdonald - Primary Address: 107 Spetchley Road	Q +
20-Dec-2019	Relationships	Relation Address Change	End of Address for (Mother) Jackie Macdonald - Primary Address: 2 The Common Pershore Lane	Q +
25-Nov-2019	Case Notes	Case Note	Contact Type: Case Note Summary, Reason for Contact:	Q +

Creating a Chronology

You can create a chronology using all the displayed Case History events by clicking on the **Create Chronology** button

● Case History - Newest events first

Newest Events First ▼ Configure View **Create Chronology** Add to Chronology

NOTE: This will remove any existing chronology and replace it with the events listed in the Case History view

Add to Chronology

Select the **Add to Chronology** button to add all listed Case History events to the existing Chronology

● Case History - Newest events first

Newest Events First ▼ Configure View Create Chronology **Add to Chronology**

Add Individual Events to a Chronology

In the Case History table, each event has a + button at the end of each row.

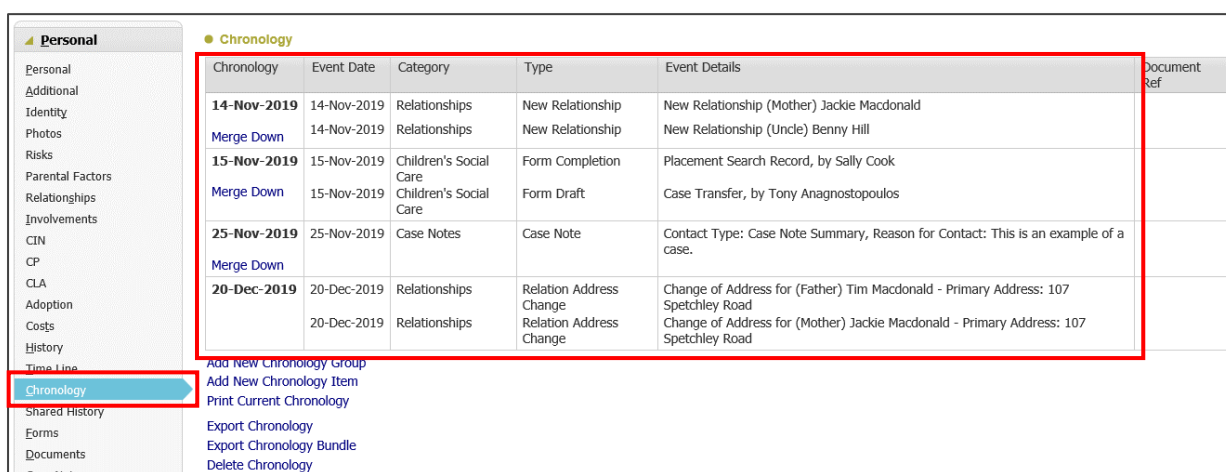
20-Dec-2019	Relationships	Relation Address Change	End of Address for (Mother) Jackie Macdonald - Primary Address: 2 The Common Pershore Lane	Q +
-------------	---------------	-------------------------	--	-----

Selecting it will add the individual event to the Chronology and change the icon to a – symbol



Clicking on the – symbol will remove this event from the Chronology and change the symbol back to a + symbol. This gives you the option to add it back to the chronology if required.

When all events have been added, click on the **Chronology tab** to access the Chronology and view the events that have been added

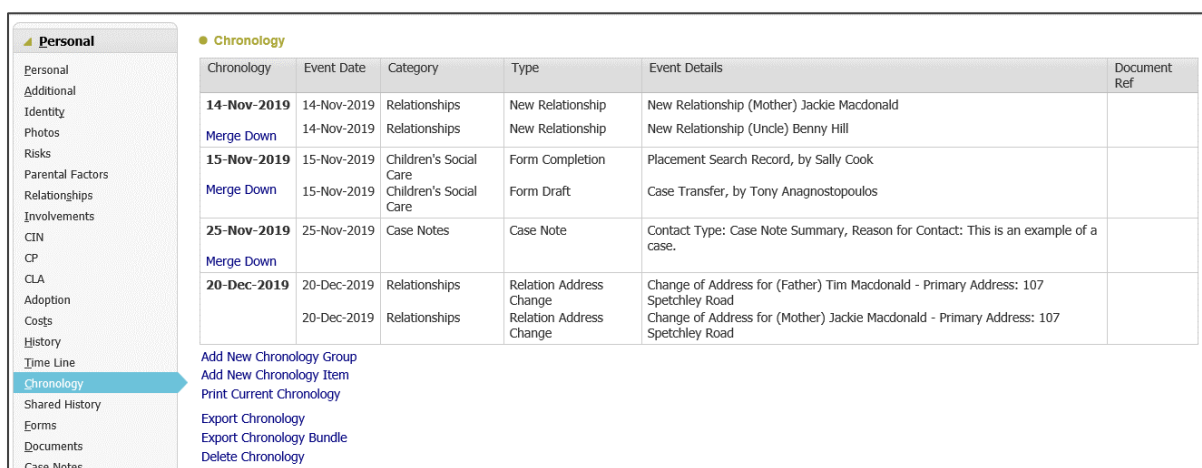


Chronology	Event Date	Category	Type	Event Details	Document Ref
14-Nov-2019	14-Nov-2019	Relationships	New Relationship	New Relationship (Mother) Jackie Macdonald	
Merge Down	14-Nov-2019	Relationships	New Relationship	New Relationship (Uncle) Benny Hill	
15-Nov-2019	15-Nov-2019	Children's Social Care	Form Completion	Placement Search Record, by Sally Cook	
Merge Down	15-Nov-2019	Children's Social Care	Form Draft	Case Transfer, by Tony Anagnostopoulos	
25-Nov-2019	25-Nov-2019	Case Notes	Case Note	Contact Type: Case Note Summary, Reason for Contact: This is an example of a case.	
Merge Down					
20-Dec-2019	20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Father) Tim Macdonald - Primary Address: 107 Spetchley Road	
	20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Mother) Jackie Macdonald - Primary Address: 107 Spetchley Road	

[Add New Chronology Group](#)
[Add New Chronology Item](#)
[Print Current Chronology](#)
[Export Chronology](#)
[Export Chronology Bundle](#)
[Delete Chronology](#)

The Chronology Tab

The Chronology Tab shows the current chronology and provides various options in relation to the Chronology

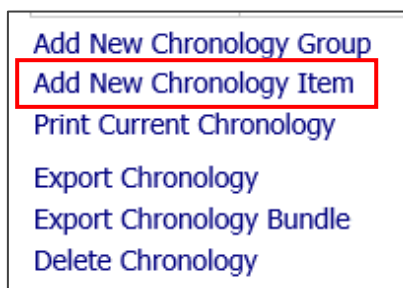


Chronology	Event Date	Category	Type	Event Details	Document Ref
14-Nov-2019	14-Nov-2019	Relationships	New Relationship	New Relationship (Mother) Jackie Macdonald	
Merge Down	14-Nov-2019	Relationships	New Relationship	New Relationship (Uncle) Benny Hill	
15-Nov-2019	15-Nov-2019	Children's Social Care	Form Completion	Placement Search Record, by Sally Cook	
Merge Down	15-Nov-2019	Children's Social Care	Form Draft	Case Transfer, by Tony Anagnostopoulos	
25-Nov-2019	25-Nov-2019	Case Notes	Case Note	Contact Type: Case Note Summary, Reason for Contact: This is an example of a case.	
Merge Down					
20-Dec-2019	20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Father) Tim Macdonald - Primary Address: 107 Spetchley Road	
	20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Mother) Jackie Macdonald - Primary Address: 107 Spetchley Road	

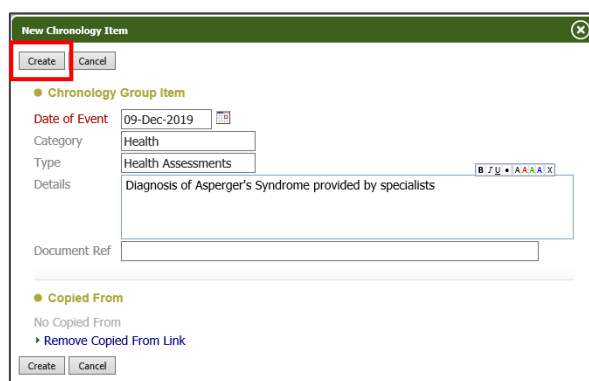
[Add New Chronology Group](#)
[Add New Chronology Item](#)
[Print Current Chronology](#)
[Export Chronology](#)
[Export Chronology Bundle](#)
[Delete Chronology](#)

Add New Chronology Item

1. Click on the link **Add New Chronology Item**



2. In the window that appears, record details of the Chronology Event.
Click **Create** when done.


 A screenshot of the 'New Chronology Item' form. The 'Create' button is highlighted with a red rectangle. The form contains the following fields:

- Chronology Group Item** (selected)
- Date of Event**: 09-Dec-2019
- Category**: Health
- Type**: Health Assessments
- Details**: Diagnosis of Asperger's Syndrome provided by specialists
- Document Ref**: (empty field)
- Copied From**: No Copied From
- Remove Copied From Link** (button)

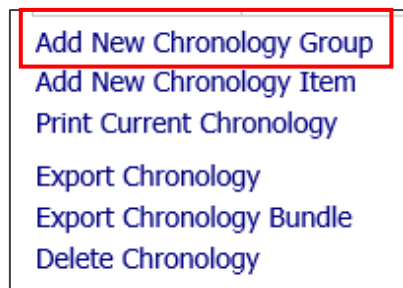
3. The event will be added to the Chronology and organised by the date of the event.

● Chronology					
Chronology	Event Date	Category	Type	Event Details	Document Ref
14-Nov-2019	14-Nov-2019	Relationships	New Relationship	New Relationship (Mother) Jackie Macdonald	
Merge Down	14-Nov-2019	Relationships	New Relationship	New Relationship (Uncle) Benny Hill	
15-Nov-2019	15-Nov-2019	Children's Social Care	Form Completion	Placement Search Record, by Sally Cook	
Merge Down	15-Nov-2019	Children's Social Care	Form Draft	Case Transfer, by Tony Anagnostopoulos	
25-Nov-2019	25-Nov-2019	Case Notes	Case Note	Contact Type: Case Note Summary, Reason for Contact: This is an example of a case.	
Merge Down					
09-Dec-2019	09-Dec-2019	Health	Health Assessments	Diagnosis of Asperger's Syndrome provided by specialists	
Merge Down					
20-Dec-2019	20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Father) Tim Macdonald - Primary Address: 107 Spetchley Road	
	20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Mother) Jackie Macdonald - Primary Address: 107 Spetchley Road	

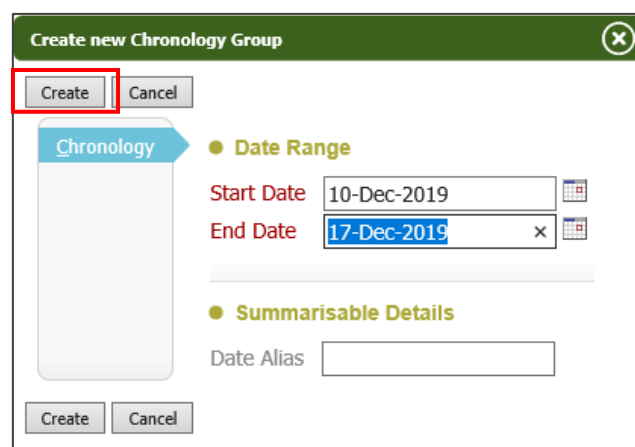
Add New Chronology Group

Chronology Events can be grouped in a date range called a **Chronology Group**

1. Click the link **Add New Chronology Group**



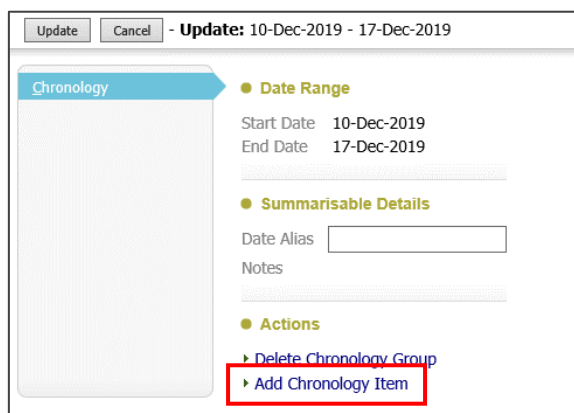
2. In the window that appears, add the appropriate date range. When done, click **Create**.


 A screenshot of a dialog box titled 'Create new Chronology Group'. It has a green header bar with a close button. Inside, there are 'Create' and 'Cancel' buttons at the top left. A 'Chronology' tab is selected. Under the 'Date Range' section, 'Start Date' is set to '10-Dec-2019' and 'End Date' is set to '17-Dec-2019'. Below this is a 'Summarisable Details' section with a 'Date Alias' text box. At the bottom, there are 'Create' and 'Cancel' buttons. A red box highlights the top 'Create' button.

3. A group will be added to Chronology table with the relevant date range.

09-Dec-2019 Merge Down	09-Dec-2019	Health	Health Assessments	Diagnosis of Asperger's Syndrome provided
10-Dec-2019 - 17-Dec-2019 Merge Down Unmerge				
20-Dec-2019	20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Father) Tim Macdonald
	20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Mother) Jackie Macdonald

4. Click on the row to see a screen which allows you to add Chronology Items



Update Cancel - Update: 10-Dec-2019 - 17-Dec-2019

Chronology

- **Date Range**

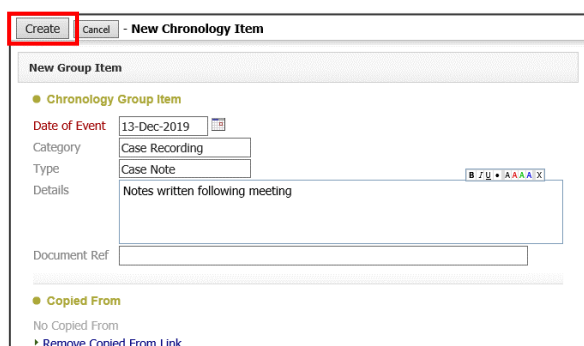
Start Date 10-Dec-2019

End Date 17-Dec-2019
- **Summarisable Details**

Date Alias

Notes
- **Actions**
 - ▶ Delete Chronology Group
 - ▶ Add Chronology Item

5. Add the information and click **Create**



Create Cancel - New Chronology Item

New Group Item

- **Chronology Group Item**

Date of Event 13-Dec-2019

Category Case Recording

Type Case Note

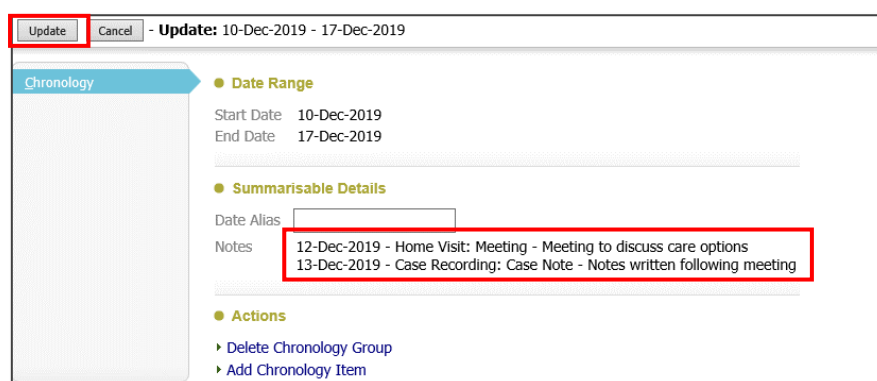
Details Notes written following meeting

Document Ref
- **Copied From**

No Copied From

▶ Remove Copied From Link

6. The screen will show a summary of added Chronology Items. Add as many items as required for the group. When done, click **Create**



Update Cancel - Update: 10-Dec-2019 - 17-Dec-2019

Chronology

- **Date Range**

Start Date 10-Dec-2019

End Date 17-Dec-2019
- **Summarisable Details**

Date Alias

Notes

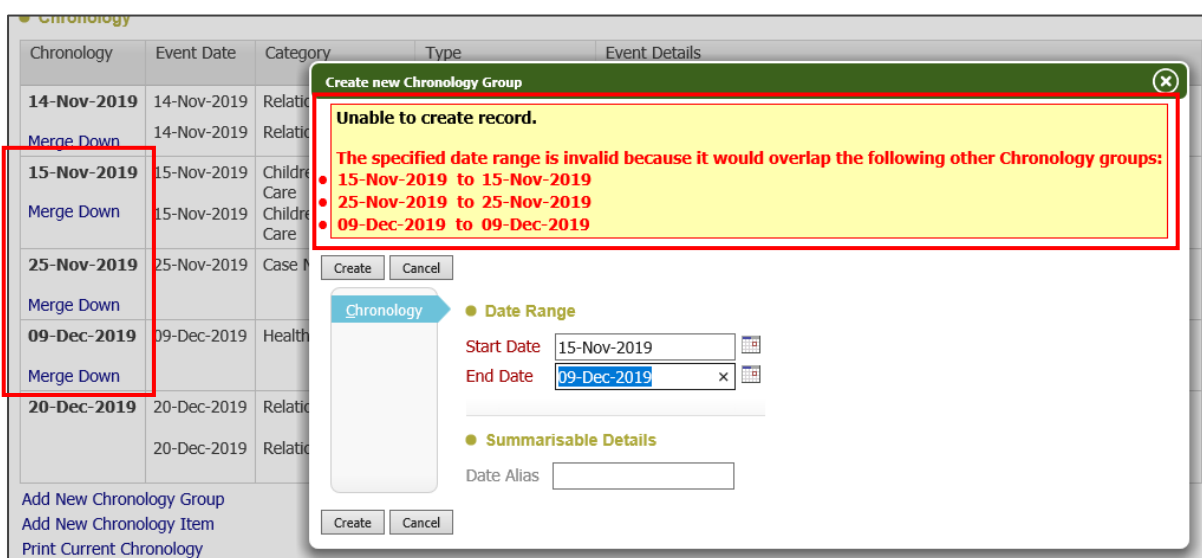
12-Dec-2019 - Home Visit: Meeting - Meeting to discuss care options

13-Dec-2019 - Case Recording: Case Note - Notes written following meeting
- **Actions**
 - ▶ Delete Chronology Group
 - ▶ Add Chronology Item

7. Once updated, each item will appear within the Chronology Group

09-Dec-2019	09-Dec-2019	Health	Health Assessments	Diagnosis of Asperger's Syndrome provided by specialists
Merge Down				
10-Dec-2019 - 17-Dec-2019	12-Dec-2019	Home Visit	Meeting	Meeting to discuss care options
Merge Down	13-Dec-2019	Case Recording	Case Note	Notes written following meeting
Unmerge				
20-Dec-2019	20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Father) Tim Macdonald - Primary Address: 107 Spetchley Road
	20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Mother) Jackie Macdonald - Primary Address: 107 Spetchley Road

NOTE: You are unable to create a Chronology group if it overlaps with Chronology groups that already exist.



The screenshot shows the 'Chronology' interface with a table of existing groups. A 'Create new Chronology Group' dialog box is open, displaying an error message: 'Unable to create record. The specified date range is invalid because it would overlap the following other Chronology groups: 15-Nov-2019 to 15-Nov-2019, 25-Nov-2019 to 25-Nov-2019, 09-Dec-2019 to 09-Dec-2019'. The dialog also shows fields for 'Date Range' (Start Date: 15-Nov-2019, End Date: 09-Dec-2019) and 'Summarisable Details' (Date Alias).

Chronology	Event Date	Category	Type	Event Details
14-Nov-2019	14-Nov-2019	Relationships		
Merge Down	14-Nov-2019	Relationships		
15-Nov-2019	15-Nov-2019	Children's Care		
Merge Down	15-Nov-2019	Children's Care		
25-Nov-2019	25-Nov-2019	Case Management		
Merge Down				
09-Dec-2019	09-Dec-2019	Health		
Merge Down				
20-Dec-2019	20-Dec-2019	Relationships		
	20-Dec-2019	Relationships		

[Add New Chronology Group](#)
[Add New Chronology Item](#)
[Print Current Chronology](#)

Exporting a Chronology

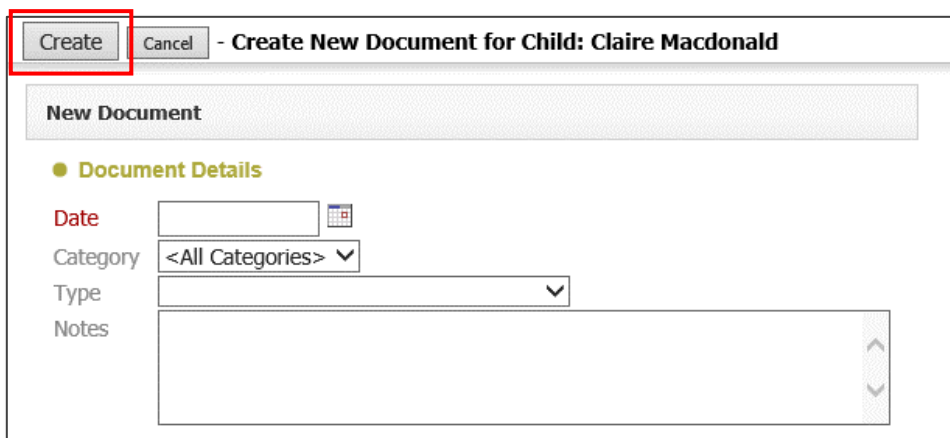
A Chronology can be exported to produce a document that can be used for court proceedings.

1. Select **Export Chronology**



The screenshot shows a menu with the following options: 'Add New Chronology Group', 'Add New Chronology Item', 'Print Current Chronology', 'Export Chronology' (highlighted with a red box), 'Export Chronology Bundle', and 'Delete Chronology'.

2. Fill in the relevant fields and click on **Create**



Create Cancel - Create New Document for Child: Claire Macdonald

New Document

● **Document Details**

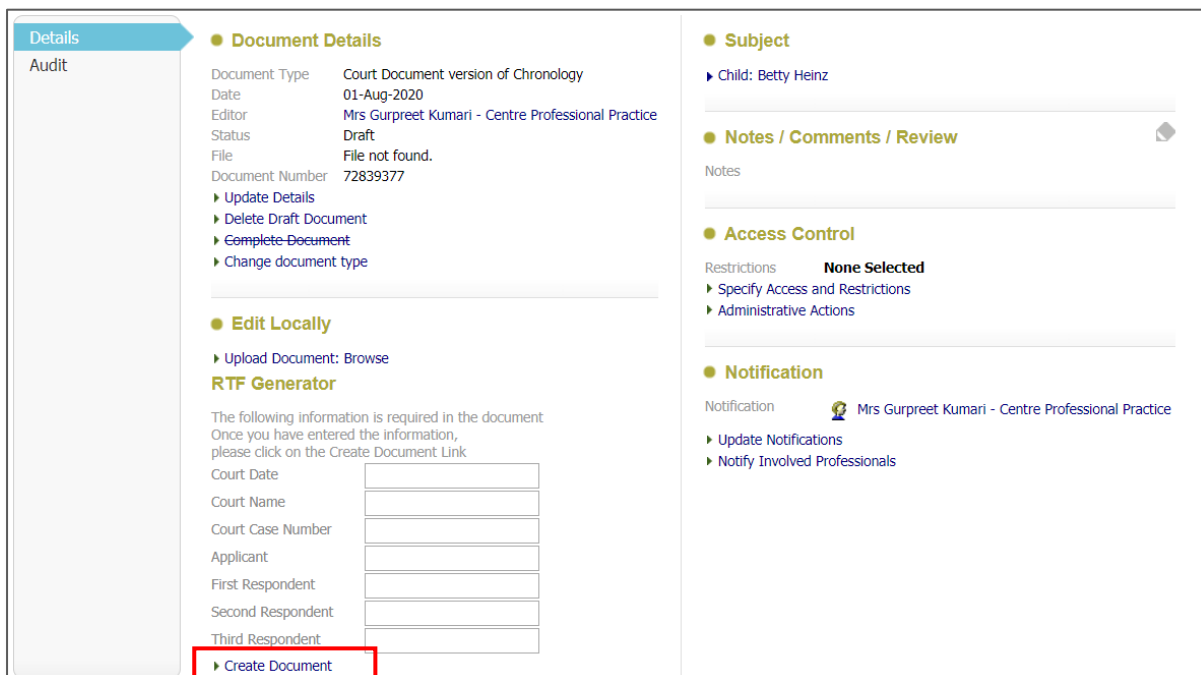
Date

Category <All Categories> ▼

Type

Notes

3. On the following screen, complete the fields in the **Edit Locally** section and select **Create Document**



Details

Audit

● **Document Details**

Document Type Court Document version of Chronology

Date 01-Aug-2020

Editor Mrs Gurpreet Kumari - Centre Professional Practice

Status Draft

File File not found.

Document Number 72839377

► Update Details

► Delete Draft Document

► Complete Document

► Change document type

● **Edit Locally**

► Upload Document: Browse

RTF Generator

The following information is required in the document
Once you have entered the information,
please click on the Create Document Link

Court Date

Court Name

Court Case Number

Applicant

First Respondent

Second Respondent

Third Respondent

► **Create Document**

● **Subject**

► Child: Betty Heinz

● **Notes / Comments / Review**

Notes


● **Access Control**

Restrictions **None Selected**

► Specify Access and Restrictions

► Administrative Actions

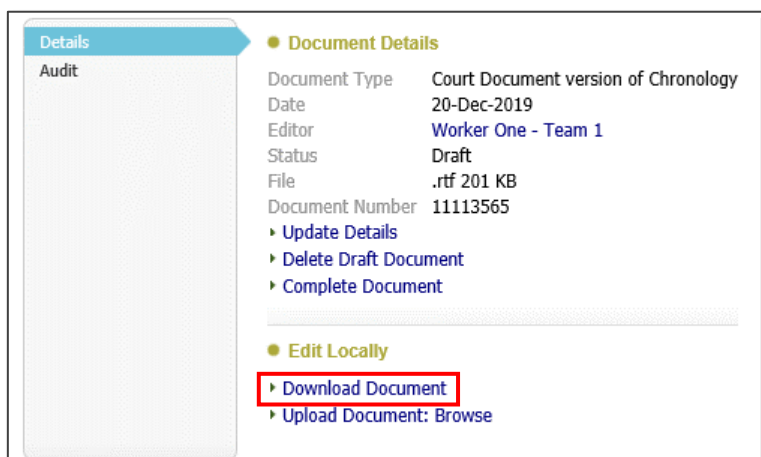
● **Notification**

Notification  Mrs Gurpreet Kumari - Centre Professional Practice

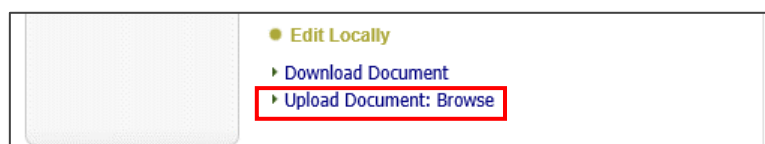
► Update Notifications

► Notify Involved Professionals

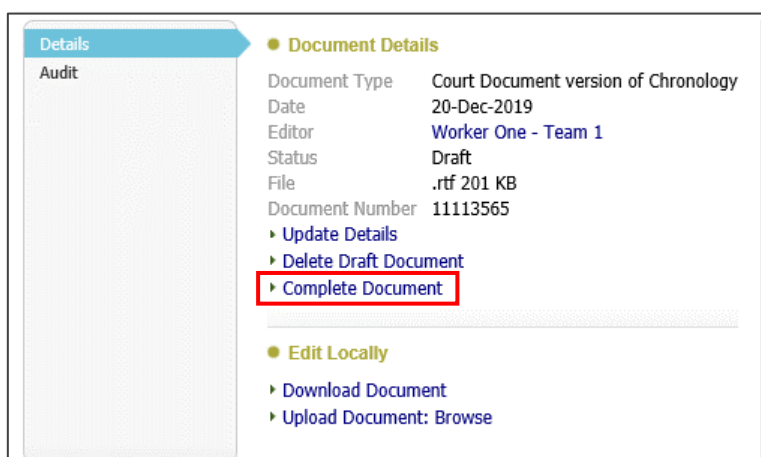
4. The document will now be created from a template. To view the document, click on **Download Document**. This will open the document in Microsoft Word and allow you to amend the document if required.



- After making any changes, you will need to save the document to your computer and re-upload it by clicking on **Upload Document: Browse**. This will show the file explorer to locate the edited document for upload.



- If you are happy with the document, click on the **Complete Document** link. This will save the document in its current form.



- A copy of the Chronology will be saved within the Documents Tab on the individual's record

Personal

Additional

Identity

Photos

Risks

Parental Factors

Relationships

Involvements

CIN

CP

CLA

Adoption

Costs

History

Time Line

Chronology

Shared History

Forms

Documents

Documents

Create/Attach Document

No filter applied - 5 records.


	Date	Category	Type	Status	Team	Editor	Notes	Download
1	20-Dec-2019	Court Document	Court Document version of Chronology	Completed	Team 1	Worker One	Document for court attachment	Download the document document.docx
2	15-Nov-2019	Form Attachment	Form Attachment	Completed	Worcestershire County Council	Tony Anagnostopoulos		
3	14-Nov-2019	Adoption Document	Health Assessment / Health Records	Completed	Worcestershire County Council	Tony Anagnostopoulos	Letter from GP	GP letter.docx
4	07-Nov-2018	Adoption Document	Education Document	Completed	Worcestershire County Council	Tony Anagnostopoulos	Attendance letter	Attendance concerns.docx
5	06-Nov-2017	Adoption Document	Education Document	Completed	Worcestershire County Council	Tony Anagnostopoulos	Claire's grades 2017	Claire's grades.docx

Printing the Chronology

1. Click on **Print Current Chronology**

Add New Chronology Group
Add New Chronology Item
Print Current Chronology
Export Chronology
Export Chronology Bundle
Delete Chronology

2. A printable view of the Chronology will appear with various option to change the size and orientation and export as a PDF

[X Close Printable View](#) | [Portrait](#) [Landscape](#) | [Small](#) [Medium](#) [Large](#) [Largest](#) | [Print page now](#) | 

ARE YOU PRINTING CONFIDENTIAL OR SENSITIVE INFORMATION?
If so check that those to whom you will provide copies of the document are entitled to see the information.
 The information contained in printed documentation and the distribution of that documentation is solely the responsibility of the user of this system. The software and / or system provider cannot in anyway be held liable for the distribution of confidential information to any entity, legal or personal, having no entitlement to be privy to the information contained in forms and documents that the user has produced using this system.

Dudley Metropolitan Borough Council
 Centre Professional Practice
 Corbyn Road
 Dudley
 West Midlands

DY1 2JZ
 Tel:
 Fax:


Child: Betty Heinz

Full Name	Betty Heinz
Date of Birth	01-Jan-2020
Case Number	701612
Gender	Female
Referral Start Date	26-Oct-2020

Chronology

Chronology	Event Date	Category	Type	Event Details	Document Ref
01-Jan-2020	01-Jan-2020	Birth		Betty Born	
01-Aug-2020	01-Aug-2020	Court report			

3. To close the printable view, click on the option **Close Printable View**

[X Close Printable View](#) | [Portrait](#) [Landscape](#) | [Small](#) [Medium](#) [Large](#) [Largest](#) | [Print page now](#) | 

NOTE: For details on printing in LCS/EHM, please see the relevant guidance document on the intranet.

Merge Events into Groups

You can merge individual events into groups

1. In the list of events in the Chronology, click on the word **Merge down**

Chronology	Event Date	Category	Type	Event Details
14-Nov-2019	14-Nov-2019	Relationships	New Relationship	New Relationship (Mother) Jackie Macdonald
Merge Down	14-Nov-2019	Relationships	New Relationship	New Relationship (Uncle) Benny Hill
15-Nov-2019	15-Nov-2019	Children's Social Care	Form Completion	Placement Search Record, by Sally Cook
Merge Down	15-Nov-2019	Children's Social Care	Form Draft	Case Transfer, by Tony Anagnostopoulos

2. The events will now be merged into a group. These can be merged down further into subsequent groups.

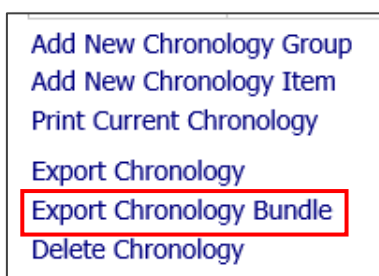
They can be unmerged by clicking the **unmerge** link

Chronology	Event Date	Category	Type	Event Details
14-Nov-2019 – 15-Nov-2019 Merge Down Unmerge	14-Nov-2019	Relationships	New Relationship	New Relationship (Mother) Jackie Macdonald
	14-Nov-2019	Relationships	New Relationship	New Relationship (Uncle) Benny Hill
	15-Nov-2019	Children's Social Care	Form Completion	Placement Search Record, by Sally Cook
	15-Nov-2019	Children's Social Care	Form Draft	Case Transfer, by Tony Anagnostopoulos

Export Chronology Bundle

This creates a Zip file, which includes a chronology as well as separating individual events into folders.

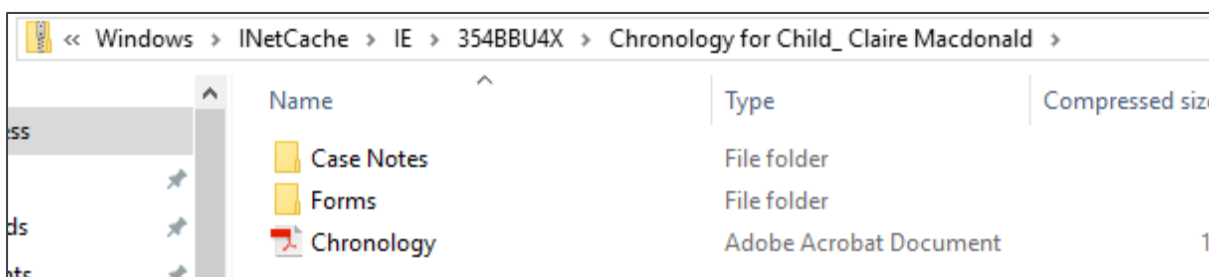
1. Click **Export Chronology Bundle**



2. A file will download. Click to save or open the file



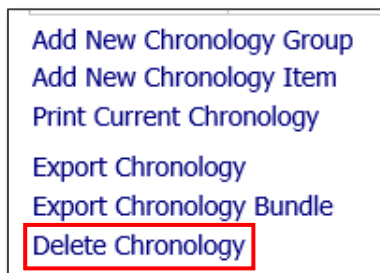
3. Clicking **Open** will open the file explorer where you can see the generated export documents created as well as folders holding details of any forms or case notes created.



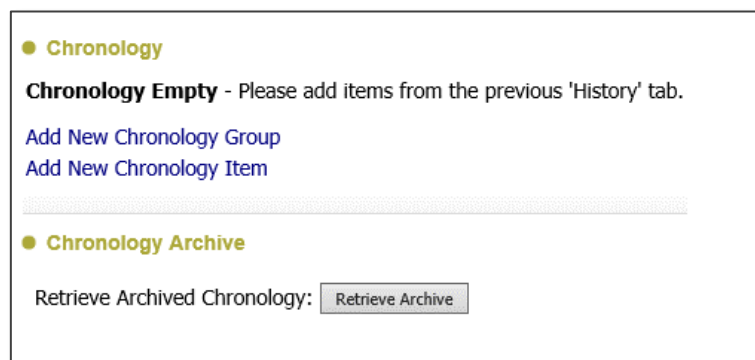
Delete Chronology

It is possible to delete a Chronology, allowing you to create a new one manually or retrieve one which has been archived

1. Click on **Delete Chronology**



2. A warning message will appear. Click **OK** to confirm the deletion.
3. The Chronology will be removed.



Archive Chronology

Chronologies can be archived so that other versions of the chronology can be saved for a later purpose (for example, you may want to have a different chronology archived for use in a different situation)

1. Click on **Archive**



2. Add a comment to describe the chronology and select **Create**

Create **Cancel** - Archive Chronology

New Chronology as of Friday 20 December, 2019

Archive For: Macdonald, Claire (6 years)

Date Archived: 20-Dec-2019 15:14

Archived By: Worker One - Team 1

Comments: Saved for court case

The chronology will be archived

Retrieve an Archive

Archives can be retrieved if required.

1. Click on **Retrieve Archive**

● **Chronology Archive**

Add Current Chronology to Archive: **Archive** Retrieve Archived Chronology: **Retrieve Archive**

2. Click on the archive you want to retrieve

Archive No	Date Archived	Archived By	Comments
3	20-Dec-2019 15:14	Worker One - Team 1	Saved for court case
4	20-Dec-2019 15:17	Worker One - Team 1	Another archived Chronology

3. A summary of the Chronology will appear. Click **Restore Chronology**

Chronology as of Friday 20 December, 2019

● **Chronology**

Chronology	Event Date	Category	Type	Event Details	Document Ref
14-Nov-2019	14-Nov-2019	Relationships	New Relationship	New Relationship (Mother) Jackie Macdonald	
15-Nov-2019	14-Nov-2019	Relationships	New Relationship	New Relationship (Uncle) Benny Hill	
	15-Nov-2019	Children's Social Care	Form Completion	Placement Search Record, by Sally Cook	
	15-Nov-2019	Children's Social Care	Form Draft	Case Transfer, by Tony Anagnostopoulos	
25-Nov-2019	25-Nov-2019	Case Notes	Case Note	Contact Type: Case Note Summary, Reason for Contact: This is an example of a case.	
09-Dec-2019	09-Dec-2019	Health	Health Assessments	Diagnosis of Asperger's Syndrome provided by specialists	
10-Dec-2019	12-Dec-2019	Home Visit	Meeting	Meeting to discuss care options	
17-Dec-2019	13-Dec-2019	Case Recording	Case Note	Notes written following meeting	
20-Dec-2019	20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Father) Tim Macdonald - Primary Address: 107 Spetchley Road	
	20-Dec-2019	Relationships	Relation Address Change	Change of Address for (Mother) Jackie Macdonald - Primary Address: 107 Spetchley Road	

▶ Restore Chronology

4. The Chronology will be restored

NOTE: If you try to retrieve a Chronology where the event dates overlap, the option to restore the chronology will be crossed out

09-Dec-2019	09-Dec-2019	Health	Health Assessment
10-Dec-2019 - 17-Dec-2019	12-Dec-2019	Home Visit	Meeting
	13-Dec-2019	Case Recording	Case Note
<div> <p>This cannot be restored as one of the archived Chronology items will overlap with an existing Chronology item</p> <p> Restore Chronology </p> </div>			
			Relation Address Cl
	20-Dec-2019	Relationships	Relation Address Cl

If you want to restore another Chronology where this happens, you will need to delete the current Chronology (**make sure to archive it first, in case you need it for later**)