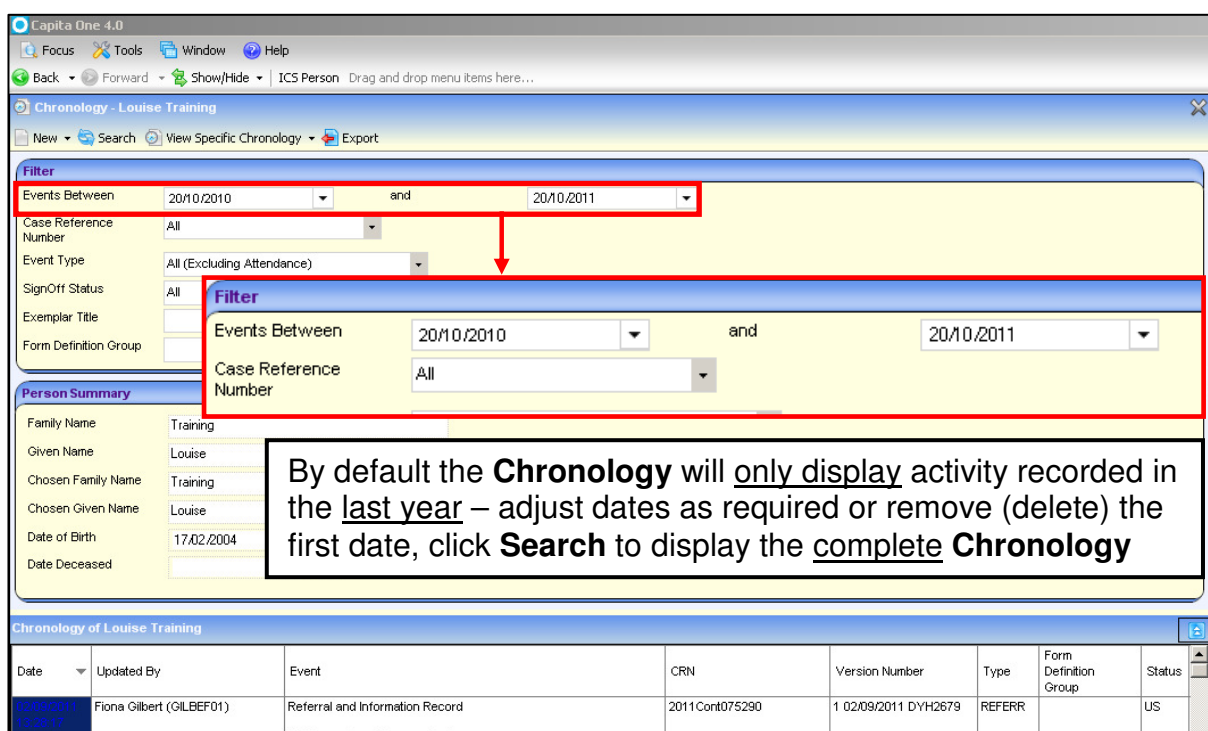
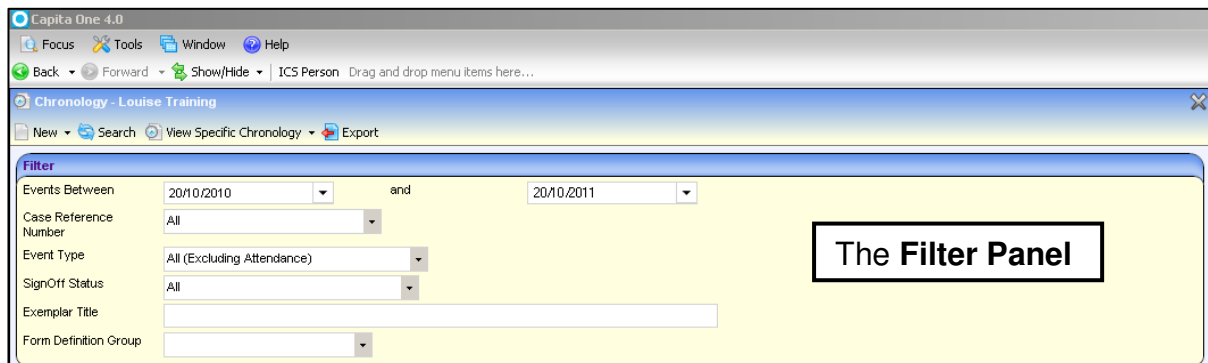


## Filtering and Exporting Chronology to Print

The **Chronology** can be filtered on **Events Between**, **Case Reference Number**, **Event Type**, **SignOff Status** and **Exemplar Title** to define what is displayed. The filtered **Chronology** can be exported to **Word** and printed.



**Important** - caution is needed to ensure data is not missed or duplicated e.g. if a **Hazard exemplar** or **Person who Poses a Risk to Children exemplar** has an **Event Date** of over a year ago, by default **this will not display** in the **Chronology**.

## Filter Options in Chronology

### Filter on Events Between

1 Delete or adjust the date as required

2 Click **Search** to display the complete **Chronology**

### Filter on Case Reference Number

1 Click drop down arrow to display a list of **Case Reference Numbers** with open or closed status – select from the drop down list as appropriate

2 Click **Search** to display only the data in the **Chronology** with the selected **Case Reference Number**

### Filter on Event Type

1 Click drop down arrow to display a list of **Event Types** – select from the drop down list as appropriate, in this example **Exemplar**

2 Click **Search** to display only the **Exemplars** or other selected **Event Type** in the **Chronology**

## Filter on SignOff Status

**1**  
Click drop down arrow to display a list of **SignOff Status** – select from the drop down list as appropriate

**2**  
Click **Search** to display only the exemplars in the **Chronology** with the selected **SignOff Status**

## Filter on Exemplar Title

**1**  
Set the **Event Type** to **Exemplar**

**2**  
Key in the name or part of the name of a specific exemplar – **core** or **Core** (text is not case sensitive) will find all **Core Assessments**; a search on **Initial** will display any exemplar with the word **Initial** at the beginning of the exemplar title, such as **Initial Assessment, Initial CP Conference** - use % where needed for more flexible searching

**3**  
Click **Search** to display only the specific exemplars in the **Chronology** that matches the **Exemplar Title** ie **Core Assessment**

Date	Updated By	Event
02/09/2011 10:58:54	Fiona Gilbert (GILBEF01)	Core Assessment Date of commencement of the cor Arrangement Start Date :

## Return the view to show All events in the Chronology

The screenshot shows the 'Chronology - Louise Training' window. At the top, there are buttons for 'New', 'Search', 'View Specific Chronology', and 'Export'. Below these is a 'Filter' section with several dropdown menus. The 'Event Type' dropdown is open, showing a list of options including 'All (Excluding Attendance)', 'Adoption Placement', 'Attendance Summary', 'Case Note', 'Case Note Detail', 'Child Protection', 'Contact Events', and 'Contact Record'. A callout box labeled '1' points to the 'All (Excluding Attendance)' option, with the text: 'Click drop down arrow to display a list of **Event Types** – select **All (Excluding Attendance)** from the drop down list'. Another callout box labeled '2' points to the 'Search' button, with the text: 'Click **Search** to display **All** entries in the **Chronology**'. Below the filter section is a 'Person Summary' section and a table with columns: Date, Updated By, Event, and CRN. The table contains two entries:

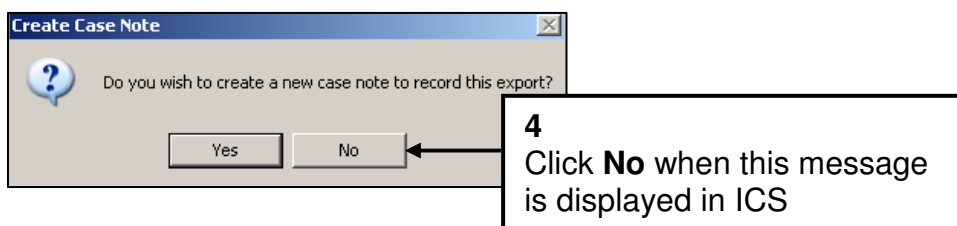
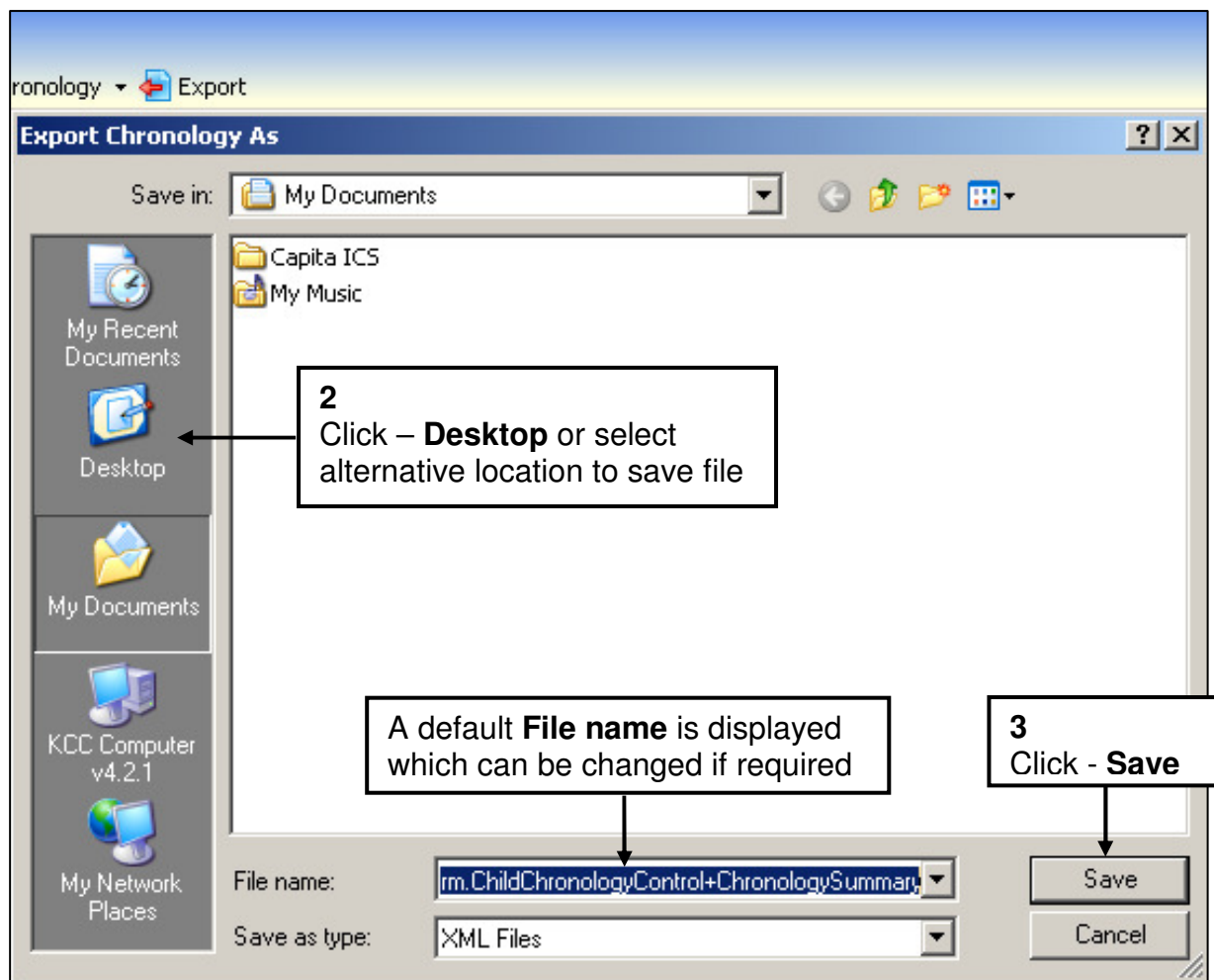
Date	Updated By	Event	CRN
02/09/2011 13:28:17	Fiona Gilbert (GILBEF01)	Referral and Information Record  Further action. (Please select.): Arrangement Start Date :	2011Cont075290
02/09/2011 13:23:14	Fiona Gilbert (GILBEF01)	Child/Young Person's Plan: CP/CHIN  Start Date of this Plan :	2011Cont075290

**Note – Case Reference Number** must be returned to **All** before **Search** is clicked to display the **Chronology** in full

## Print Chronology – all entries or a filtered list

The screenshot shows the 'Chronology - Louise Training' window. At the top, there are buttons for 'New', 'Search', 'View Specific Chronology', and 'Export'. A callout box labeled '1' points to the 'Export' button, with the text: 'Click **Export**'. Below these buttons is a 'Filter' section with several dropdown menus. The 'Event Type' dropdown is set to 'All (Excluding Attendance)'. The 'Events Between' dropdown is set to '20/10/2010' and the 'and' dropdown is set to '20/10/2011'. The 'Case Reference Number' dropdown is set to 'All'. The 'SignOff Status' dropdown is set to 'All'. The 'Exemplar Title' and 'Form Definition Group' fields are empty.

The **Export Chronology As** dialogue box is displayed:



The exported information displayed as an XML document in **Word** - this document can be resaved as a **Word** file or printed

Close **Word**

Return to **Chronology**

**Note** - remember to delete the exported documents from the desktop or other location