



# Chronology

## Using the Chronology in CSS and SEN

The chronology records significant events and changes in the life of a child or young person. The **Chronology** page enables you to log events to build a history of the child. The latest birthday is added as a chronological event; this places the chronology into context with the child/young person's age.

The following processes can be accessed via the chronology:

- Activities
- Case Notes
- Child Protection
- Communication Log
- Person Details.
- Involvements
- Risks
- Social Network

The CSS/SEN chronology is accessed via **Focus | People | Students | Student Details | Links | Chronology**.

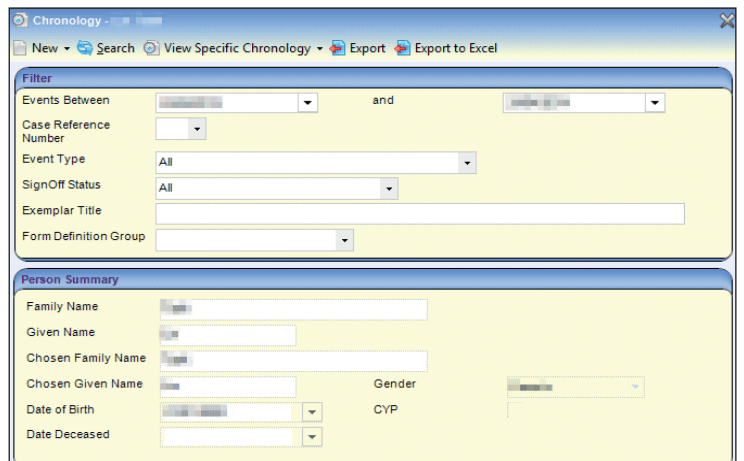
All processes in the chronology are dependent on permissions, access control lists (ACLs) and panel protection.

### Searching for a Chronology

To search for a chronology:

1. Select **Focus | People | Students | Student Details** to display the **Links** panel.
2. Click the **Chronology** link to display the child or young person's **Chronology** page.
3. To search for a particular chronology, select the required fields in the **Filter** panel.
4. Click the **Search** button to display the read-only **Person Summary** details.

The **Chronology** panel displays at the bottom of the page.



### Using the Chronology

Events are displayed in date and time order, with the most recent at the top.

Key Events are recorded here.

Linked Files are recorded here.

Drag a column to the top of the chronology to group by that criteria.

Click a column header to sort by that criteria.

Date	Updated By	Case Note Key Event	Linked File	Event	Type	Status	Chronology
Equals: ▾	Contains: ▾	<input checked="" type="checkbox"/>	Cont... ▾	Contains: ▾	Contains: ▾	Con... ▾	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	Yes				<input type="checkbox"/>
		<input type="checkbox"/>	No	6th Birthday of			<input type="checkbox"/>

Click a date link to view the **Chronology** details.

Birthdays are recorded as a chronology event.

Click the **Filter** icon to select a filter to sort the records.

Hover over the record to display the sign off status.





# Chronology

## Using the Chronology in ICS

The chronology records significant events and changes in the life of a child or young person. The **Chronology** page enables you to log events to build a history of the child. The latest birthday is added as a chronological event; this places the chronology into context with the child/young person's age.

The following processes can be accessed via the chronology:

- Activities
- Case Notes
- Child Protection
- Communication Log
- ICS Person Details.
- Involvements
- Risks
- Social Network

The ICS chronology is accessed via **Focus | People | ICS Person | ICS Person Details | Links | Chronology**.

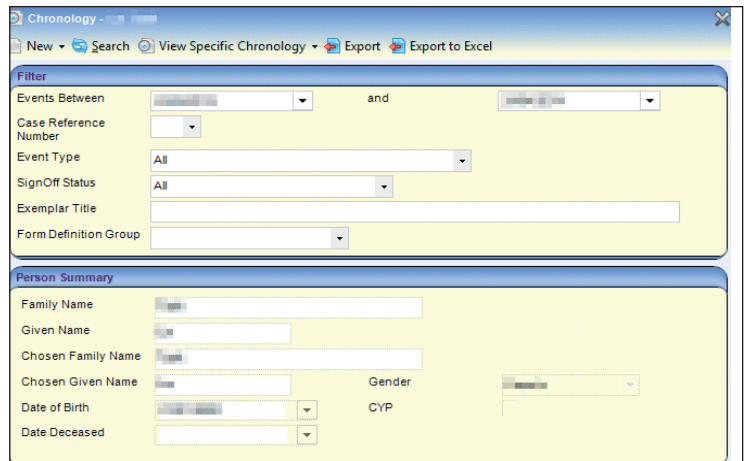
All processes in the chronology are dependent on permissions, access control lists (ACLs) and panel protection.

### Searching for a Chronology

To search for a chronology:

1. Select **Focus | People | ICS Person | ICS Person Details** to display the **Links** panel.
2. Click the **Chronology** link to display the child or young person's **Chronology** page.
3. To search for a particular chronology, select the required fields in the **Filter** panel.
4. Click the **Search** button to display the read-only **Person Summary** details.

The **Chronology** panel displays at the bottom of the page.



### Using the Chronology

Events are displayed in date and time order, with the most recent at the top.

Linked Files are displayed here.

Drag a column to the top of the chronology to group by that criteria.

Click a column header to sort by that criteria.

Chronology of [Name]											
Drag a column here to group by this column.											
Date	Updated By	Case Note Key Event	Linked File	Event	CRN	Version Number	Type	Form Definition Group / Form Type	Status	Chronology	
Equals: ▾	Contains: ▾	<input checked="" type="checkbox"/>	C ▾	Contains: ▾	Conta... ▾	Contains: ▾	Co... ▾	Contains: ▾	C ▾	<input type="checkbox"/>	<input type="checkbox"/>
[Date]	[Name]	<input type="checkbox"/>	No	Birthday of [Name]							<input checked="" type="checkbox"/>
[Date]	[Name]	<input checked="" type="checkbox"/>	No	[Event]							<input checked="" type="checkbox"/>

Click a date link to view the **Chronology** details.

Key Events are recorded here.

Birthdays are recorded as a chronology event.

Click the **Filter** icon to select a filter to sort the records.

Hover over the record to display the sign off status.