



# Timelines

## Timeline Details Summary

Timelines are created for Children's Support Services (CSS), Special Educational Needs (SEN) and the Education, Health and Care Plan (EHCP).

A timeline is a set of predefined activities that a caseworker or administrative officer follows when dealing with a particular type of involvement.

The **Timeline Details Summary** is displayed in the form of a navigation tree. It displays the current activity, whatever the status. This would normally be one activity. However, if the activity is one of a group to which a limit has been applied, then the Limit activity is also in progress and is displayed in the **Summary** panel.

Similarly, if the current activity is a Branch activity, where a path has not yet been chosen, then all the possible paths are shown in the **Summary** panel.

### Displaying the Timeline Details Summary

To display the summary details of the timeline:

1. Select **Focus | People | Students | Involvements** to display the **Involvement Summary** page.
2. Select an involvement form to display the **Involvement Details** page.
3. Click the **Timeline** button to display the **Select Timeline** dialog.  
If there is only one timeline linked to the involvement, it is automatically selected.
4. Click the **Save** button to return to the **Involvement Details** page.

**School Day Base** and **Working Day Base** are populated if they were set up in the timeline design. For more information, see *RG\_Timelines\_Creating a Timeline*.

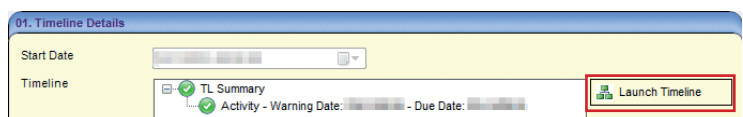
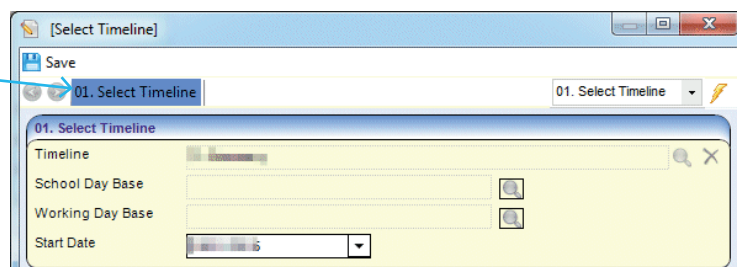
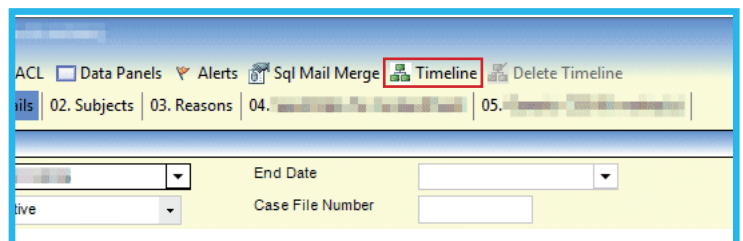
5. Click the **Save** button on the **Involvement Details** page to display the **Timeline Details Summary** page.

A service team manager can view timelines that have been associated with an involvement for their team members via **Focus | Services | Services Team Workload**.





Highlight the team member to display any timelines that are associated with an involvement in the **Involvements** panel.

#### Related Reference Guides:

- [RG\\_Timelines\\_Creating a Timeline](#)
- [RG\\_Timelines\\_Using a Timeline](#)
- [RG\\_Timelines\\_Deleting a Timeline](#)
- [RG\\_Timelines\\_Printing a Timeline](#)



The following icons show the status of the timeline:

-  Warning Date has been reached or exceeded.
-  Target Date (Due Date) has been reached or exceeded.
-  Timeline is in progress.
-  Timeline is complete.

The status of the timeline is also displayed on the **My Home Page | My Involvements**.

Click the **Refresh** button to update the status of the timeline.