Liquidlogic – Chronology

BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-CHR-001
Target Audience	Liquidlogic Users
Author	Adam Brown
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Chronology

To add items to a chronology. Find the child on the system and enter their **Basic Demographics**. On the left-hand side, click on **History**.

You will see a list of events that have been recorded onto the system for the child. Any events that you would like to add to the chronology can be done by clicking on the + signs. When you add an event, the icon will change to a **–**

Clicking on the **–** icon will remove the event from the chronology. The magnifying glass icon will display a pop-up preview of the event.
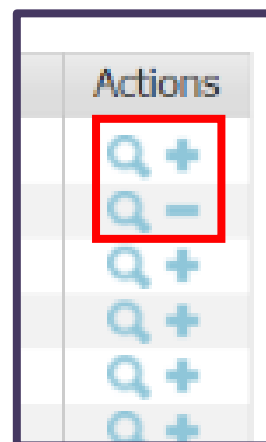
You can click on the **Add to Chronology** button if you wanted to add all the events listed in the History.

Notice that you can change the **Case History** from **Newest Events First** from the drop-down menu to **Oldest Events First**. You can also configure the view. Click on **Configure View**.

From here, you can select specific dates, choose a predefined template from the drop-down menu and/or select or deselect specific items.

Click back on the **Return to Information View** button.

Click on the **Chronology** link on the left-hand side. The **Chronology** will now be displayed.

From here, you can use the links underneath the table to add a new item, copy the chronology to a sibling and print the Chronology.

If you have added an event to the chronology that you wanted to add more information to or remove, click on the event from the chronology and it will appear in a pop-up.

You can go also go back into the **History** link to remove events from the chronology.

Back in the **Chronology**, you can add new items that are not in the History link by clicking on the **Add New Chronology Item** link.

Enter in the details of the new event. Click on the **Create** button and then click on the **X** to close and save the entry.

You can add case notes to a chronology from within the note itself. Click on the **Case Notes** link from within a child/young person's basic demographics and the **Add Case Note**.
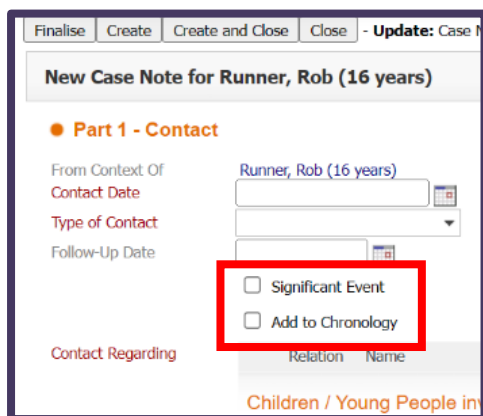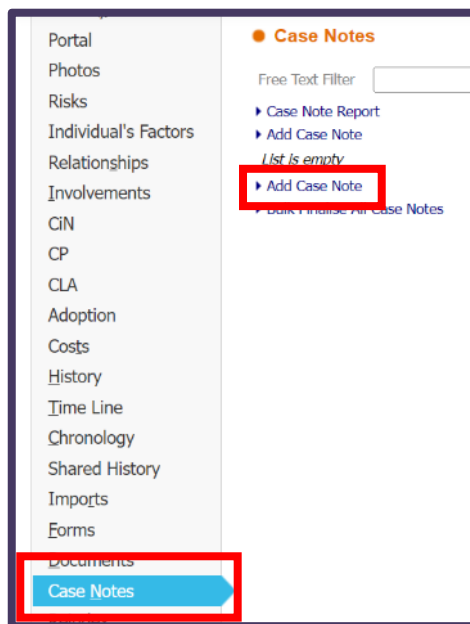
You can tick to state that the case note is a **Significant Event** and/or tick to **Add to Chronology**.

Please be advised that if you have ticked to add the case note to the Chronology, it will only appear in the Chronology once the case note has been finalised.
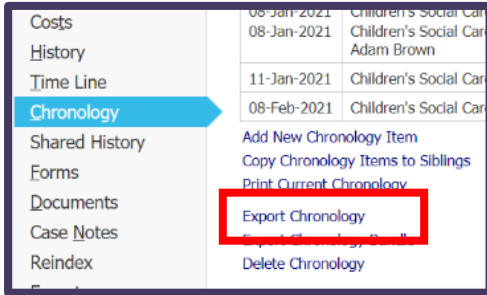
Once finalised, the case note will be within the **Chronology**.
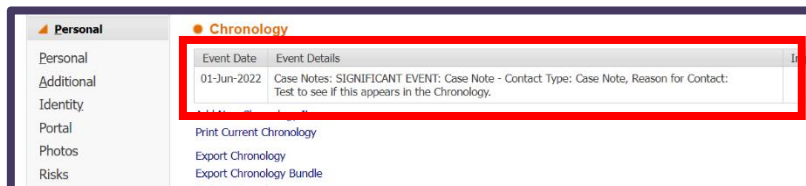
You can click on any event within a chronology to add or edit information. Make sure to click the **Save** button for the changes to take effect.
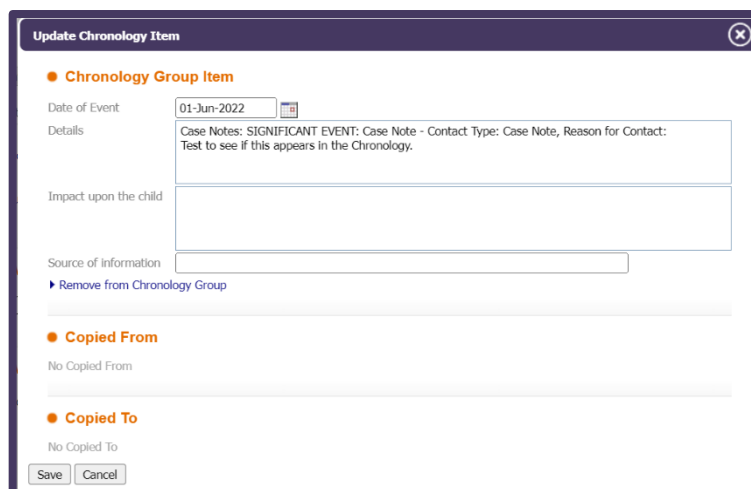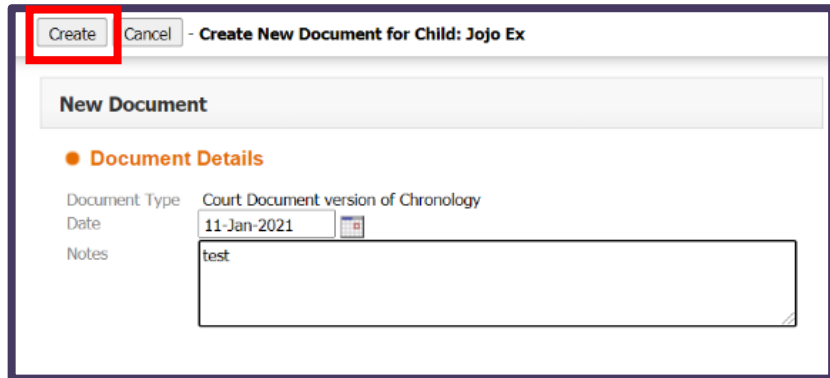
You can also do the above procedure within EHM either in General Notes or from a Case Note on an Early Help Episode.
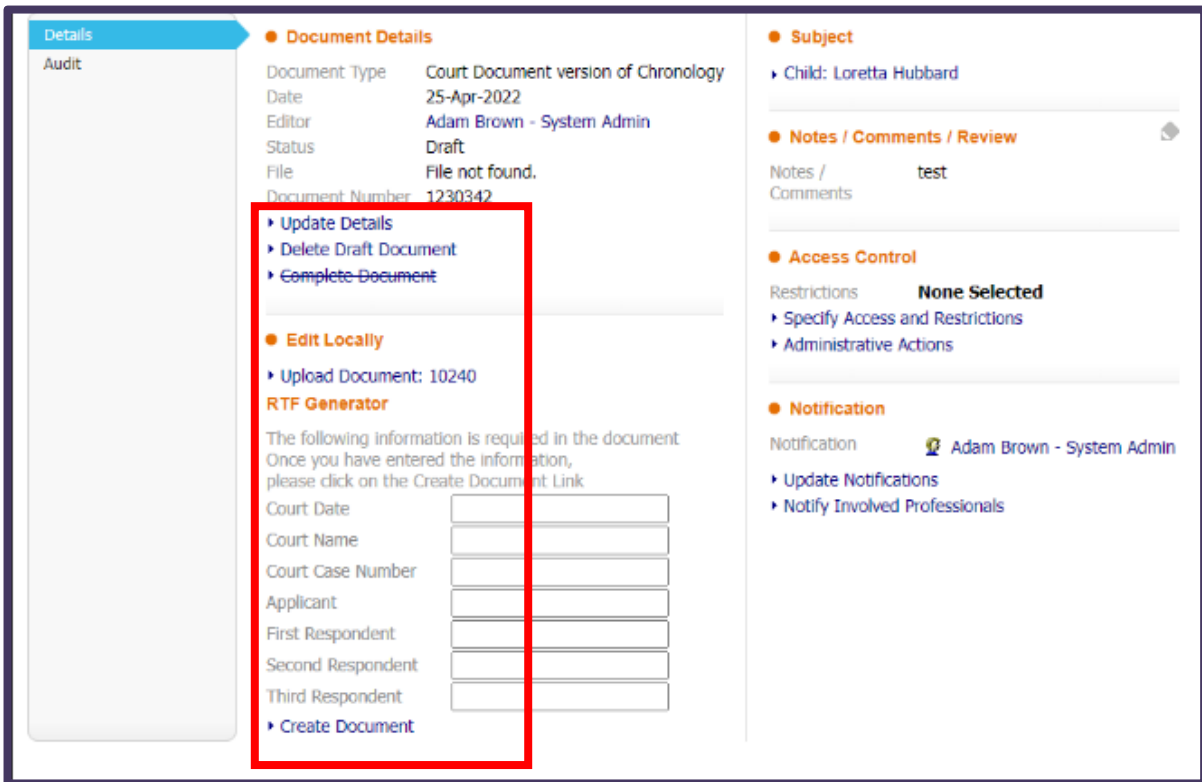
Click on **Export Chronology**.

Enter in the date and document type and then click on **Create**.

From here, you can update, delete, create and upload a document.

Click back on the child's **Basic Demographics** tab and then into the **Chronology** link.

To archive the current Chronology, click on the **Save Version of Chronology** button.

The date and time will be automatically entered although you can edit this. Enter a name for the chronology and then click on the **Create** button.

There is now an archived version of the chronology that you can click on to view.