Trenthos IME

Quick start for examiners.

Welcome to Trenthos IME. This guide takes you from your invitation to your first chronology.

1 Accept your invitation

Open the email "**You have been invited to join {practice} on Trenthos IME**" and press "**Accept the invitation**". Enter your name and a password, tick the box to agree to the Terms of Service and Privacy Policy, and press "**Accept invitation**". Then sign in.

2 Secure your account (first sign-in only)

Have an authenticator app ready on your phone. Follow the "**Secure your account**" screen, enter the 6-digit code and press "**Verify and enable**". Then choose a 4-digit PIN on "**Set an unlock PIN**". If you step away, the app locks and asks for your PIN.

3 Create a matter

Go to "**Matters**" and press "**New matter**". Fill in "**Reference**", "**Claimant**", "**Scheme**", "**Report type**", "**Your discipline**" and "**Purpose**", then press "**Create matter**".

4 Upload the brief

Open the "**Documents**" tab. Upload the letter of instruction first, then the records. When everything is in, press "**Upload complete: build chronology**". If you do not press it, reading starts 5 minutes after your last upload. To add files later, choose what they are under "**These files are:**" and press "**Add documents**".

5 Read the chronology

Open the "**Chronology**" tab and start with "**Concise**". Every entry the product extracts has a page reference, so you can check it against the source. Switch to "**All facts**" when you want everything, or use the search box to find an entry, a quote or a date.

6 Check what is flagged

Turn on "**Flagged only**". The badge "**Quote not found on page**" means the quoted words were not found on the cited page, so open the page and check the entry yourself. An entry with no badge at all had its quoted words found on the cited page. That does not confirm the page is the correct one. Entries without a date are labelled undated. Use "**Reject**" on an entry you do not want, and "**Add entry**" for anything you want to add. You do not need to press "**Accept**" on each entry: every entry you have not rejected is included in "**Download PDF**" and "**Download Word**".

7 Download

Use the "**Download**" menu for "**Download PDF**", "**Download Word**" or "**Download concise (Word)**". The "**Export**" tab has the "**AI assistance disclosure**" to go with your report.

Please remember: the chronology is there to help your reading. It does not replace it. Check every entry you use in your report against its page.

For practice administrators: go to "**Settings**" and find the "**Team**" card. Enter the person's email, tick their roles and press "**Send invitation**". Everyone in your practice account sees every matter in it.

We are glad to help at any step: support@trenthos.com