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Nova Scotia Student Information System

Nova Scotia Public Education System

Set Document in TIENET

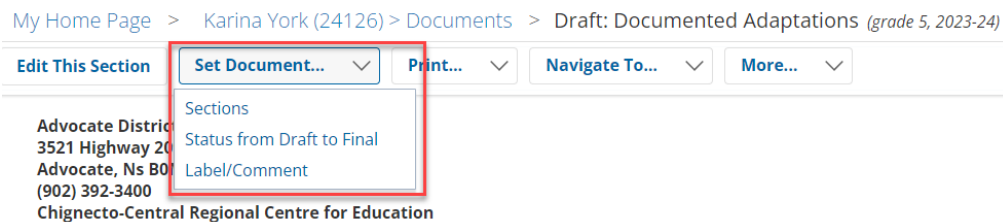
User Guide



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1 DOCUMENT FEATURE – SET DOCUMENT

Set Document is one of the document features in TIENET and it only appears when the document is in Draft status. Depending on the user's role and the document being accessed, the **Set Document** section may be restricted or unavailable.



There are different options in the **Set Document** dropdown depending on the document and most documents will only have options for (1) **Status from Draft to Final** and (2) **Label/Comment**.

(1) **Status from Draft to Final** - used to change the status of a document.

NOTE: Adding a comment and/or sending a notification message to someone is optional. If no comment or message is required, click on **Accept**.

A pop-up window appears asking to confirm the document status change. Click **OK** to proceed.

(2) **Label/Comment** – used to add/edit the label/comment of a document.