



Nova Scotia Student Information System

Nova Scotia Public Education System

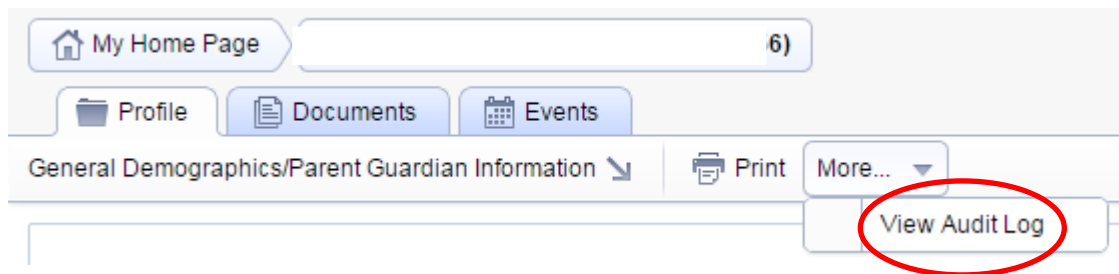
# Audit Logs and Events in TIENET

Quick Reference Guide

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## 1 AUDIT LOGS

- **Audit Logs** in TIENET capture all user access within a student's TIENET Profile or Documents file.
- When a user logs into a student's TIENET file to perform any task (view, access, create, update, add, attach, print, delete, etc.), the category, task, date, time, user and description are automatically logged as part of the **Audit Log**.
- To access this information, go to a student's **Profile**, then **More** and click on **View Audit Log**.



- The information is logged in chronological order starting with the most recent.

The screenshot shows the 'View Audit Log' page for Cassidy Franklin (3100008956). It includes a 'Select Date' field set to 7/25/2014 and a '# Days to Include' dropdown set to 365. The main content area is titled 'Events Affecting Student 0008956' and displays a table of audit events. The table has columns for 'Category (Task)', 'Date/User', and 'Description'. The events are listed in chronological order from most recent to oldest.

| Category (Task) | Date/User                                                                                                                   | Description                         |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Profiles        | 02/10/15 Tue 09:54 PM<br>User: <a href="#">U55201 (Rebecca Franklin)</a><br>IP: 192.168.137.1 Technical ID: 8673020 (38632) | Viewed Student Profile: Franklin, C |
| Documents       | 11/12/14 Wed 12:48 PM<br>User: <a href="#">U55201 (Rebecca Franklin)</a><br>IP: 192.168.137.1 Technical ID: 7797063 (38632) | Accessed ADAPTPPT document fr       |
| Profiles        | 11/12/14 Wed 12:47 PM<br>User: <a href="#">U55201 (Rebecca Franklin)</a><br>IP: 192.168.137.1 Technical ID: 7797056 (38632) | Viewed Student Profile: Franklin, C |
| Documents       | 09/19/14 Fri 01:24 PM<br>User: <a href="#">U55201 (Rebecca Franklin)</a><br>IP: 192.168.137.1 Technical ID: 6761795 (38632) | Updated ADAPTPPT document for       |

## 2 EVENTS IN TIENET

- **Events** in TIENET are a way of tracking important actions or changes that happen in a student's file and can be logged both automatically and manually.
- They capture information like the date, time, user, document, subject, and description of the event and are logged in chronological order starting with the most recent.
- Events automatically happen in TIENET when a significant change is made to a student document (like a change in status, when the document is deleted, etc.).
- In addition to events that are automatically generated by the system, TIENET also allows users to manually enter events.
- Users can navigate to **Events** while in **Student Profile** or **Documents** as shown below.
- Events can be filtered **By Year:**, **Manual/Auto:** or **By Category:** using drop-down menus and the event list can be printed by using the printer icon to the right of the list.
- New events can be added manually with **Add New Event**.

My Home Page [Inactive]

Profile Documents **Events**

By Year: (All) Manual/Auto: (All) By Category: (All) + Add New Event

### Events for Cassidy Franklin (3100008956)

| Event Date/User/Document                                                                                                                            | Subject/Description                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (Auto) 09/17/2014 Wed, 08:23 PM, 2014-15<br>User: <a href="#">U55201 (Rebecca Franklin)</a><br>Document: <a href="#">Referral for Services (AT)</a> | Deleted for Cassidy Franklin (3100008956)<br>Deleted Draft for Cassidy Franklin (3100008956)                                                                                  |
| (Auto) 09/17/2014 Wed, 08:21 PM, 2014-15<br>User: <a href="#">U55201 (Rebecca Franklin)</a><br>Document: <a href="#">Referral for Services (AT)</a> | Referral for Services for Cassidy Franklin (3100008956) Set to Draft Status<br>Status of Referral for Services for Cassidy Franklin (3100008956) changed from final to draft. |
| (Auto) 09/17/2014 Wed, 08:15 PM, 2014-15<br>User: <a href="#">U55201 (Rebecca Franklin)</a><br>Document: <a href="#">Referral for Services (AT)</a> | Referral for Services for Cassidy Franklin (3100008956) Set to Final Status<br>Status of Referral for Services for Cassidy Franklin (3100008956) changed from draft to final. |

- To manually add a new event, click on **Events**, then **Add New Event** and fill out the required information as seen below, then **Accept**.
- Optional features include linking the event to a specific document, changing the **Event Subject** name from the default, entering an **Event Description** and sending notification of the manually logged event to other relevant staff members using **Send Notification Message To**.

**New Event:**

Event Subject

Event Description

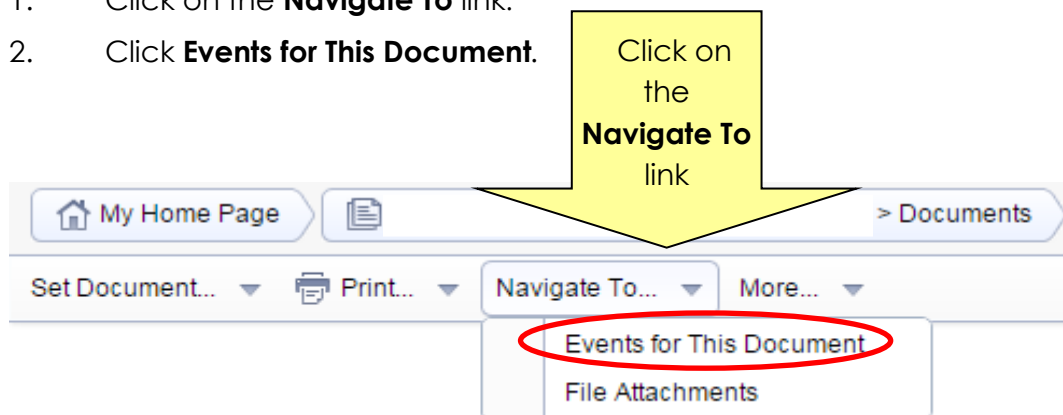
Link event to document

Look up User ID for:

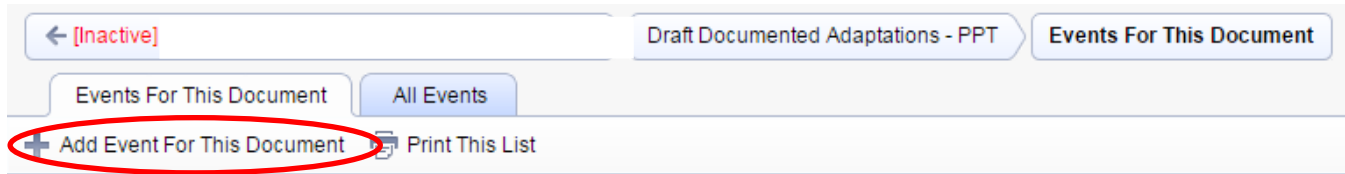
Send a Notification Message To

When working within a student document, events can be added that are specific to that document. To do that from an open TIENET document ...

1. Click on the **Navigate To** link.
2. Click **Events for This Document**.



3. From the toolbar, click on **Add Event For This Document**.



As shown below, a **New Document Event for ...** window opens. Again optional features include, linking the event to a specific section of the document, changing the subject of the event from the default, and sending notification of the manually logged event to other relevant staff members.

4. Click in the textbox for **Event Description** and type in a short description of the event.
5. Using the **Staff User Look up** link, you can send a notification of the event to other staff members.
6. Click **Accept** and the manual event will be added to the **Events** log.

