



Nova Scotia Student Information System

Nova Scotia Public Education System

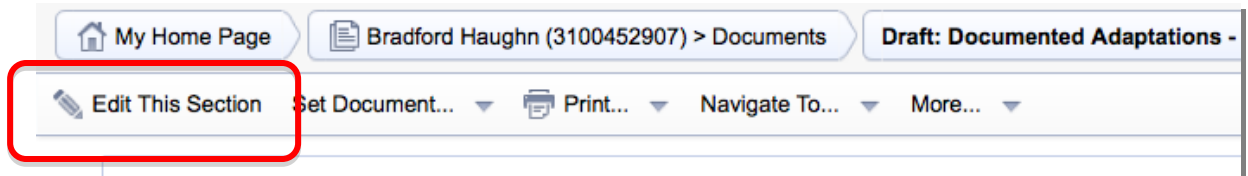
# Edit this Section in TIENET

Quick Reference Guide

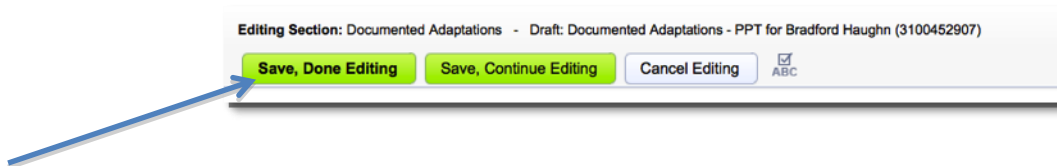
Revision Date:  
November 4, 2015

## 1 DOCUMENT FEATURE – EDIT THIS SECTION

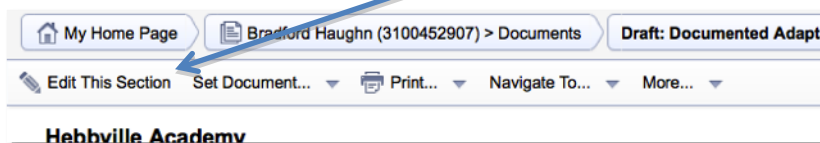
**Edit This Section** is one of the document features in TIENET.



The editing buttons will only appear when opening a document for the first time or re-opening an incomplete document.



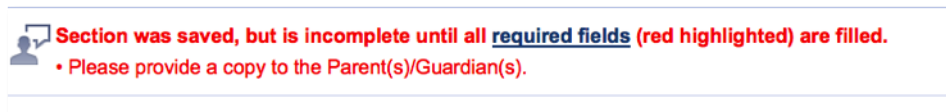
If the editing buttons do not appear, click on **Edit This Section**.



There are 3 options in editing mode;

- **Save, Done Editing** – used when finished editing a document.

**NOTE:** If all required fields are not completed a message will appear at the top of the document



- **Save, Continue Editing** – used when you want to save frequently, typically when editing a large amount of information.
- **Cancel Editing** – used when you do not want to save added information entered.