



Nova Scotia Student Information System

Nova Scotia Public Education System

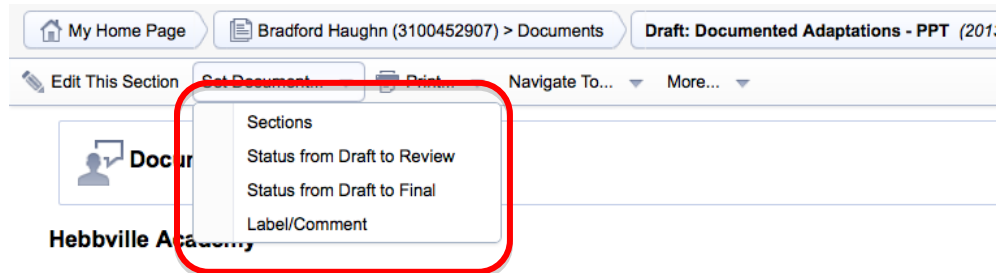
# Set Document in TIENET

Quick Reference Guide

Revision Date:  
Nov 4<sup>th</sup>, 2015

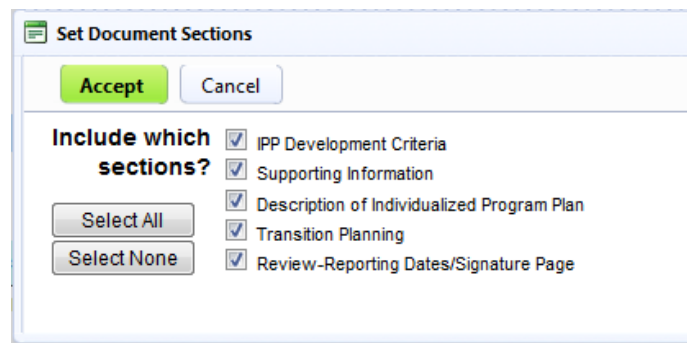
## 1 DOCUMENT FEATURE – SET DOCUMENT

**Set Document** is one of the document features in TIENET.



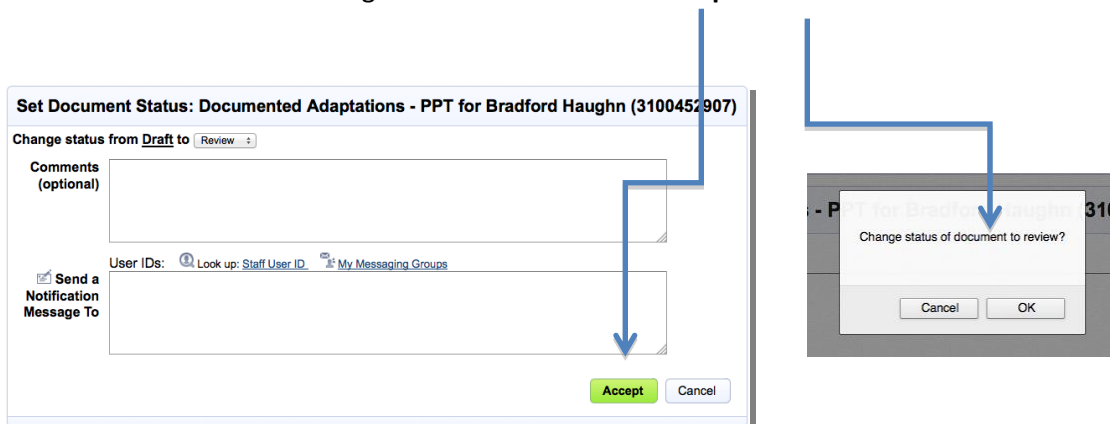
There are several options in **Set Document**;

- **Sections (IPP only)** – used to add additional sections to an existing IPP.



- **Status from Draft to Review/Status from Draft to Final, etc** – used to change the status of a document.

**NOTE:** Adding a comment and sending a notification message to someone is optional. If no comment or message is recorded click on - **Accept - OK**



- **Label/Comment** – used to add/edit the label/comment of a document



**NOTE:** Depending on the role not all **Set Document** options may be viewable.