



Nova Scotia Student Information System

Nova Scotia Public Education System

Set Document Status

Quick Reference Guide

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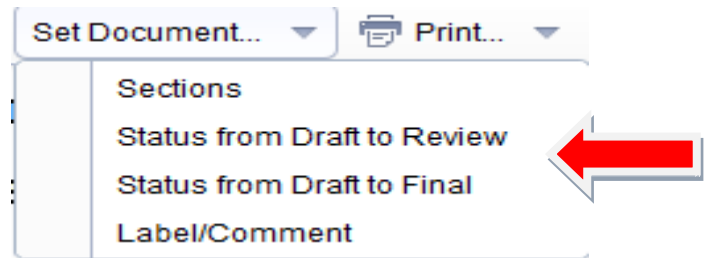
Contents

1 Change Status of a Document.....3

1 CHANGE STATUS OF A DOCUMENT

The status of a document allows users certain access and the ability to perform certain tasks. Draft is for creating and editing a document, Review is for securing the draft and being able to review and add updates and notes, and Final is when the document is finalized and unable to be changed.

- Go to the document that you want to change the status on.
- Click on the **Set Document...** link.
- Click on **Status from Draft to Review** or **Status from Draft to Final**.



- Use the drop-down to select the new status (**Draft**, **Review** or **Final**). Fill out info required to post this **New Event**. You can use this section to inform someone through the TIENET Communication system that the status of the document was changed.
- Then click **Accept**.

Set Document Status: Individual Program Plan for Aurora Aalders (3101244659)

Change status from **Draft** to **Review**

Comments (optional)

User IDs: [Look up: Staff User ID](#) [My Messaging Groups](#)

☒ Send a Notification Message To

Staff below are referenced in document. Click any to include in notification:
Team Name Lookup: [USKUBLEK \(Kublek Sheila\)](#)

Accept **Cancel**

- A document in **Final Status** can only be changed to **Draft** or **Review** by the school administrator or TIENET administrator.
- To change a **Final** document back to **Draft** or **Review** go to **More – Unfinalize Document**.

