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Nova Scotia Student Information System

Nova Scotia Public Education System

Audit Logs and Events in TIENET

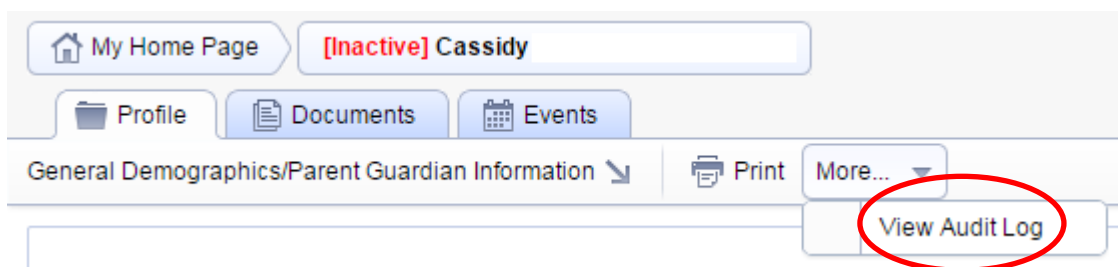
User Guide



Revision Date:
June 7, 2022

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 displays the 'View Audit Log' page for Cassidy. It includes navigation links for 'Cassidy', 'Profile', and 'View Audit Log'. Below the navigation is a date filter set to '7/25/2014' and a '# Days to Include' dropdown set to '365'. The main content area is titled 'Events Affecting Student Profile for Cassidy' and features a table with the following data:

Category (Task)	Date/User	Description
Profiles	02/10/15 Tue 09:54 PM User: U55201 (Rebecca Franklin) IP: 192.168.137.1 Technical ID: 8673020 (38632)	Viewed Student Profile: Franklin, C
Documents	11/12/14 Wed 12:48 PM User: U55201 (Rebecca Franklin) IP: 192.168.137.1 Technical ID: 7797063 (38632)	Accessed ADAPTPPT document for
Profiles	11/12/14 Wed 12:47 PM User: U55201 (Rebecca Franklin) IP: 192.168.137.1 Technical ID: 7797056 (38632)	Viewed Student Profile: Franklin, C
Documents	09/19/14 Fri 01:24 PM User: U55201 (Rebecca Franklin) 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 sorted **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.

Event Date/User/Document	Subject/Description
(Auto) 09/17/2014 Wed, 08:23 PM, 2014-15 User: U55201 (Rebecca Franklin) Document: Referral for Services (AT)	Deleted for Cassidy Deleted Draft for Cassidy
(Auto) 09/17/2014 Wed, 08:21 PM, 2014-15 User: U55201 (Rebecca Franklin) Document: Referral for Services (AT)	Referral for Services for Cassidy Status of Referral for Services for Cassidy
(Auto) 09/17/2014 Wed, 08:15 PM, 2014-15 User: U55201 (Rebecca Franklin) Document: Referral for Services (AT)	Referral for Services for Cassidy Status of Referral for Services for Cassidy