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# in|SCHOOL
Nova Scotia Student Information System

Nova Scotia Public Education System

# Audit Logs and Events in TIENET
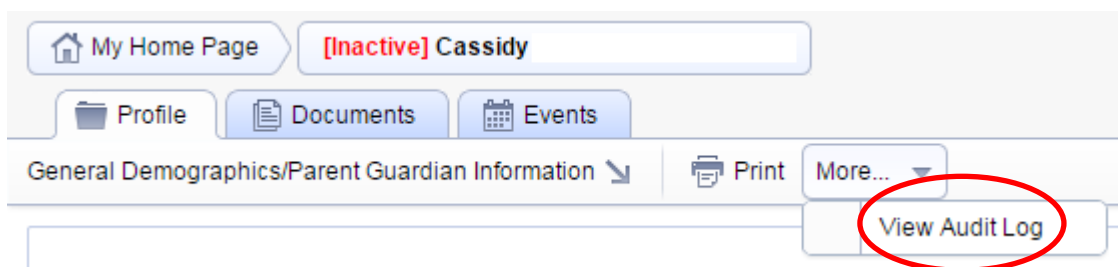
User Guide

TIENET™
Technology for
Improving Education

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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.

## 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.