

Nova Scotia Public Education System Edit this Section in TIENET

User Guide

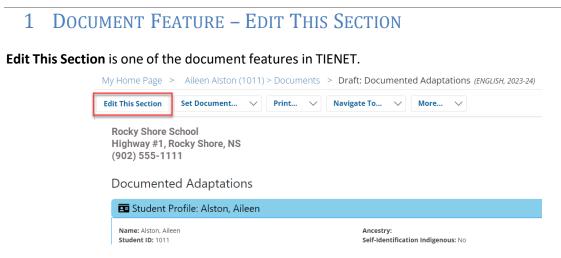


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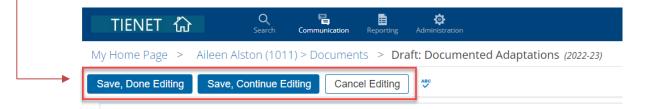
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NSCHOOL



The editing status buttons will only appear when opening a document for the first time or re-opening a document in Draft status.



If the editing buttons do not appear, click on Edit This Section (as depicted above in top image).

There are 3 options in editing mode:

• Save, Done Editing – used when finished editing a document. <u>NOTE:</u> If all required fields are not completed a message will appear at the top of the document.

🔁 Section was saved, but is incomplete until all <u>required fields</u> (red highlighted) are filled.

- 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, and used when you want to see what the document looks like in its current state.