

HOW TO LOAD THE KZNCN NURSING COLLEGE QMS TOOLKIT

In this Training Manual you will be shown how to install the KZNCN QMS Toolkit.

Step 1:

Load the KZNCN QMS Toolkit into your computer DVD/CD drive, “Right Click” on the Start and select Explore (Indicated in Figure 1)

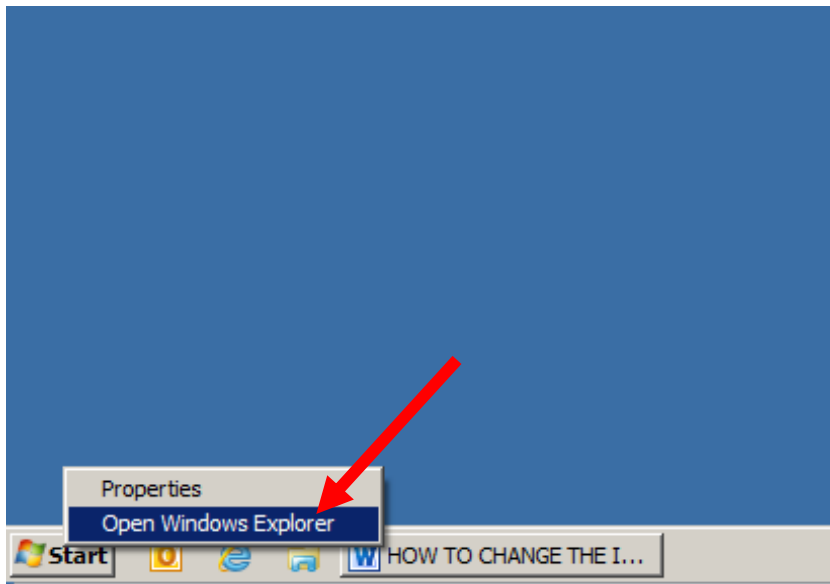


Figure 2 notes:

Step 2:

Select your CD or DVD Drive and “double click” on the Campus QMS Setup file (Indicated in Figure 2).

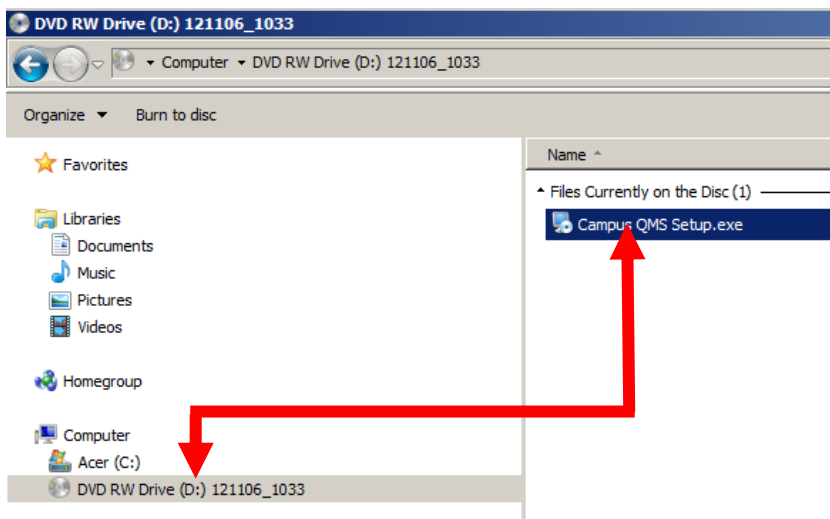


Figure 2 notes:

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Step 3:

Read the Welcome screen and “left click” the next button (Indicated in Figure 3).



Figure 3 notes:

Step 4:

Read the Licence Agreement; select the “I agree to the terms of this license agreement” and “left click” on the next button (Indicated in Figure 4).

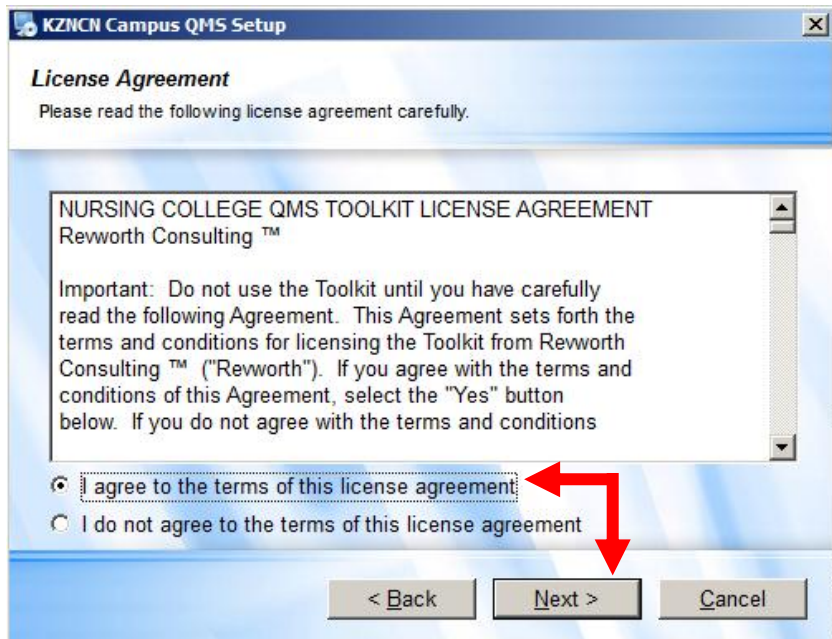


Figure 4 notes:

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Step 5:

Insert in the Name of the QMS Representative, Campus Name and “left click” on the next button
(Indicated in Figure 5)

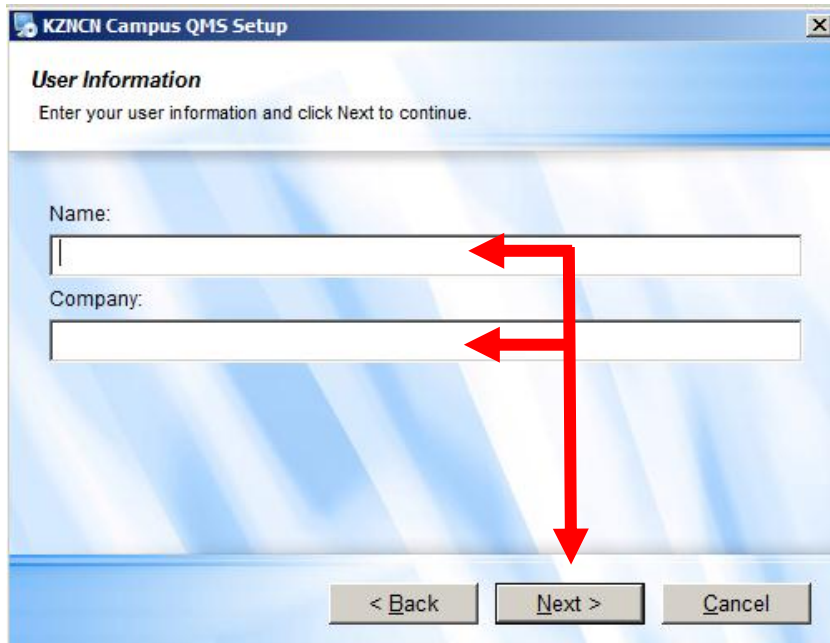


Figure 5 notes:

Step 6:

Insert in the unique serial number provided with your KZNCN Campus QMS Toolkit CD and “click” the next button
(Indicated in Figure 6)

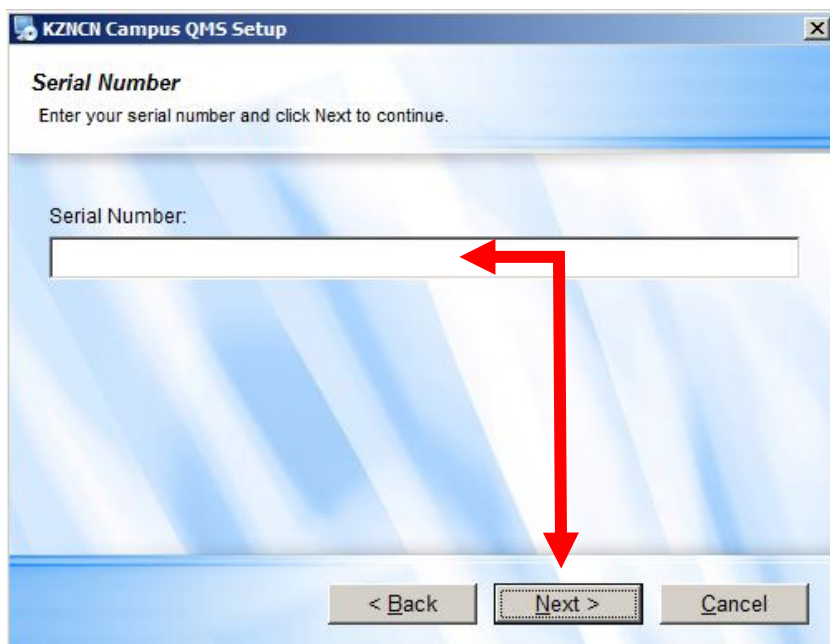


Figure 6 notes:

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Step 7:

In the “Install KZNCN Campus QMS to:” window type in the following: **C:\KZNCN Campus QMS** (remove Program Files x86) and “left click” the next button. This will ensure that your QMS is installed under your C:/Drive of your Computer.

(Indicated in Figure 7)

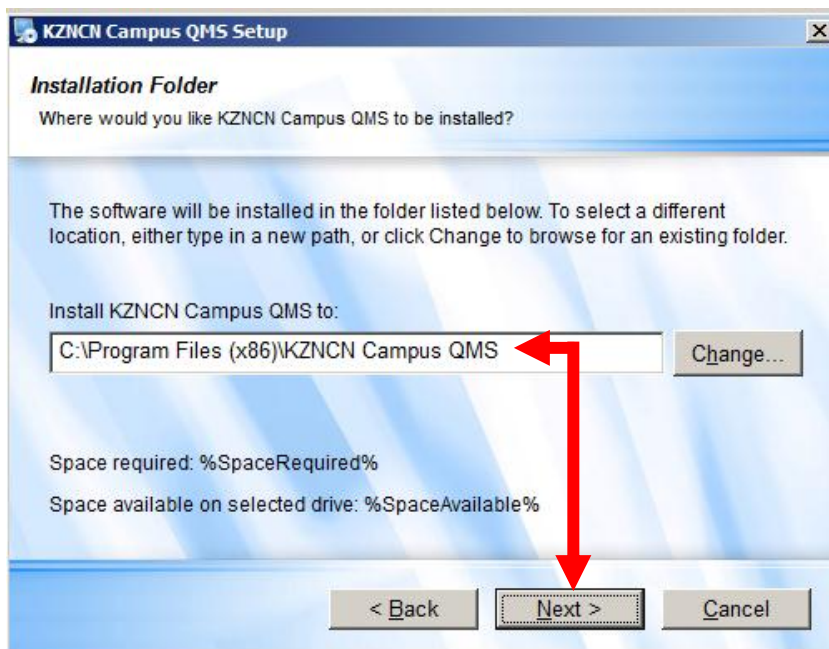


Figure 7 notes:

Important Note: If you wish to install the KZNCN Campus QMS in a different location on your computer select the “Change” button and navigate to desired folder.

Step 8:

Select the applicable check box and “click” the next button (Indicated in Figure 8)

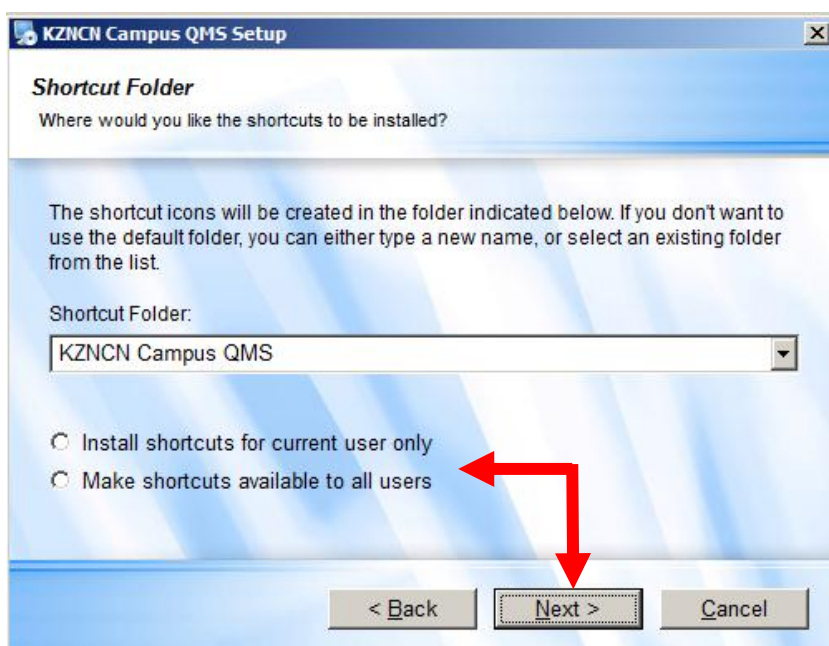


Figure 8 notes:

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Step 9:

Read the Ready to install window to ensure all is setup correctly and “click” the next button. You may go back to change any information by selecting the back button.

(Indicated in Figure 9)

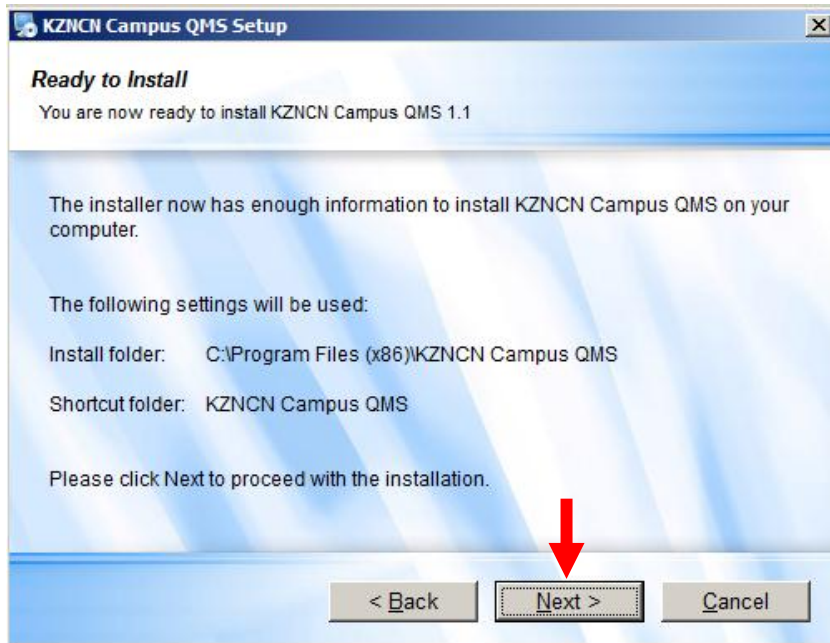


Figure 9 notes:

Step 10:

The KZNCN Campus QMS installation window will now run and install the QMS. Do not close or cancel until complete.

(Indicated in Figure 10)

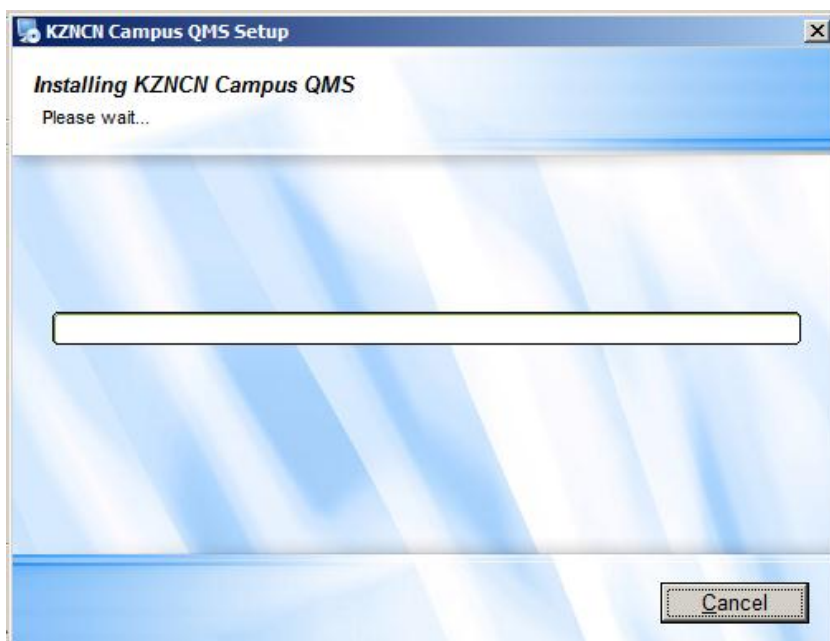


Figure 10 notes:

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Step 11:

You have now successfully installed the KZNCN Campus QMS Toolkit. “Left click” the Finish button and remove the CD.

(Indicated in Figure 11)

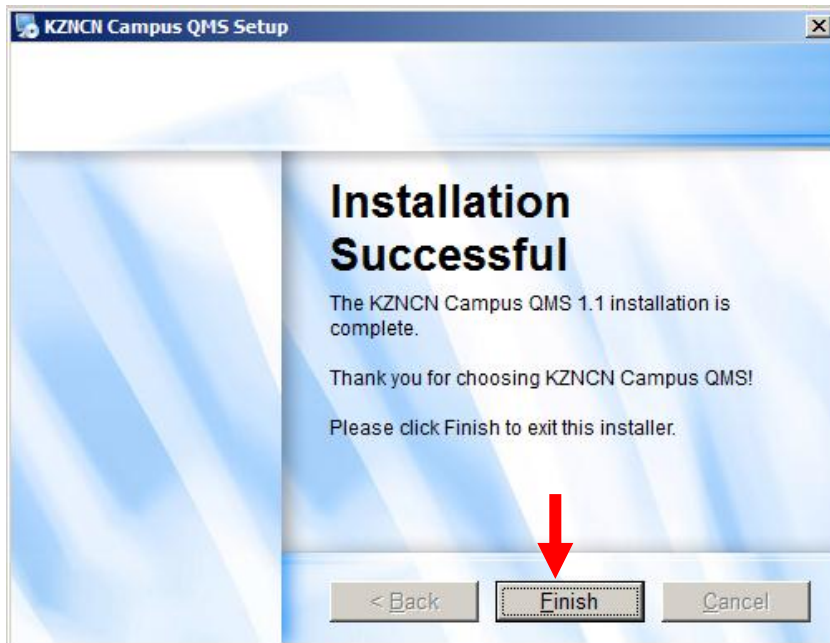


Figure 11 notes:

Important Note: Always keep the KZNCN Campus QMS Toolkit in a safe secure environment. To prevent damage or theft

Step 12:

Navigate back to the Desktop and “Double left click” on the KZNCN Campus QMS to launch the system.

(Indicated in Figure 12)

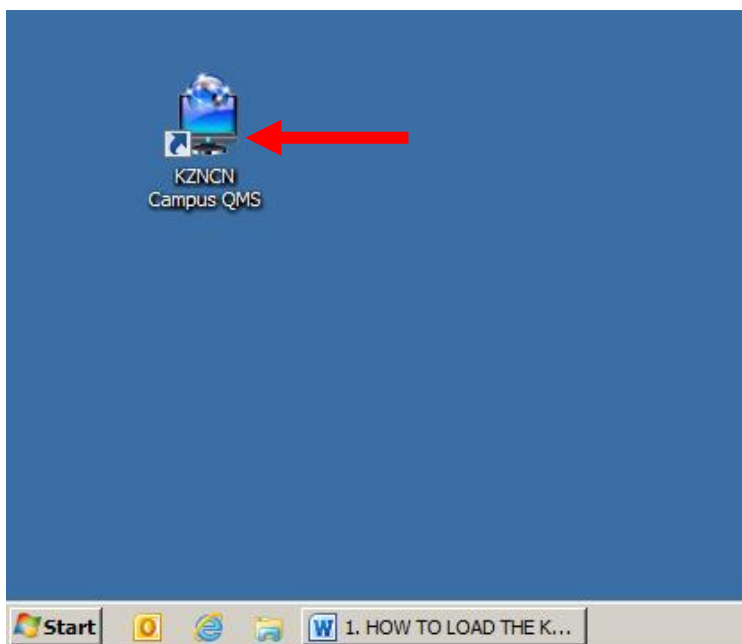


Figure 12 notes:
