

**HOW TO SAVE INFORMATION INTO THE E FILLING SYSTEM**

In this Training Manual you will be shown how to save information in the E-filling system.

**Step 1:**

“Double left click” on the KZNCN Campus Management System Icon on the Desktop (Indicated in Figure 1)

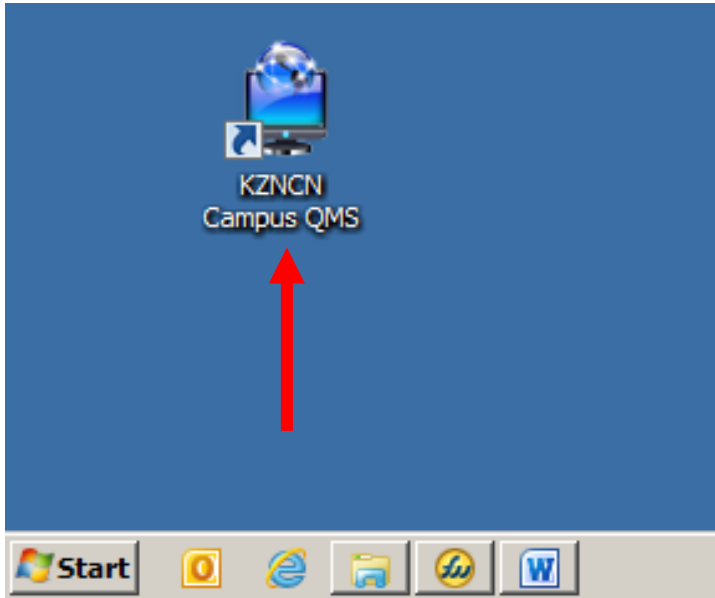


Figure 1 notes:

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**Step 2:**

Navigate to the required form & / Checklist and open the document from the Forms & Checklist Index. (Indicated in Figure 2) In the example below we used the Governing Bodies sections Forms and Checklists as an example.

Figure 2 notes:

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**GOVERNING BODIES**

To view a document click on the respective document name below. For tra

Document Number	Document Name "Click below to access the document"
KZNCN - GOB - 04 - 001	Calendar KZNCN
KZNCN - GOB - 04 - 002	Agenda

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## HOW TO SAVE INFORMATION INTO THE E FILLING SYSTEM

### Step 3:

You can now complete the form using Microsoft or print the form and complete by hand. Note if you complete the form by hand it must be scanned back into the E-filling system.

(Indicated in Figure 3)

Forms & Checklists		
Document Name : Campus Governing Body Agenda		
Document No: KZNCN - GOB - 04 - 002	Revision No: 0	
Date: 01 April 2012	Page: 1 of 1	
Approved By: Campus Principal		

NAME OF MEETING		
Date :	Time : 09h00	Venue :

Notice is hereby given of the **XXX** Campus Board meeting to be held on **XXXX** at **XXX** Campus at 09h00.

1. Notice of Meeting
2. Welcome and Opening
3. Apologies
4. Agenda – Amendments Confirmation
5. Minutes of Previous Meeting

Figure 3 notes:

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### Step 4:

Select the “file save as” button to save the completed form.

(Indicated in Figure 4)

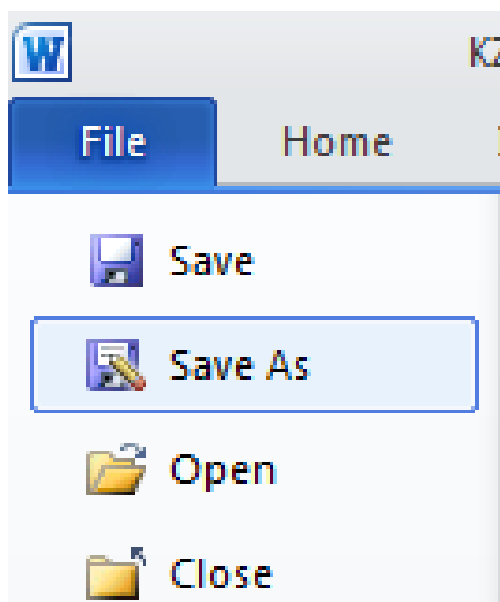


Figure 4 notes:

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**HOW TO SAVE INFORMATION INTO THE E FILLING SYSTEM**

**Step 5:**

Navigate to the location where you have installed the KZNCN Campus QMS and “click” on the plus sign to drop down the “Tree View” (Indicated in Figure 5)

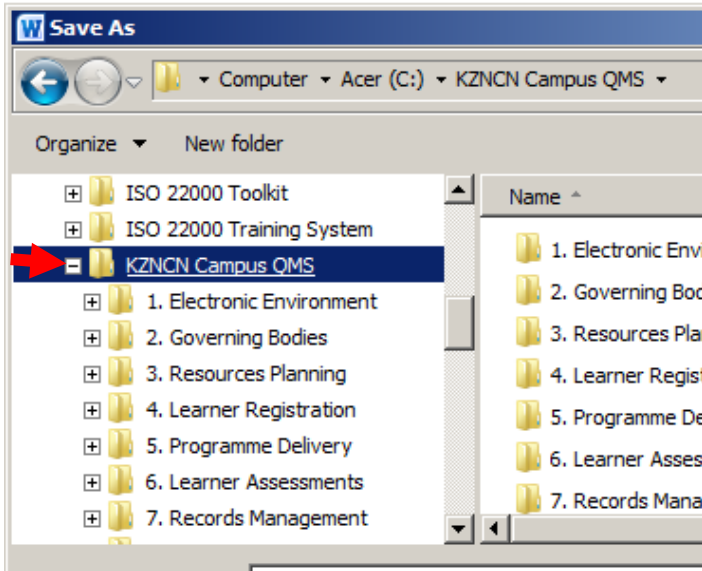


Figure 5 notes:

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**Step 6:**

Select the 13. E – Filling system folder and “click” on the plus sign to drop down the “Tree View”. (Indicated in Figure 6)

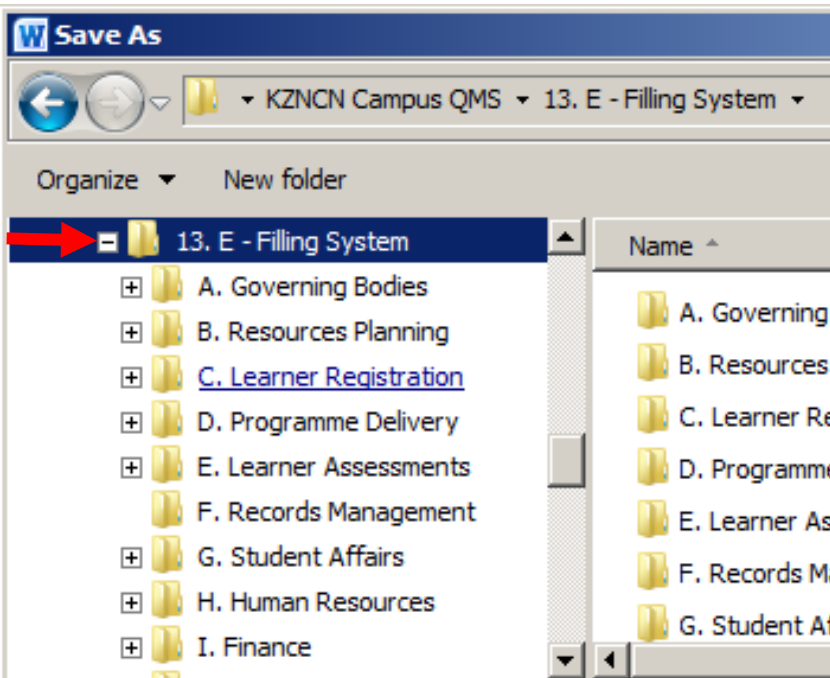


Figure 6 notes:

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## HOW TO SAVE INFORMATION INTO THE E FILLING SYSTEM

### Step 7:

Select the required folder and select save. In the example below we used the Governing Bodies sections folder as an example.

(Indicated in Figure 7)

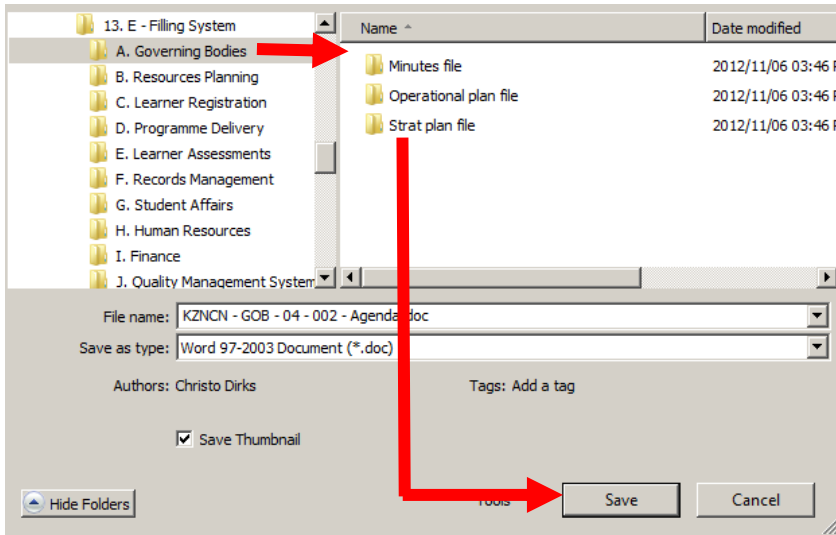


Figure 7 notes:

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### Step 8:

You may now view the record that you have saved through the E-Filling system button in the QMS Portal.

(Indicated in Figure 8)

Change Request		Intranet System		Acts and Legislation		E-Filling System	
Name	Date modified	Type	Size				
Minutes file	2012/11/06 03:4...	File folder					
Operational plan file	2012/11/06 03:4...	File folder					
Strat plan file	2012/11/06 03:4...	File folder					

A red arrow points from the 'E-Filling System' header to the 'Strat plan file' row in the table below.