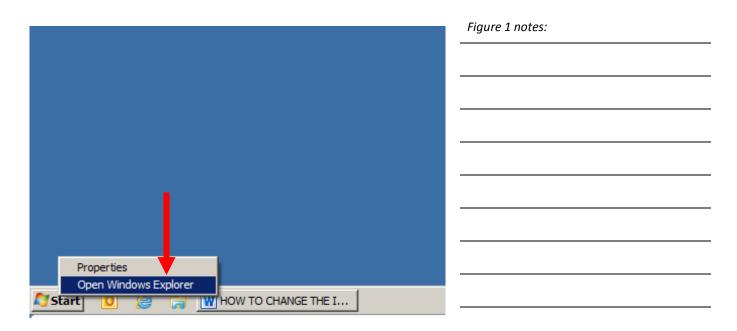
HOW TO CHANGE THE INTRO PAGE

In this Training Manual you will be shown how to locate and change the QMS introduction page.

<u>Step 1:</u>

"Right Click" on the start menu and select Explore (Indicated in Figure 1)



Step 2:

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 2)

The picture in figure 2 indicates that the KZNCN Campus QMS are installed under the C:/Drive.

🔒 KZNCN Campus QMS	Figure 2 notes:	
🕞 🗢 📕 🝷 Computer 🔹 Acer (C:) 🔹 KZI		
Organize 🔻 Include in library 👻 Share wi	th 🔻 Burn New folder	
🕂 🔤 🕌 KZNCN Campus QMS	Name ^	
🕀 🌗 1. Electronic Environment	1. Electronic Environment	
🛨 퉬 2. Governing Bodies		
🕀 퉲 3. Resources Planning	2. Governing Bodies	
🗉 퉲 4. Learner Registration	3. Resources Planning	
🗉 퉬 5. Programme Delivery	퉬 4. Learner Registration	
🗉 📔 6. Learner Assessments) 5. Programme Delivery	
🗉 📔 7. Records Management	6. Learner Assessments	
🗉 🚹 8. Student Affairs	7. Records Management	

Important Note: To select where to install the KZNCN Toolkit view the "How to Install the KZNCN QMS CD"

<u>Step 3:</u>

"Right Click" on the KZNCN Campus QMS folder in the left window and select properties.

(Indicated in Figure 3)



<u>Step 4:</u>

Ensure that the read only "Tick Box" is removed so that you can save the changes that you are going to make, click apply changes to folder, subfolders and files.

(Indicated in Figure 4)

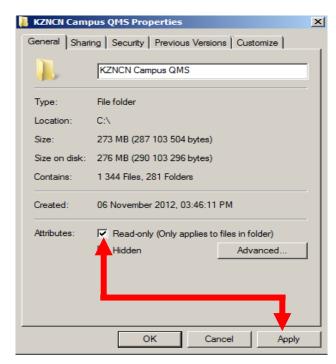
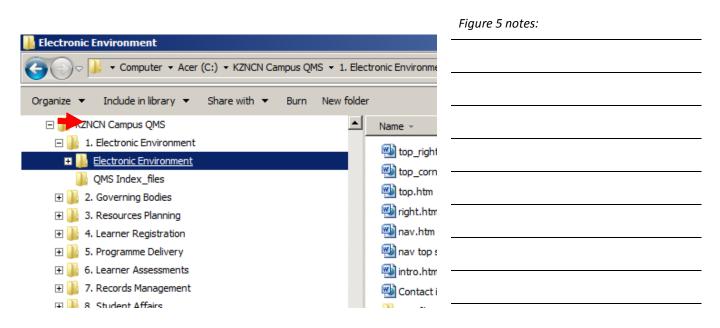


Figure 4 notes:		

Important Note: If you do not remove the "Read Only" you will not be able to save the changes you have made in the document going forward.

<u>Step 5:</u>

"Click" on the Electronic Environment folder plus sign to drop down the "Tree View" and select the next folder named "Electronic Environment" (indicated in Figure 5)



<u>Step 6:</u>

"Right Click" on the "Intro" document in the right hand window and select the "Open with Microsoft Word" (Indicated in Figure 6)

型 intro.htm		27 11:21 AM	HTML Document
	Open		
🐏 Contact info.htm	Edit	/18 07:15 AM	HTML Document
퉬 top_files	Edit with Dreamweaver MX	/06 03:46 PM	File folder
top_corner_files	Open in Same Window	/06 03:46 PM	File folder
lav files	Print	/06 03:46 PM	File folder
-	GScan intro.htm		
hav top section_files	Open with 🕨 🕨	🖉 Internet Ex	plorer
퉬 intro_files	🗎 WinRAR 🔶	Microsoft W	/ord
퉬 images	🤤 Shredder 🔹 🕨	Notepad	
퉬 Copy of intro_files	Restore previous versions	Choose def	ault program
퉬 Contact info_files	- Condito	/06 03:46 PM	File folder

Important Note: In older versions of Microsoft Windows you must select "Edit" or "Edit with Microsoft Word"

<u>Step 7:</u>

•

The Intro document will now open in "Microsoft Word" and is ready to be edited and saved.

(Indicated in Figure 7)

المتعادلة المت معادلة المتعادلة معادلة المتعادلة ا معادلة معادلة معادلة معادلة المتعادلة المتعادلة المتعادلة المتعادلة المتعادلة المتعادلة المتعادلة المتعادلة معادل	Figure 7 notes:
A 03 Find - A 03 Find - A 04 Find -	
Pate ⊘ Copy Pate ♂ Format Painter ■ I 및 · An × X A · 2 · A · E = = = 1 5 · A · E · Heading I Heading J Heading J Heading J Heading F Value V A · A · A · A · A · A · A · A · A · A	
Clipbear is Font is Paragraph is Styles is set in Styles is Styles in Styles	
ער היא היא היא היא היא היא היא הא	
VISION, MISSION AND CORE VALUES	
VISION :	
To lead Nursing Education and to achieve excellence in nursing through education and training of nurses and midwives registrable with the South African Nursing Council (SANC) and South African Qualifications Authority (SAQA) at Basic and Post-registration levels.	
MISSION :	
To produce caring and competent nurses and clinical nurse specialists who will be responsive to the current and future health care needs of the people of KwaZulu-Natal by empowering them with nursing knowledge.	
CORE VALUES:	
Trust built on truth, honesty and respect	
Open communication, transparency and consultation	
Commitment to quality performance	
Courage to learn, change and innovate	
Commitment to caring and compassionate service delivery	
Learners personal development	
Access to lifelong learning	
Mobility and progression within education, training and career path	
LEGAL PARAMETERS	
The college functions under the relevant legislation both nationally and provincially. The following is a list some applicable legislation:	
Agreement entered into between the KwaZulu-Natal Department of Health and the Universities of KwaZulu-Natal and Zululand	
Nursing Act 50 of 1978 as amended	
National policy on Education and Training	
National Department of Health Policy on Nursing Education	
SA Qualifications Authority Act	
Skills Development Act	
Labour Relations Act	
GOVERNANCE	
KwaZulu-Natal Department of Health has a contractual agreement with the affiliated Universities:	
The agreement incorporates the formation of the three (3) governance structures	
College Council	
• Senate	
Campus boards	
*	

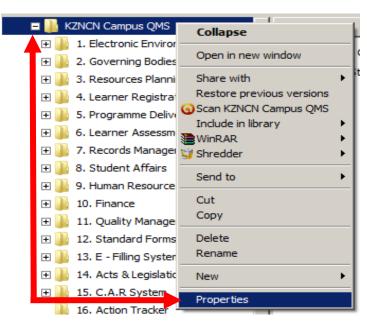
Important Note: On saving the changes and the "Save AS" appears (indicated below) you have not removed the "Read Only" in Step 4 and your changes will not be saved.

🚻 Save As							×
Cor	mputer 🝷 Acer (C:) 🝷 KZNCN Campus	QMS • 1.	Electronic Environment 👻 Electronic Environme	ent 🗸 👻 🗸	Search Electronic En	vironment	2
Organize 🔻 New fo	lder						(?)
Microsoft Word		-	Name *	Date modified	Туре	Size	^
☆ Favorites			Contact info_files Copy of intro_files	2012/11/05 12:44 PM 2012/11/05 12:44 PM			
🔚 Libraries			images	2012/11/05 12:44 PM			
			intro_files nav top section_files	2012/11/05 12:44 PM 2012/11/05 12:44 PM			
輚 Homegroup			nav_files	2012/11/05 12:44 PM			
Computer			top_corner_files	2012/11/05 12:44 PM	File folder		
🚢 Acer (C:)			퉬 top_files	2012/11/05 12:44 PM	File folder		
🙀 Network		-	Contact info.htm	2012/03/18 07:15 AM	HTML Document		141) -
File name:	intro.htm						•
t Save as type:	Web Page (*.htm;*.html)						•
Authors:	Dave Reevell	Tag	s: Add a tag	Title: Untitled Document			
	Save Thumbnail	Pag	e title: Untitled Document				
			Change Title				
Hide Folders				Tools 👻	Save	Cance	

<u>Step 8:</u>

"Right Click" on the KZNCN Campus QMS folder in the left window and select properties.

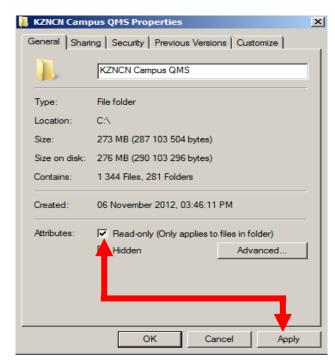
(Indicated in Figure 8)



<u>Step 9:</u>

Ensure that the read only "Tick Box" is replaced so that the users cannot change the system or documentation, click apply changes to folder, subfolders and files.

(Indicated in Figure 9)



Important Note: If you do not replace the "Read only" the users will have administration privileges to the system and will be able to make changes.