HOW TO CHANGE THE INTRO PAGE

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

Step 1:

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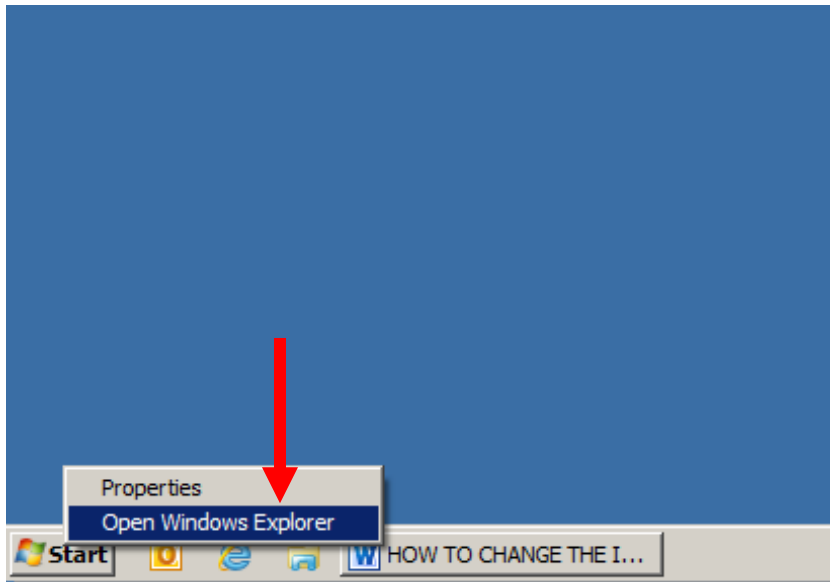

Figure 1 notes:

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)

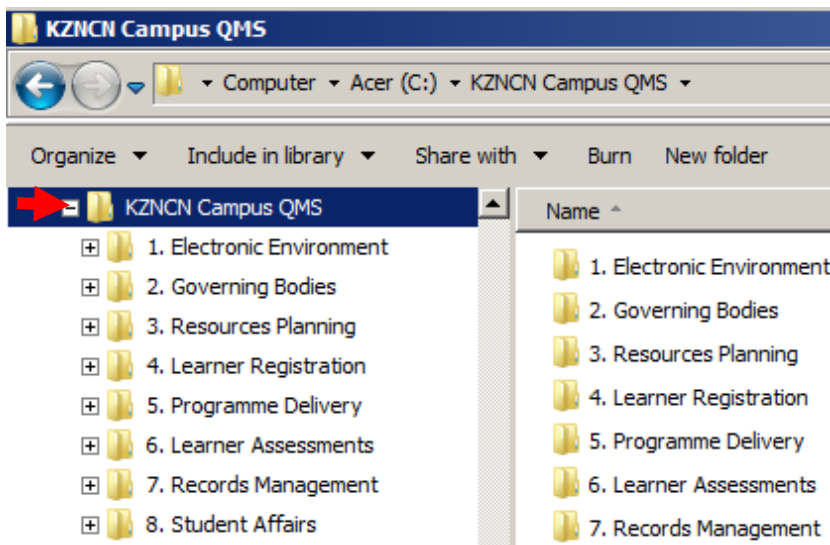The picture in figure 2 indicates that the KZNCN Campus QMS are installed under the C:/Drive.

Figure 2 notes:

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

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Step 3:

"Right Click" on the KZNCN Campus QMS folder in the left window and select properties.
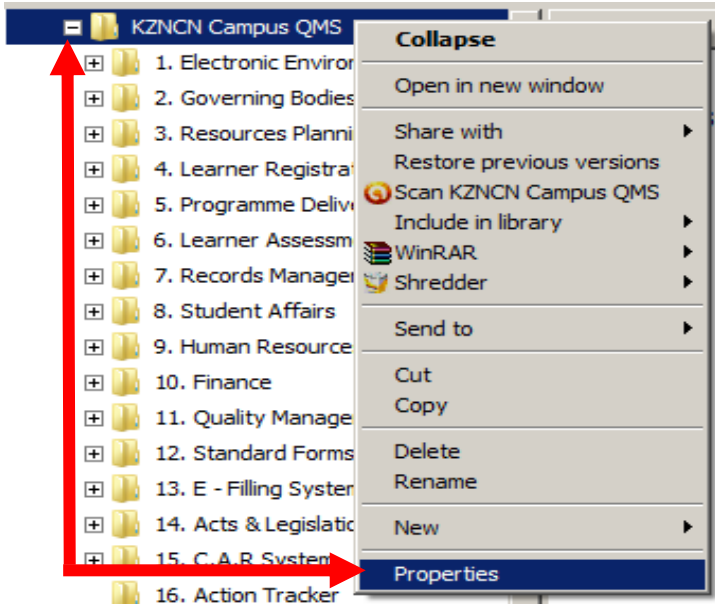
(Indicated in Figure 3)

Figure 3 notes:

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Step 4:

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.
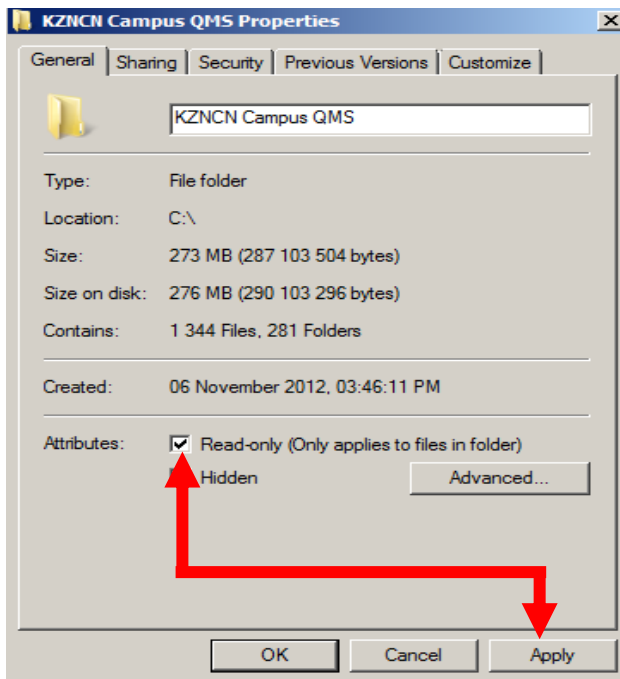
(Indicated in Figure 4)

Figure 4 notes:

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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.

Step 5:

"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)
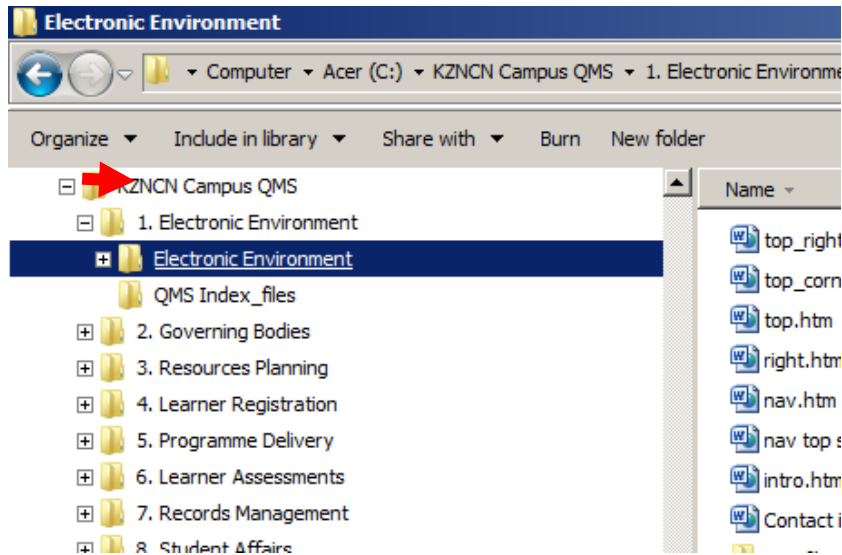

Figure 5 notes:

Step 6:

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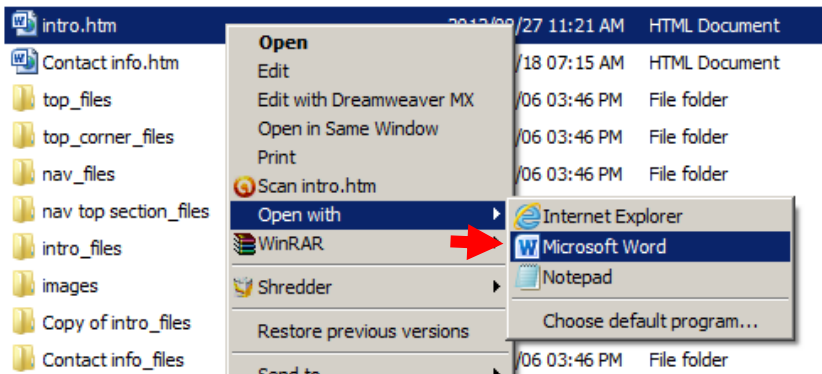

Figure 6 notes:

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

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Step 7:

The Intro document will now open in "Microsoft Word" and is ready to be edited and saved.
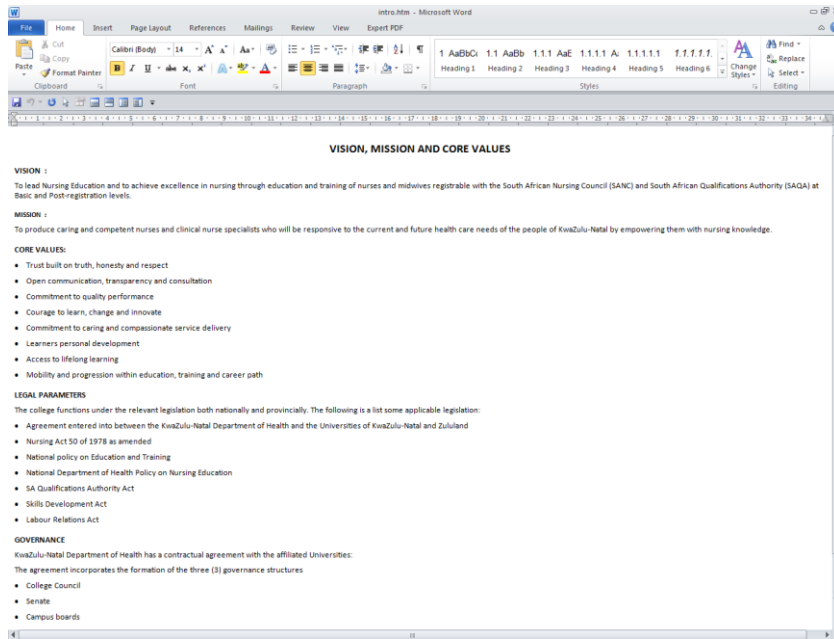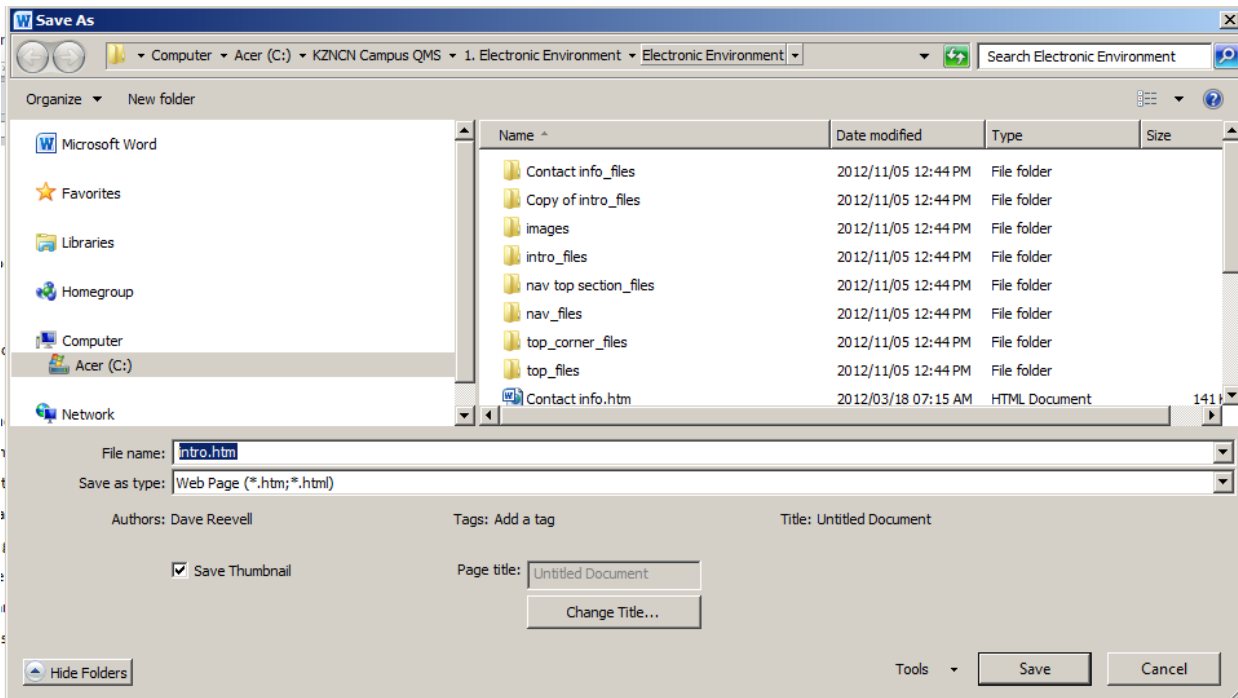
(Indicated in Figure 7)

Figure 7 notes:
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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.

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Step 8:

"Right Click" on the KZNCN Campus QMS folder in the left window and select properties.
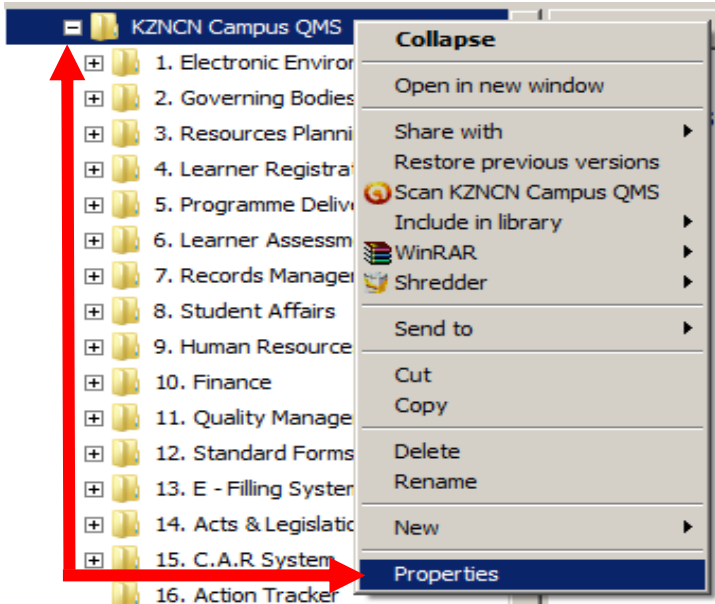
(Indicated in Figure 8)

Figure 8 notes:

Step 9:

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.
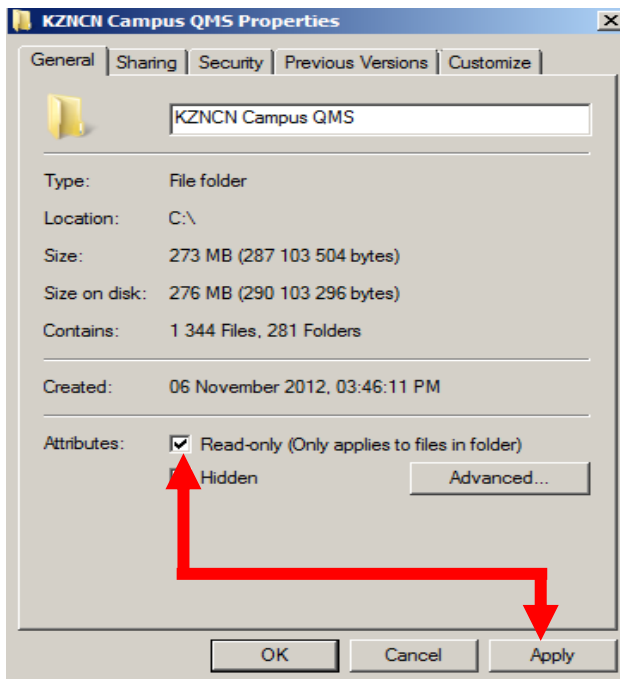
(Indicated in Figure 9)

Figure 9 notes:

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.