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

<u>Step 1:</u>

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

Properties	
Open Windows Explorer	

<u>Step 2:</u>

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

DVD RW Drive (D:) 121106_1033		Figure 2 notes:
Organize 🔻 Burn to disc		
☆ Favorites	Name *	
Ubraries Documents Music Figures Libraries	 Files Currently on the Disc (1) ——— Campus QMS Setup.exe 	
Nipeos		
Momputer Acer (C:) OVD RW Drive (D:) 121106_1033		

<u>Step 3:</u>

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

🌄 KZNCN Campus QM	IS Setup X	Figure 3 notes:
	Welcome	
	Welcome to the installer for KZNCN Campus QMS 1.1.	
	It is strongly recommended that you exit all Windows programs before continuing with this installation.	
	If you have any other programs running, please click Cancel, close the programs, and run this setup again	
	Otherwise, click Next to continue.	
	< Back Next > Cancel	

<u>Step 4:</u>

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).

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<u>Step 5:</u>

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



<u>Step 6:</u>

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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<u>Step 7:</u>

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)

KZNCN Campus QM5 Setup	Figure 7 notes:
Installation Folder Where would you like KZNCN Campus QMS to be installed?	
The software will be installed in the folder listed below. To select a different location, either type in a new path, or click Change to browse for an existing folder.	
C:\Program Files (x86)\KZNCN Campus QMS C	
Space required: %SpaceRequired% Space available on selected drive: %SpaceAvailable%	
< <u>B</u> ack <u>Next</u> <u>C</u> ancel	

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.

<u>Step 8:</u>

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

KZNCN Campus QMS Setup	Figure 8 notes:
Shortcut Folder Where would you like the shortcuts to be installed?	
The shortcut icons will be created in the folder indicated below. If you don't want to use the default folder, you can either type a new name, or select an existing folder from the list.	
Shortcut Folder:	
C Install shortcuts for current user only	
O Make shortcuts available to all users	
C Back	

<u>Step 9:</u>

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)

KZNCN Campus QMS Setup	Figure 9 notes:
Ready to Install You are now ready to install KZNCN Campus QMS 1.1	
The installer now has enough information to install KZNCN Campus QMS on your computer.	
The following settings will be used:	
Shortcut folder: KZNCN Campus QMS	
Please click Next to proceed with the installation.	
Please click Next to proceed with the installation.	

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)

🎭 KZNCN Campus QMS Setup	×	Figure 10 notes:
Installing KZNCN Campus QMS		
	Cancel	

<u>Step 11:</u>

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

(Indicated in Figure 11)



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

<u>Step 12:</u>

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:
KZNCN Campus QMS	
Start 🧕 🎯 🞲 👿 1. HOW TO LOAD THE K	

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