HOW TO CHANGE THE YEAR CALENDAR

In this Training Manual you will be shown how to change the KZNCN Year Calendar in the QMS Portal.

Step 1:

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

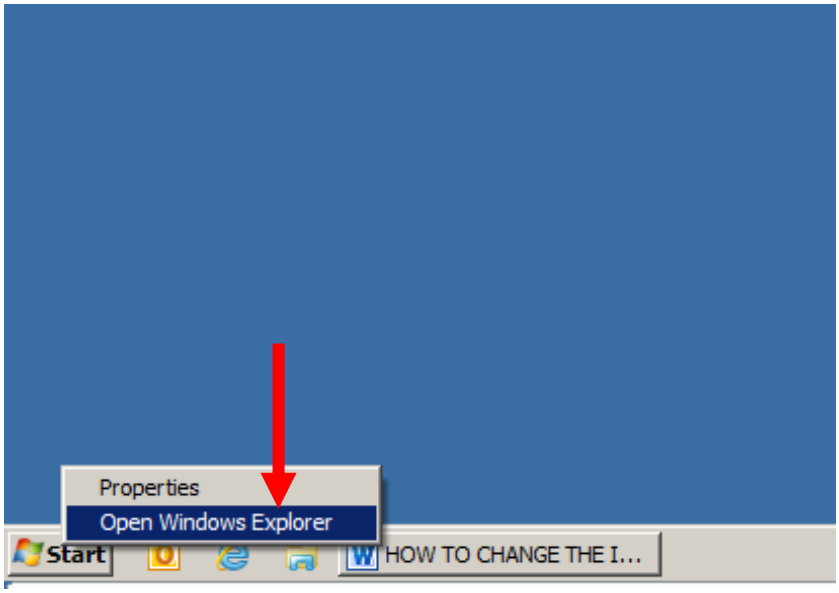

Figure 1 notes:

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.

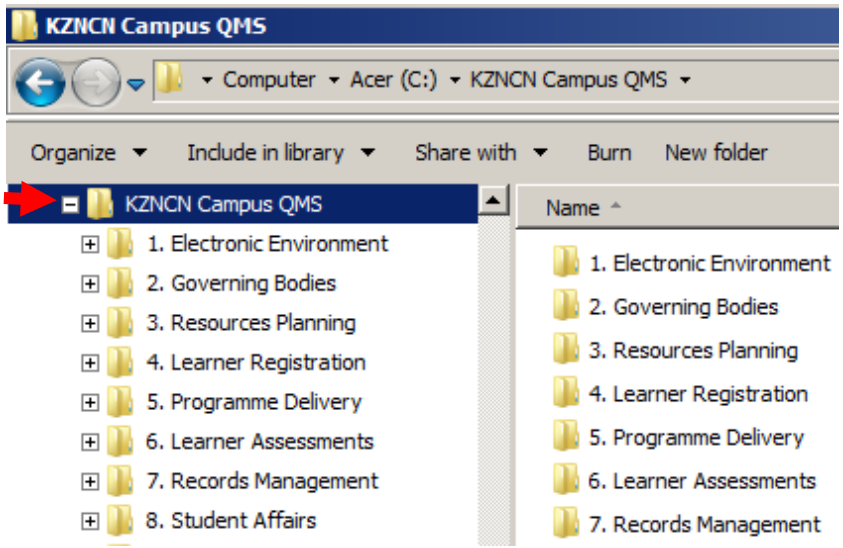

Figure 2 notes:

Step 3:

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

(Indicated in Figure 3)

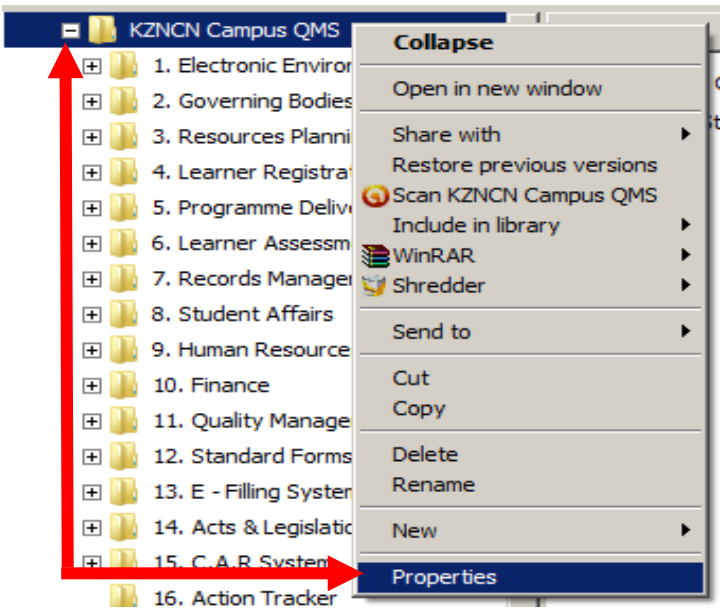

Figure 3 notes:

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)

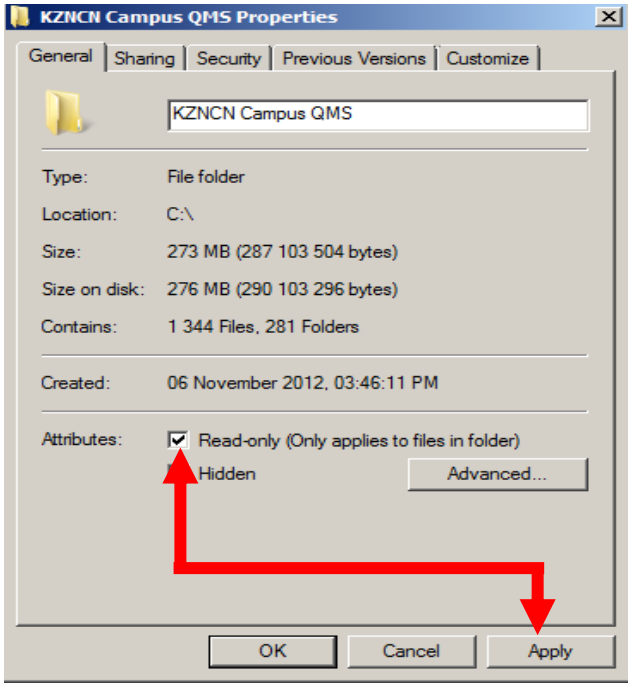

Figure 4 notes:

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:

Navigate to the Governing bodies folder and "click" on the plus sign to drop down the "Tree View"

(Indicated in Figure 5)

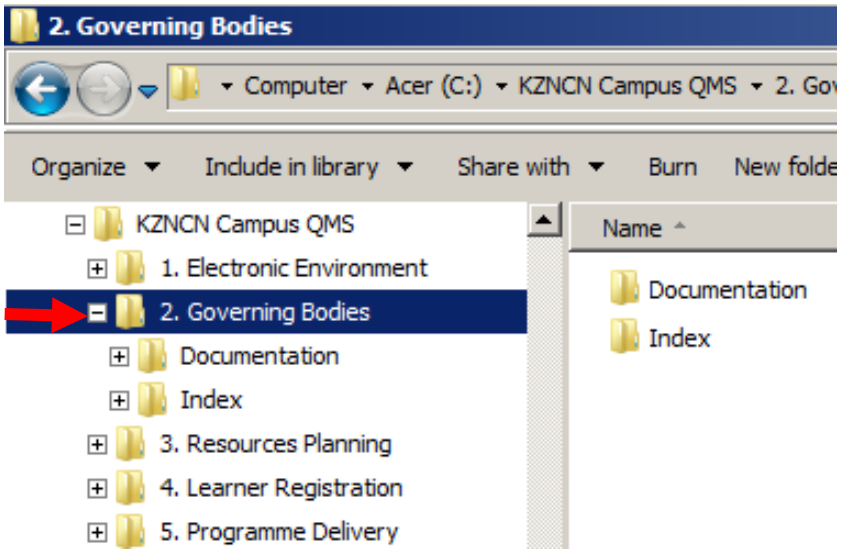

Figure 5 notes:

Step 6:

Navigate to the documentation folder and "click" on the plus sign to drop down the "Tree View"

(Indicated in Figure 6)

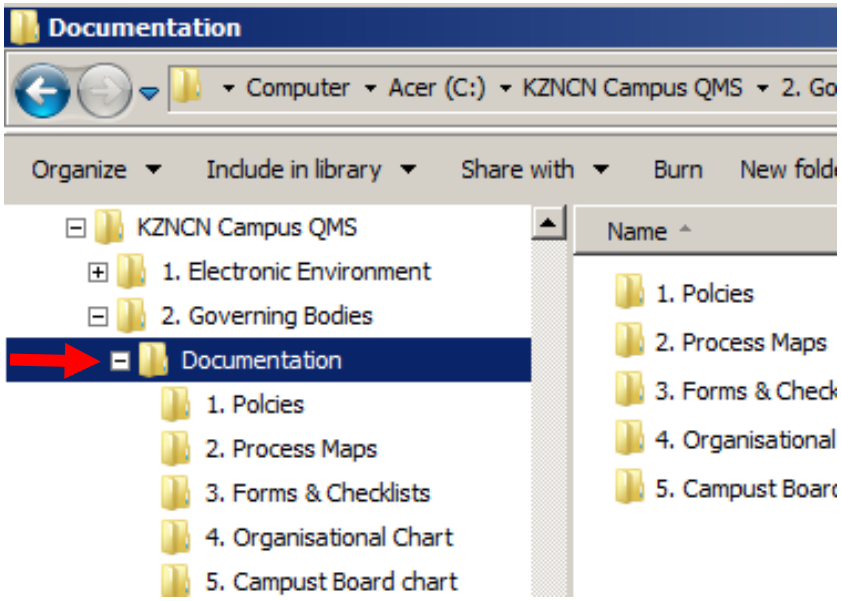

Figure 6 notes:

Step 7:

Select the "3. Forms & Checklists" folder, On the Left of the Screen a list of the Forms & Checklists documentation opens.

(Indicated in Figure 7)

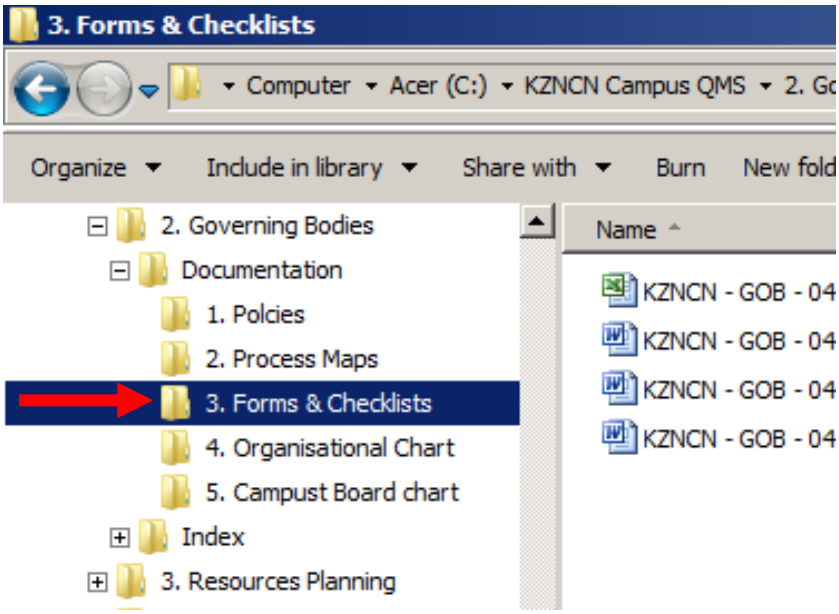

Figure 7 notes:

Step 8:

On the left screen (window) you will find the KZNCN Calendar (Microsoft Word Document). The KZNCN Calendar can now be replaced or amended with the New KZNCN Calendar.

(Indicated in Figure 6)

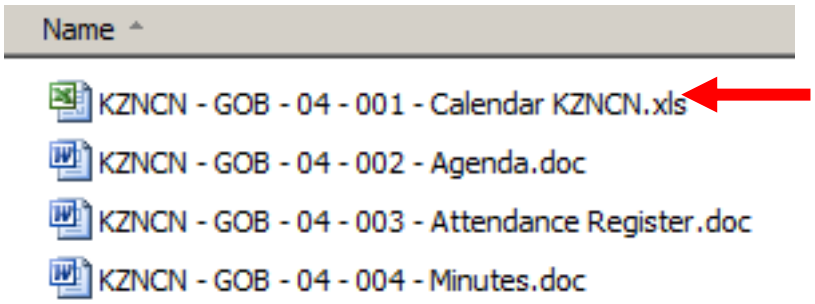

Figure 8 notes:

Important note: The document (File) name must remain the same otherwise the hyperlink will be lost from the main QMS Portal.

Step 9:

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

(Indicated in Figure 9)

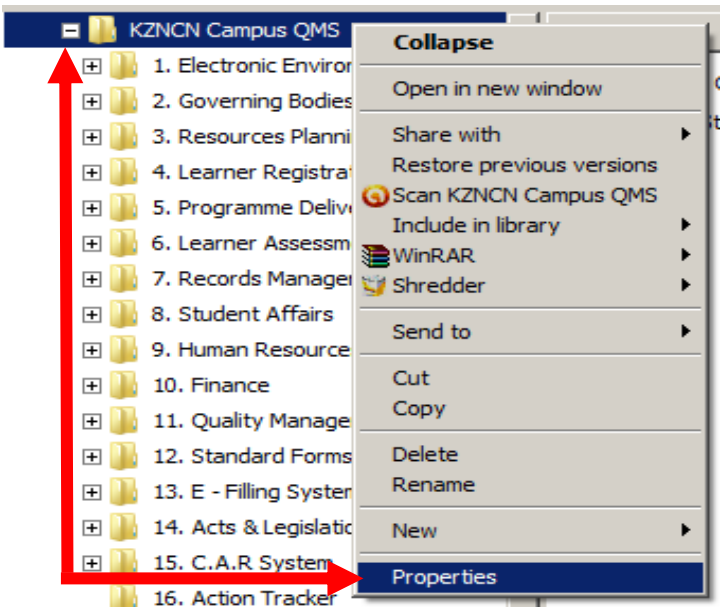

Figure 9 notes:

Step 10:

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 10)

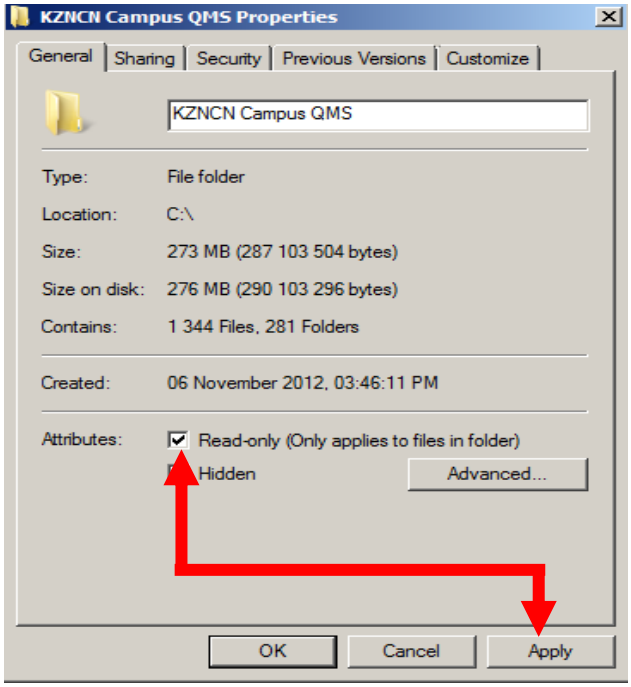

Figure 10 notes:

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.