HOW TO CHANGE THE CONTACT INFORMATION

In this Training Manual you will be shown how to change the Contact Information Page.

Step 1:

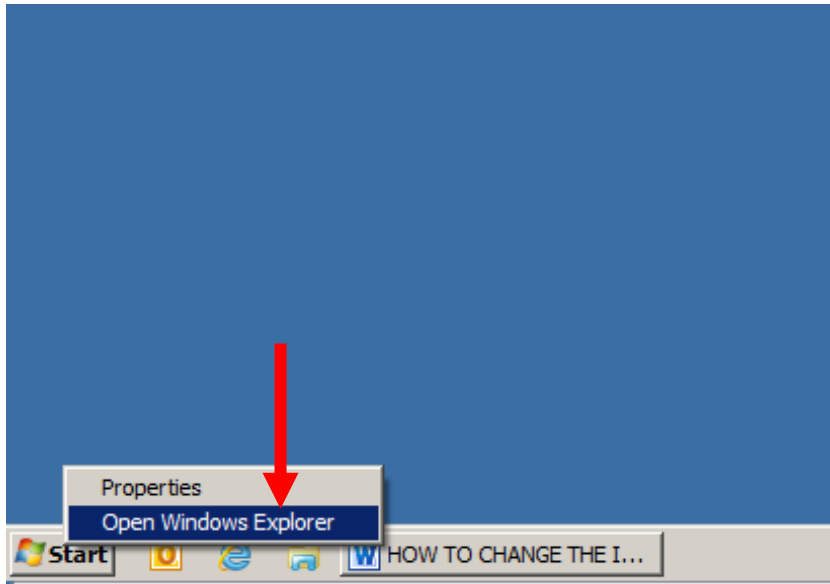"Right Click" on the start menu and select Explore (Indicated in Figure 1)

Figure 1 notes:

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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)

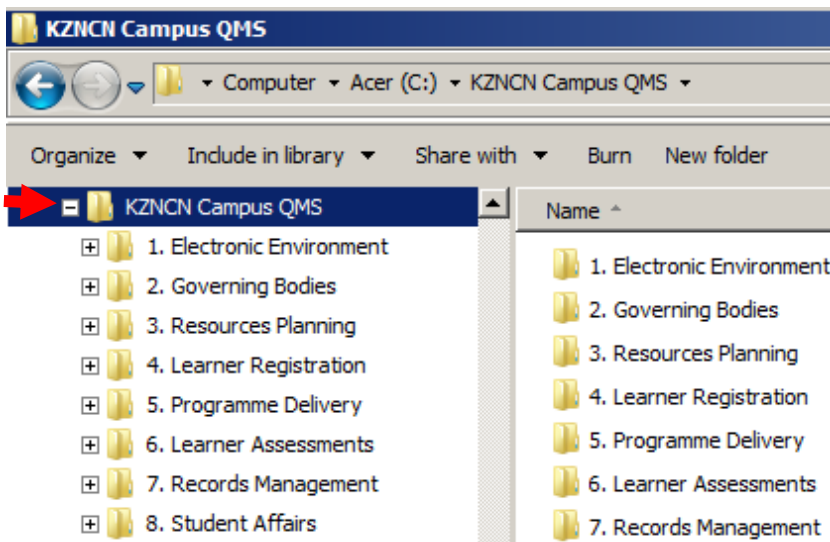The picture in figure 2 indicates that the KZNCN Campus QMS are installed under the C:/Drive.

Figure 2 notes:

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Step 3:

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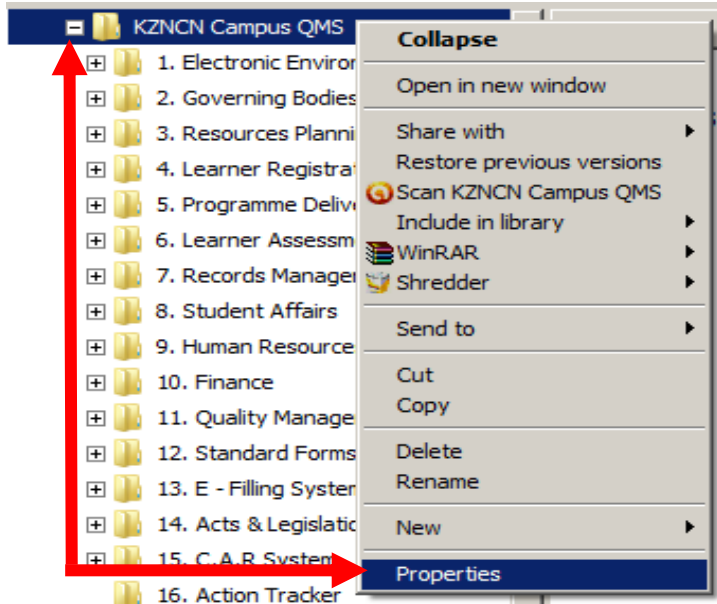
(Indicated in Figure 3)

Figure 3 notes:

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.
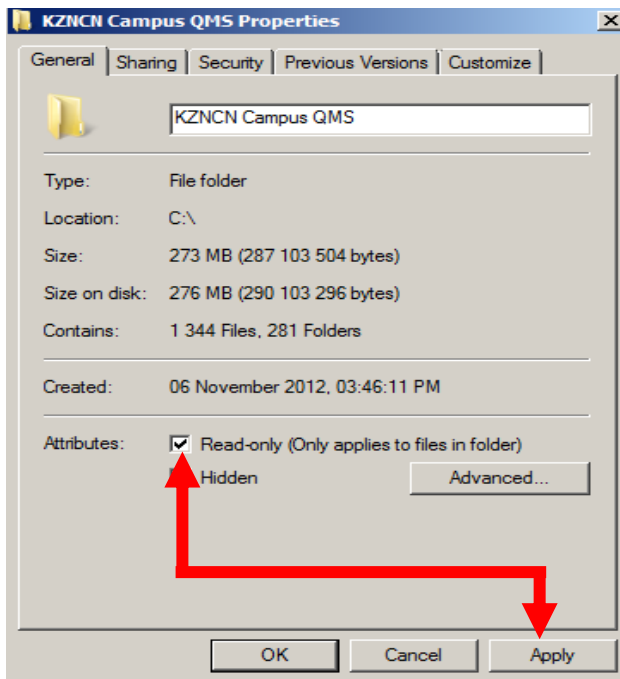
(Indicated in Figure 4)

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.

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Step 5:

Navigate to the 1. Electronic Environment folder and "click" on the plus sign to drop down the "Tree View"
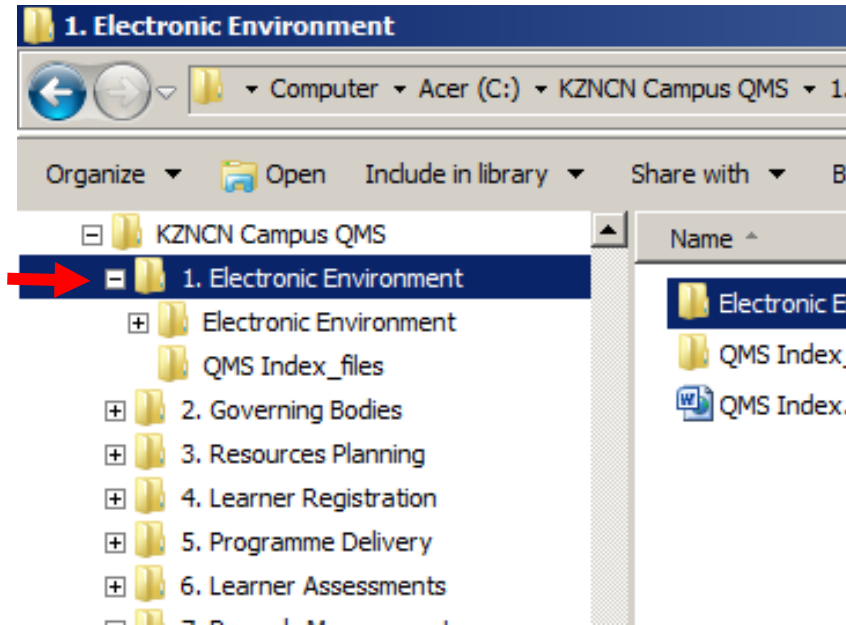
(Indicated in Figure 5)

Figure 5 notes:

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Step 6:

Navigate to the next Electronic Environment folder and select.

(Indicated in Figure 6)
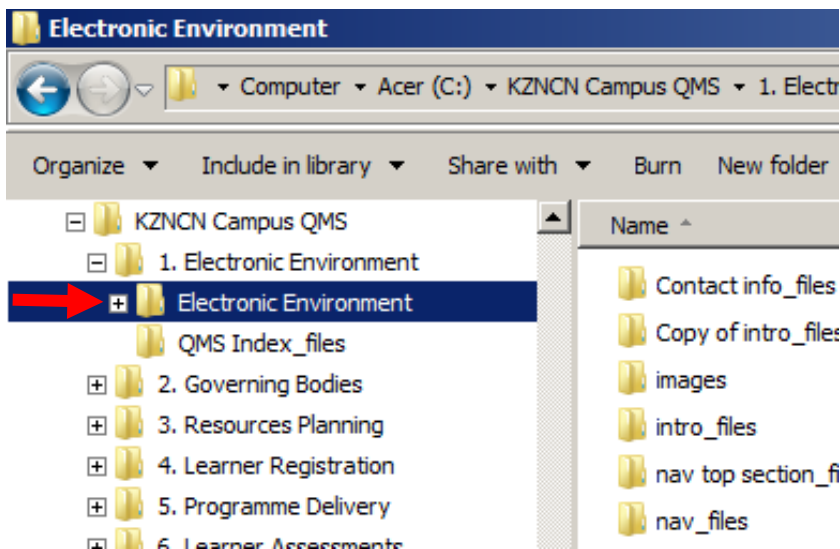
Figure 6 notes:

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Step 7:

On the left screen (window) you will find the Contact info page (Internet Explorer Document).

(Indicated in Figure 7)
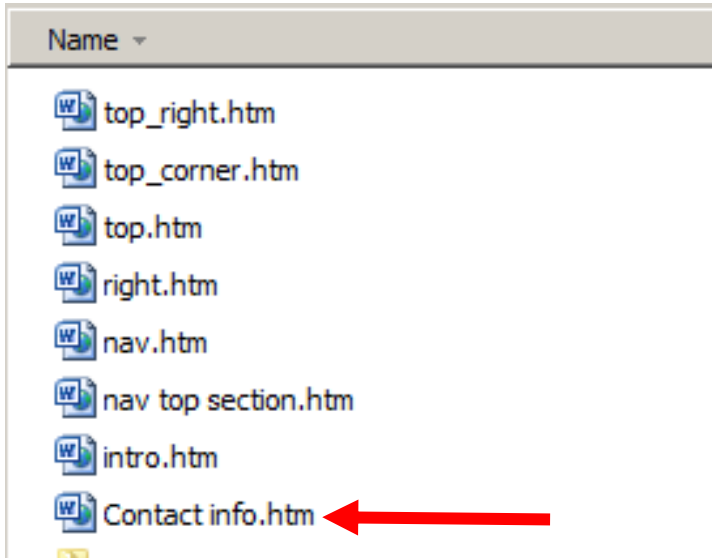

Figure 7 notes:

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

Step 8:

"Right Click" on the "Contact info" document in the right hand window and select the "Open with Microsoft Word" (Indicated in Figure 8)
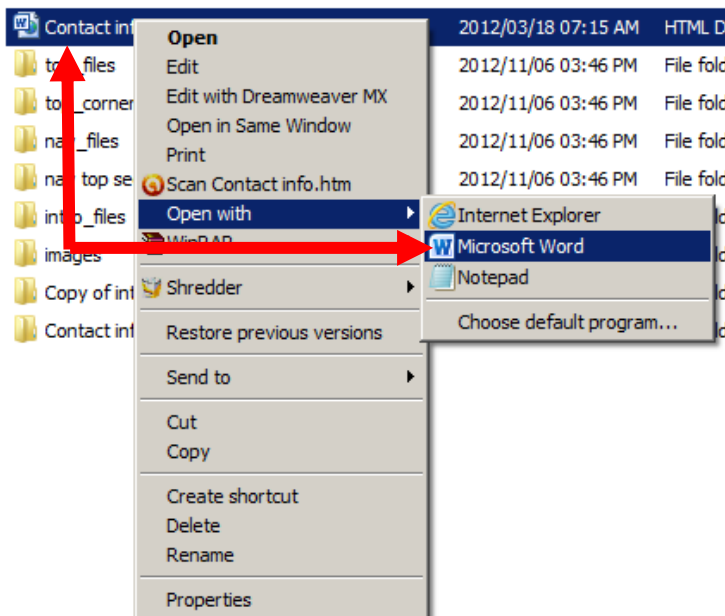

Figure 8 notes:

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

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Step 9:

The Contact page document will now open in "Microsoft Word" and is ready to be edited and saved.
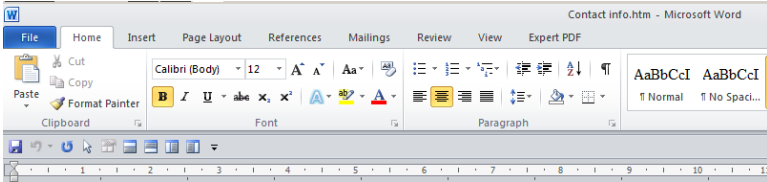
(Indicated in Figure 9)

Figure 9 notes:

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College Campus	Principal	Telephone	Fax	Postal Address
Addington	Mrs MA Sissing	031 327 2057	031 327 2756	P O Box 977 Durban 4000
Benedictine	Mrs M Zibani	035 831 7107	035 831 0760	P/Bag X5002 Nongoma 3950
CJ Memorial	Mrs NG Ndlovu	034 271 6528	034 271 0094	P/Bag X5503 Nqutu 3135

Step 10:

"Right Click" on the KZNCN Campus QMS folder in the left window and select properties.
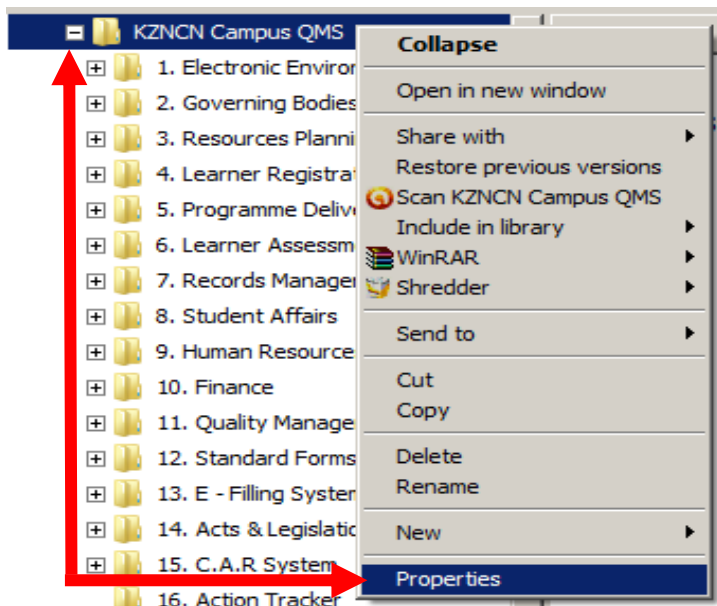
(Indicated in Figure 10)

Figure 10 notes:
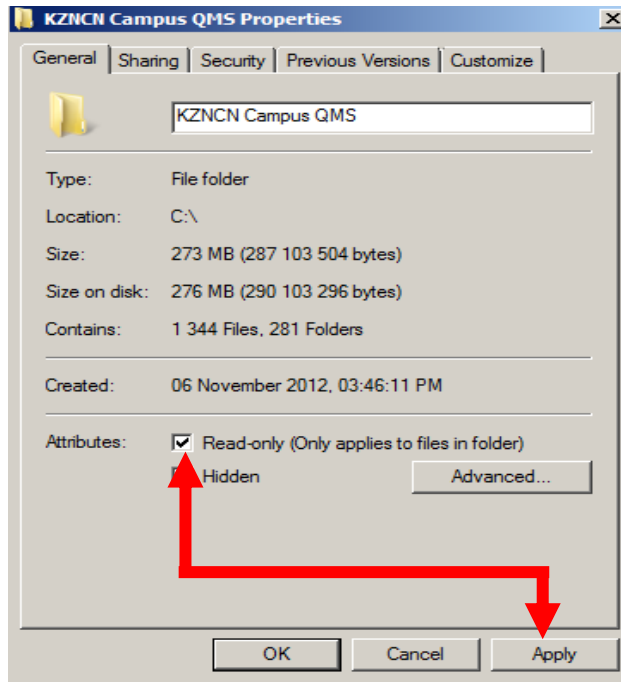
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Step 11:

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 11)

Figure 11 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.