

## HOW TO LOCATE THE POLICIES

---

In this Training Manual you will be shown how to locate the Policies.

### **Step 1:**

“Double left click” on the KZNCN Campus Management System Icon on the Desktop (Indicated in Figure 1)

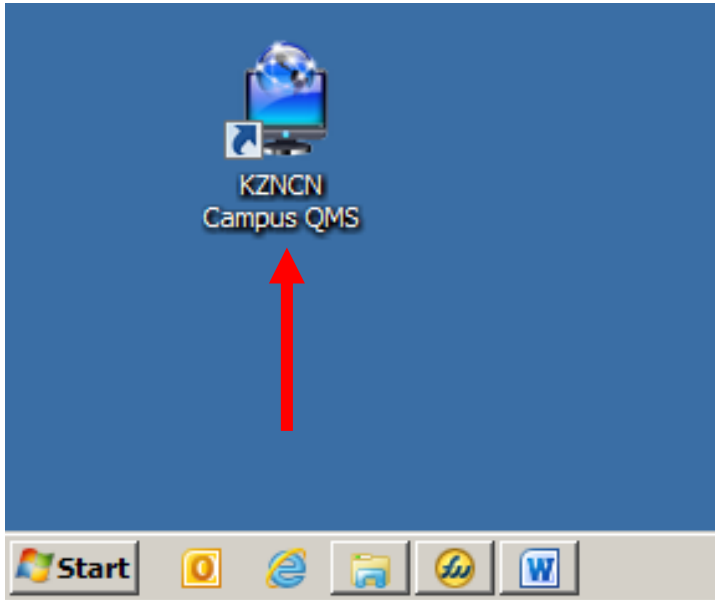


Figure 1 notes:

---

---

---

---

---

---

---

---

---

---

### **Step 2:**

IN The QMS Portal under the campus Management System select the required area (Indicated in Figure 2)



Figure 2 notes:

---

---

---

---

---

---

---

---

---

---

## HOW TO LOCATE THE POLICIES

### Step 3:

On the right-hand screen the required area documentation index will now open. Select the Policies button.  
(Indicated in Figure 3)


1. Policies 
2. Process Maps
3. Forms & Checklists
4. Organisational Chart
5. Campus Board Chart

Figure 3 notes:

---



---



---



---



---

### Step 4:

On the selection of the Policies button the respective area policies index will open , from here you can open the required policy  
(Indicated in Figure 4)

Figure 4 notes:

---



---



---




---



---

#### GOVERNING BODIES : POLICIES

To view a document click on the respective document name below. For traceability purpose, you r

Document Number	Document Name "Click below to access the document"	Signed master with :File Location
KZNCN - GOB - 01 - 001	Governing Bodies Policy 	QMS File kept by th Principal
KZNCN - GOB - 01 - 002	Strategic Plan	QMS File kept by th Principal