HOW TO LOCATE THE PROCESS MAPS

In this Training Manual you will be shown how to locate the process maps

Step 1:

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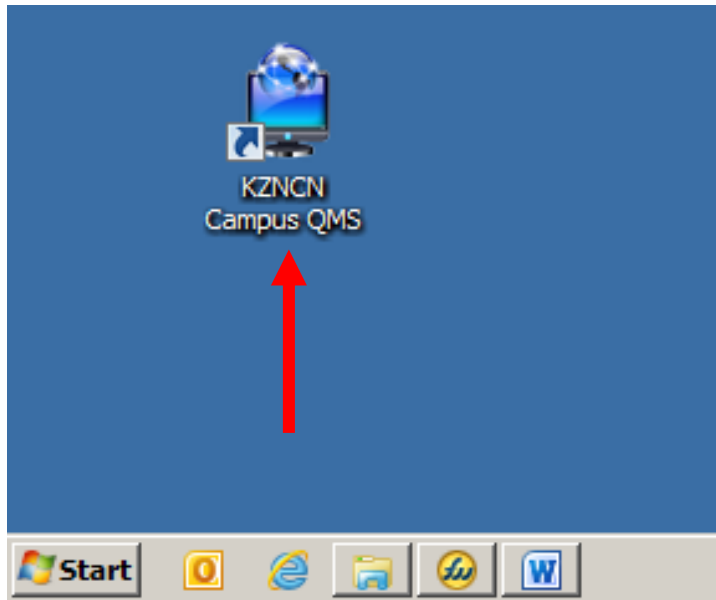

Figure 1 notes:

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Step 2:

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

Figure 2 notes:

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Step 3:

On the right-hand screen the required area documentation index will now open. Select the process maps button.

(Indicated in Figure 3)

Figure 3 notes:

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

Step 4:

On the selection of the process maps button the respective area process maps index will open , from here you can open the required process.

(Indicated in Figure 4)

Figure 4 notes:

Document Number	Document Name "Click below to access the document"
KZNCN - GOB - 03 - 001	Governing Body Meetings
KZNCN - GOB - 03 - 002	Strategic Plan development