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Welcome to the seventh edition of our ICT newsletter!

A lot has been happening in ICT.

We're excited to welcome our new team of student interns, who will be helping us with key projects. Please extend them your usual warm NWR welcome!

We've also been busy with our network and intranet evaluations, and we've started the process of decommissioning in-active 4G mobile network devices. Your input has been invaluable in these efforts.

We're looking forward to this journey with you as we improve our systems together!

# ICT Student Interns



We're thrilled to welcome our newest team members: five talented ICT student interns! **Junior ,Dwayne, Ulania, Tobias and Natalia**

For the next 6 months they will be playing a crucial role in several key projects.

Our interns will be tackling a variety of tasks, from developing new internal software to conducting our comprehensive ICT asset inventory.

We're excited to see their contributions and believe they will be a huge asset to our department.

You will be asked to change your password again, please watch out for the notification

## Mapping of Business Processes

This quarter, we're focused on a key project: mapping the "as-is" and "to-be" business processes for our **Finance and Reservation teams**.

This work is critical because it helps us identify what's working and what isn't. By understanding our current ("as-is") processes, we can pinpoint inefficiencies and bottlenecks. We then use this insight to design better, more efficient future ("to-be") processes. This will lead to improved efficiency, better use of our technology, and greater consistency across our operations.

# External Email Signature



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This is the new external email signature. Please give us your input,. should we keep it as is or change it up!

Remember to provide us with any updates, forms, policies your would like to share on the internal Staff Portal

**Namibian Wildlife Resorts staff  
portal**

Your NWR Staff portal for accessing company resources.

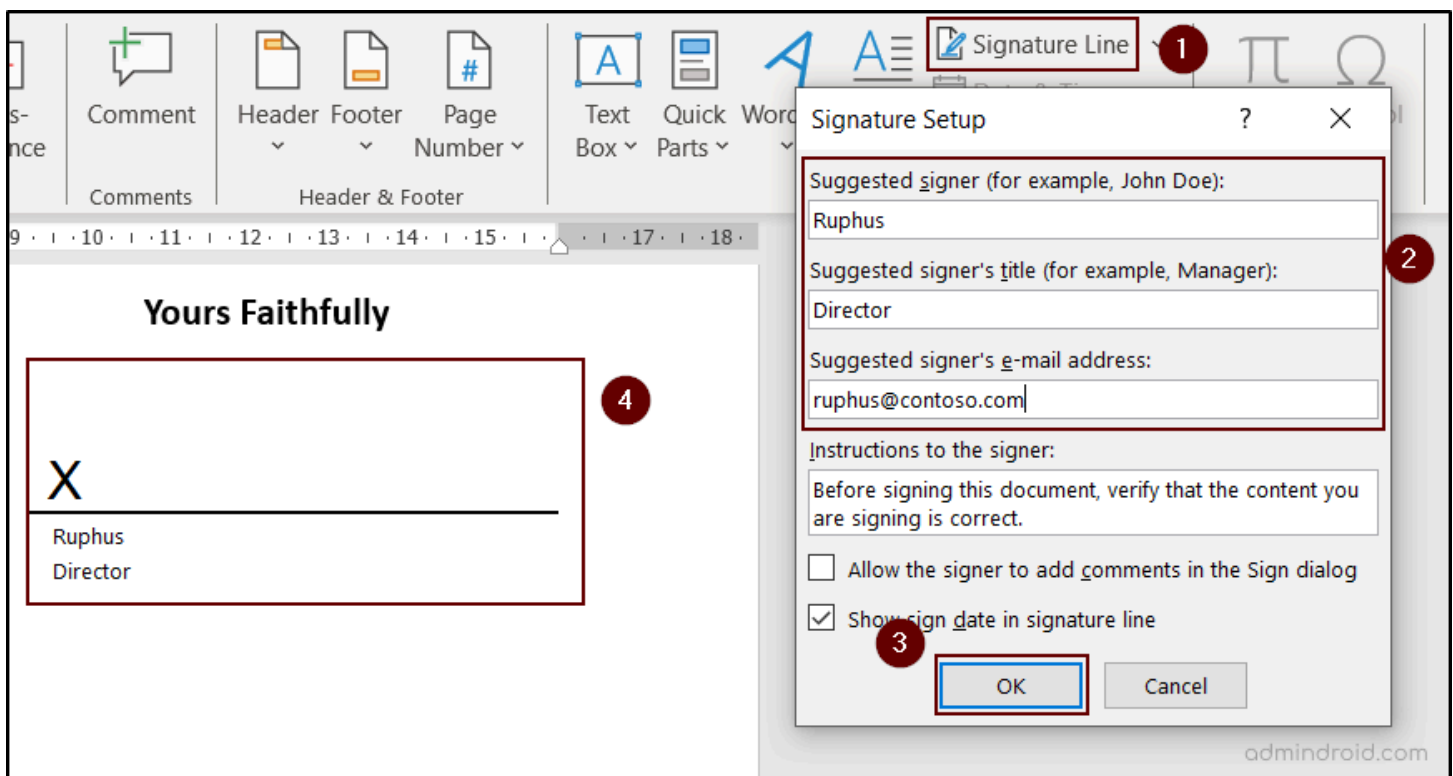
# Tip of the week: Reduce Paper !!

You can add your electronic signature directly in Microsoft Word  
Here's how to do it:

**Insert a signature line.** Go to the Insert tab, click on Signature Line in the Text group, and then select Microsoft Office Signature Line. Fill out the details in the dialog box, such as the signer's name and title.

**Add your signature.** Double-click the signature line you just inserted. You can type your name, select a picture of your signature, or sign with an ink tablet if you have one.

**Once you add your signature,** the document becomes read-only to prevent further changes. This simple feature helps you avoid the hassle of printing, signing, and scanning, keeping your workflow completely digital.



Ask me how, let's reduce paper and  
save the trees together!