

Numbers	FIRST NAMES	SURNAME	CELL NO.	USERNAMES	EMAIL ADDRESSES	LAPTOP SERIAL NO	COMPLETED
13	KEGOMODITSWE PERTUNA	MAKHONDO	0719026057	pmakhondo	pmakhondo@dfpe.gov.za	D 5C 6L 01	
14	KGOMOTSO COMFORT	MAKUNYANE	082 724 6213	Kmakunyane	Kmakunyane@dfpe.gov.za	CDB 6L 01	
15	NSOVO	MALATJIE	060 431 2137	Nmalatjie	Nmalatjie@dfpe.gov.za	B2 46 L 01	
16	MAHLATSE	MALEPE	0721641455	MMalepe	MMalepe@dfpe.gov.za	DF 76 L 01	
17	NTWANANO RALPH	MANAVA	076 197 1747	rmanave	rmanave@dfpe.gov.za	E176 L 01	
18	THABELO	MANENZHE	079 018 6055	tmanenzhe	tmanenzhe@dfpe.gov.za	D 12 6 L 01	



## forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X447, Pretoria, 0001, Environment House, 473 Steve Biko Road, Pretoria, 0002 Tel: +27 12 399 9000, Fax: +27 86 625 1042

### DESKTOP-WS/LAPTOP-NB SETUP CHECKLIST

File Share location: \\ptahofnp03\Software

SETUP CONFIGURATION	YES OR NO
Create a new account (as admin) :use the user profile Password = set password Security Questions: Set answer to DFFE	Yes
Create a new account called :admin1 Password = d#@t123 Create a new account called :backup Password = backupit Make the account administrator Security Questions: Set answer to DFFE	Yes
Rename the Computer Name Laptop = JSmith-nb	yes
Activate M365	
Adobe Acrobat reader	yes
WinZip/ WinRar	yes
Install Google Chrome	yes

Computer name : KMAKHONDO  
Serial Number : 1D5C6L01  
Username : KMAKHONDO  
Name of technician : Sonwabile  
Date : 11/10/2025  
Signature : 

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Rename the Computer Name Laptop = JSmith-nb	Yes
Activate M365	
Adobe Acrobat reader	Yes
WinZip/ WinRar	Yes
Install Google Chrome	Yes

Computer name : KMAKUNYANE-NB

Serial Number : 1CDB6L01

Username : KMAKUNYANE

Name of technician : SFRANC

Date : 10/10/2023

Signature :



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Rename the Computer Name Laptop = JSmith-nb	Yes
Activate M365	
Adobe Acrobat reader	Yes
WinZip/ WinRar	Yes
Install Google Chrome	No

Computer name : NMalatjie-NB  
Serial Number : 01B246L01  
Username : Nmalatjie  
Name of technician : Seranne  
Date : 11/10/2025  
Signature :



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Rename the Computer Name Laptop = JSmith-nb	yes
Activate M365	
Adobe Acrobat reader	yes
WinZip/ WinRar	yes
Install Google Chrome	yes

Computer name : MMALEPE - NB  
Serial Number : 1D E76L 01  
Username : ~~Service~~ MMALEPE  
Name of technician : Service  
Date : 11/01/2025  
Signature :



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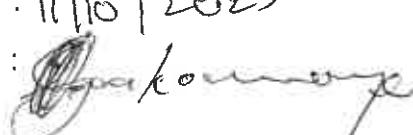
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Rename the Computer Name Laptop = JSmith-nb	Yes
Activate M365	
Adobe Acrobat reader	Yes
WinZip/ WinRar	Yes
Install Google Chrome	No

Computer name : RMANAWE - MB  
Serial Number : 1E176 L01  
Username : RMANAWE  
Name of technician : Sevonne  
Date : 11/10/2025  
Signature : 



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Rename the Computer Name Laptop = JSmith-nb	Yes
Activate M365	
Adobe Acrobat reader	Yes
WinZip/ WinRar	Yes
Install Google Chrome	Yes

Computer name : TMANEM2HE - MB

Serial Number : 1D126L01

Username : TMANENZHE -

Name of technician : Selanne

Date : 11/01/2025

Signature : 