

Get a work device ready for the week

A short health and readiness check for the laptop, connectivity and applications you depend on.

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BEFORE YOU START

Choose a quiet period, save your work and connect approved power. Follow your organisation's update and restart schedule; some settings are managed by IT.

01 Look for issues early

Check the charger, cables, screen and case for visible damage. If a battery is swollen, unusually hot or physically damaged, stop using the device and ask IT for safe handling advice.

Note repeated freezes, low-storage warnings or unusual battery behaviour with the time and affected task. Do not open the case or run an unfamiliar cleanup tool to investigate.

02 Review the managed health status

Open Windows Update in Settings and note pending updates, restart requests or errors. Arrange a suitable restart with IT when needed; do not bypass a management policy or compatibility block.

Windows Security's Device performance & health and Microsoft's PC Health Check can provide useful status information. Ask IT to confirm the operating system's support status and suitability for your business applications.

03 Check the work you need to do

Test the approved connection, work sign-in, headset and camera before an important meeting. Confirm your essential applications open and that recent files are in the intended business storage location.

Check for unresolved sync or backup alerts using the agreed process. Report the exact error and device identifier to IT; leave passwords, recovery keys and confidential screens out of the report.

Your practical checklist

Get a work device ready for the week

- ☐ Physical condition and approved power checked
- ☐ Update / restart status reviewed
- ☐ Operating-system concerns referred to IT
- ☐ Required applications and meeting equipment tested
- ☐ Business storage / sync alerts checked
- ☐ Problems logged with useful, non-sensitive details

Record the next action

Device name / date / primary work location

Observed issue and support reference

Agreed maintenance time and next action

A health indicator is a limited status check, not proof that a device is secure or backed up. Let IT assess persistent errors and unsupported software before making changes.

OFFICIAL SOURCES & FURTHER READING

Microsoft: use the PC Health Check app

Microsoft: device performance and health

Links open the official source. Web edition: compurep.co.za/guides/device-readiness-checklist