**PDTP QUARTERLY REPORT**

**Concerning: January-April, 2017 activities.**

**By: Joseph Lunani Kariuki.**

The following are the activities carried out between the specified period.

It was more of a routine, the whole period was characterized by same activities day in day out. The main duty I was to take is to do the scanning of green cards and some other land related documents using the Kodak Capture Pro software.

I had to ensure the software, printers and the computers in the department are up and running smoothly, and so part of my duty was hardware and software maintenance. So, I was just involved in these activities the entire period.

There was a LAN network but it was not working. The switch was damaged and it was never fixed. Occasionally, I could be assigned some manual land process tasks with the senior management.

Thank you.