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# Rapid Assessment Key

## User Guide

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**Version:** 6

**Date:** 03-Dec-2018 17:34

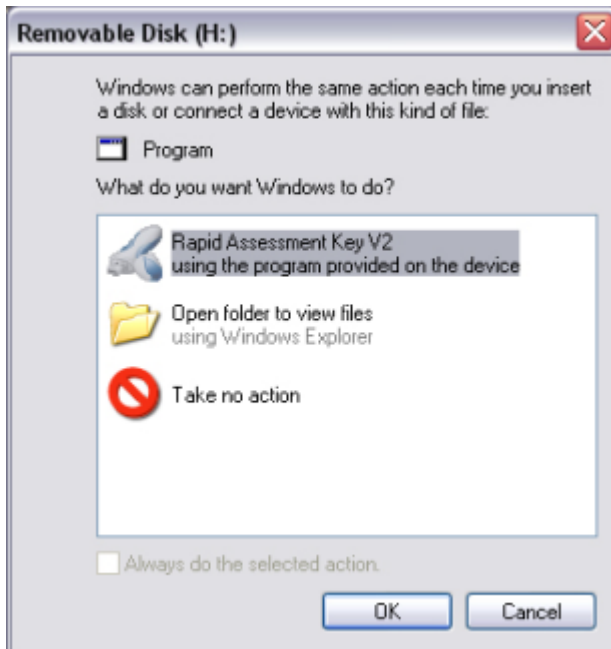
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The Rapid Assessment Key allows you to easily gather meter reads, discover devices and troubleshoot document output issues in minutes. The following information is a step by step guide on how to use the Print Audit Rapid Assessment Key to perform an analysis.

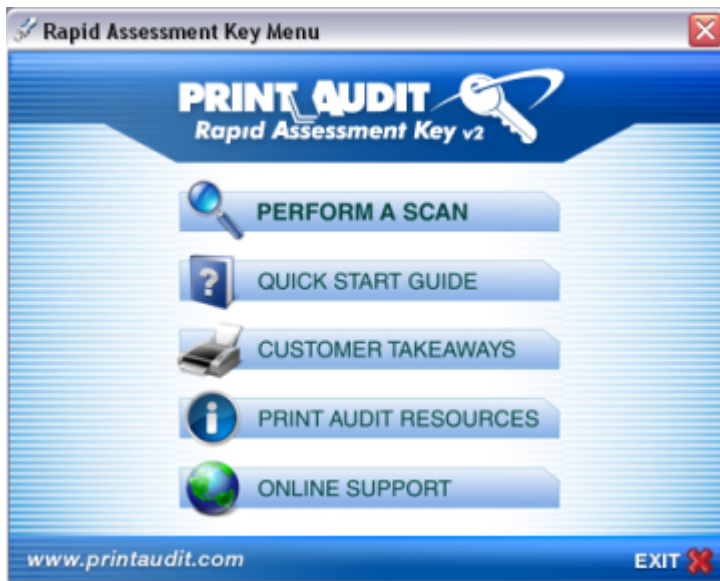
For more information on the security and technical specifications of the key, please refer to the following documents:

- [RAK Security Overview](#)
- [RAK Technical Overview](#)

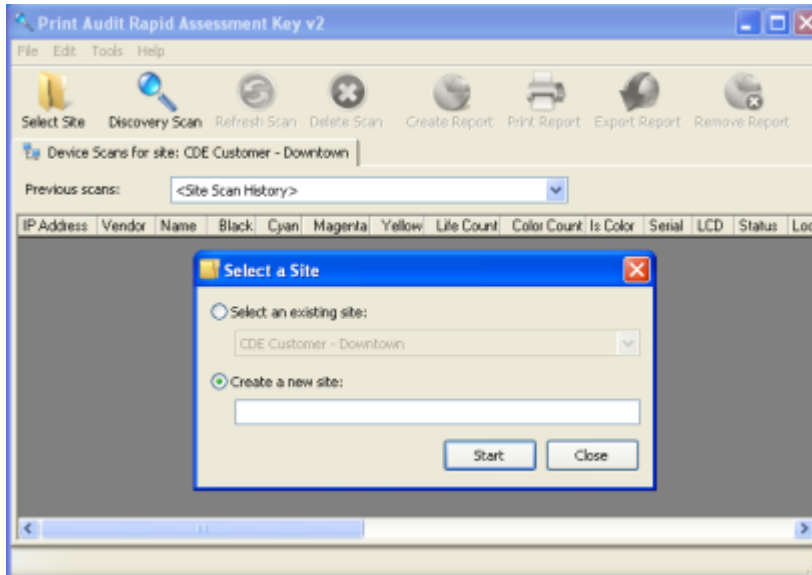
1. Insert the Print Audit Rapid Assessment Key into a USB port on the customer's computer. This computer must be connected to the customer's network. The following window will be displayed:



2. Highlight the option for 'Rapid Assessment Key V2' and then click the OK button. The following window will appear:

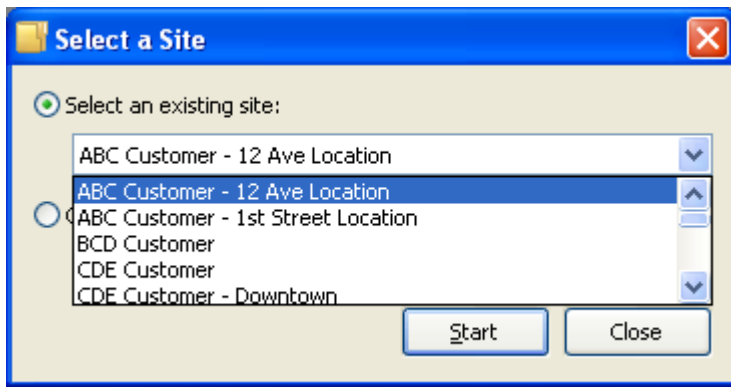


3. Click on the 'Perform a Scan' option and the following window will appear:

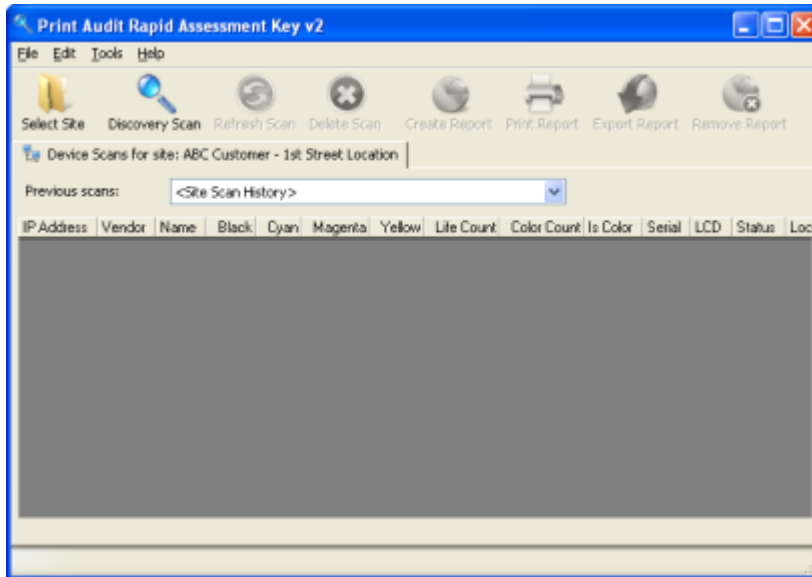


4. If this is the first scan at the customer's site, click on the 'Create a new site' option and enter a meaningful name for this site such as the customer's name or the location.

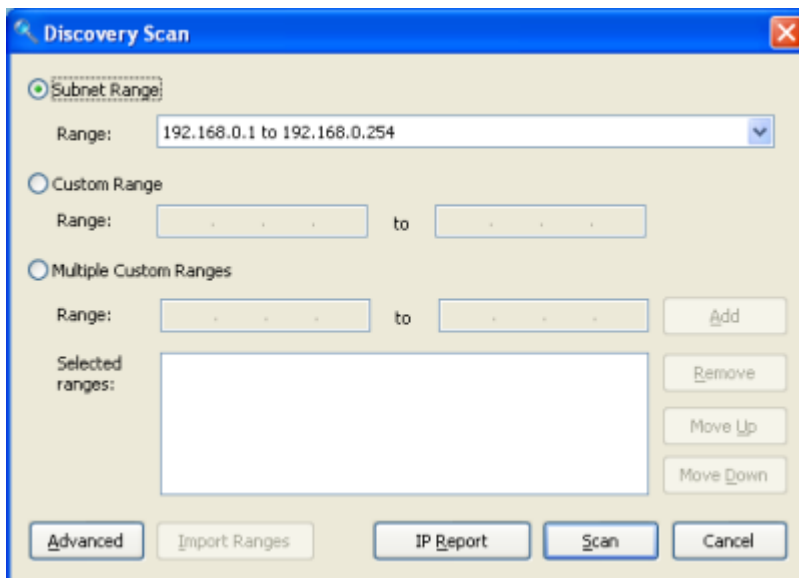
If this is a subsequent scan at the customer's site, click on the 'Select an existing account' option and highlight the appropriate site from the drop down list as shown below:



5. Click on the 'Start' button and the following screen will appear:



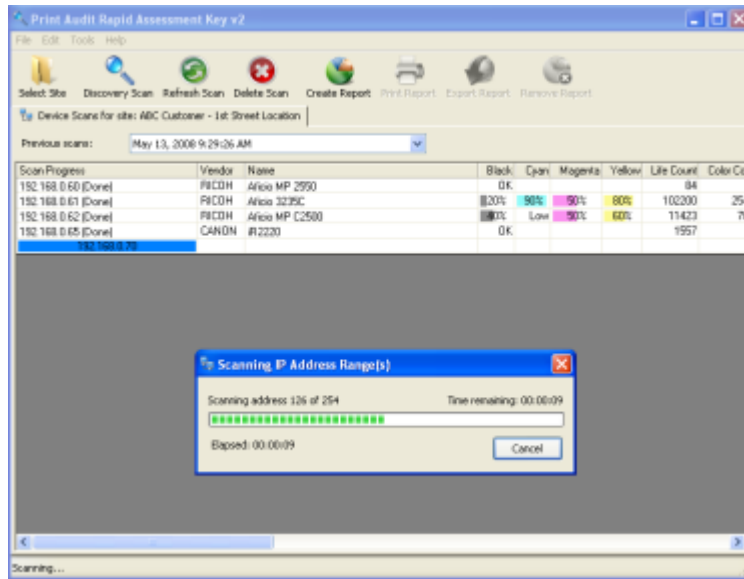
6. Click on the 'Discovery Scan' button and you will see the following screen:



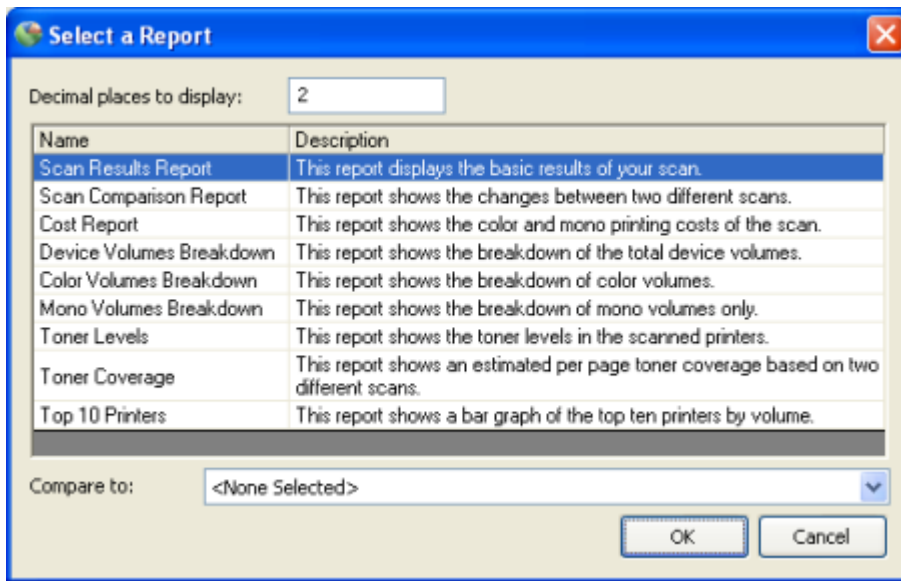
7. You must now specify the IP range for the discovery process. You have 3 choices as outlined below.

- *Subnet Range:* The key will automatically detect the subnet ranges that it has access to and will display the full range as well as each individual subnet in the drop down list. Choose the appropriate range.
- *Custom Range:* If the customer knows the range of IP addresses that their devices are on, select this option to specify the range.
- *Multiple Custom Ranges:* If the customer has multiple subnets and knows the ranges of IP addresses that their devices are on, select this option to specify multiple ranges.

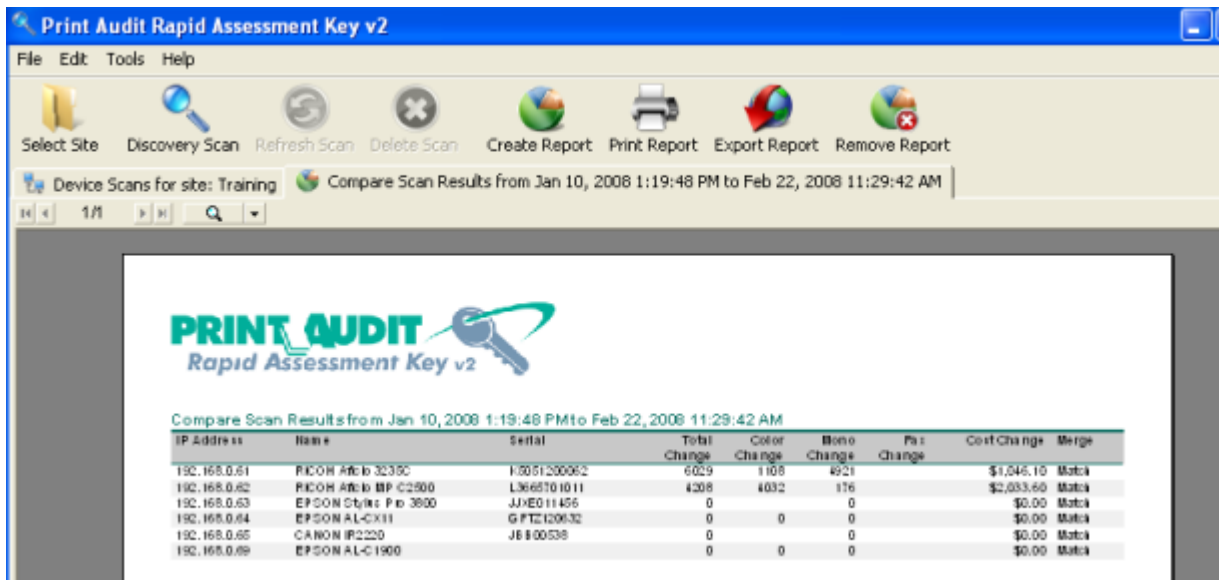
8. Once you have selected a range option, select the 'Scan' button to perform the scan. The scan process starts as shown below. The green bar shows the progress for each device and devices are added as they are discovered.



9. When the scan is complete, you can run reports by clicking on the 'Create Report' button. The following screen will appear:



10. You can now select the appropriate report and select the 'OK' button to create the report. A Comparison report is shown below as an example:



If you would like more information on the other features available on the Print Audit Rapid Assessment Key, please refer to the [Rapid Assessment Key Manual](#).