Rapid Assessment Key

Quick Start Guide

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Getting Started

Using the Print Audit Rapid Assessment Key v2 is very easy to do once you learn the basics.

Your First Scan

Follow the steps below to create your first scan.

1. Insert the RAKv2 USB drive into an available USB port on the computer. A window will pop up and ask you how you want to view the contents of the drive.

2. Click on the "Open folder to view files" option to browse the contents of the RAK.

3. Double-click on the "raklaunch.exe" file to launch the RAKv2 front-end menu.

4. Click on "Scan for Devices". This starts RAKv2 and displays the site selection.

5. Enter the name for a new site or select an existing site from the drop down and click the "Start" button on the window. The window closes and brings you to the main RAKv2 window.

6. Click the "Discovery Scan" button on the toolbar. The "Discovery Scan" window appears.

7. Select the IP range option that best suits your situation, or simply leave the default selection and click the "Scan" button. The "Discovery Scan" window closes and a progress bar appears that shows you how many IP addresses in the range(s) it has scanned.

8. As each device is discovered a row appears in the table for that device, and a separate progress bar shows how far along the scan is for that device.

9. When complete, the progress window closes and your scan data displays.

Congratulations, you just completed your first scan!

Creating Your First Report

To create a report:

1. Select the site you want to use.

2. Select the scan you want to report on.

3. Click the "Create Report" button on the toolbar. The "Select a Report" window appears.

4. Click on the report you want to create. The report appears highlighted in the grid.

5. Enter the number of decimal places to display in the "Decimal places to display" box if it is different from what you want. You can choose between 2 and 4 decimal places. This only affects reports that display costs.

6. Click the "Compare to drop down" to select a scan to use for comparison, or leave it at < None Selected>.

7. Click the "OK" button. The RAKv2 creates the report and it displays in a tab in the main window.

To print a report:

1. Create a report according to the section above, or click the tab of an already existing report to select it.

2. Click the "Print Report" button on the toolbar. A dialog appears asking you to select your printer.

3. Select your printer and click the "Print" button. The RAKv2 prints the report to the printer you selected.