

KDFM Audit Key

User Guide



KDFM Audit Key

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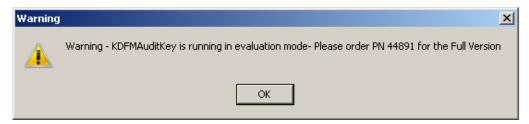


Introduction

The KDFM Audit Key has been designed to collect and report on meter readings from networked print devices. Comparisons can be run against previous scans to display levels of activity over a period of time. All scans and comparisons can be saved as CSV files for additional processing, and reports can be generated.

Running the KDFM Audit Key

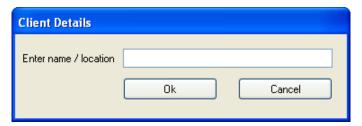
- Insert the KATUNUSB device in an available USB port.
 Open Windows Explorer to view the new USB drive named KDFM Audit Key.
 (If you have downloaded an evaluation copy, browse to the downloaded KDFMAuditKey.exe file).
- 2. **Double Click** the program **KDFMAuditKey.exe** appearing in the file list view.
- 3. If you are presented with the following dialog, the KDFM Audit Key program has not been authenticated. The program will run in evaluation mode, please see <u>Appendix A</u> for more details.



Click **OK** to remove the above dialog.



If the KDFM Audit Key program has been authenticated the following dialog will be displayed.

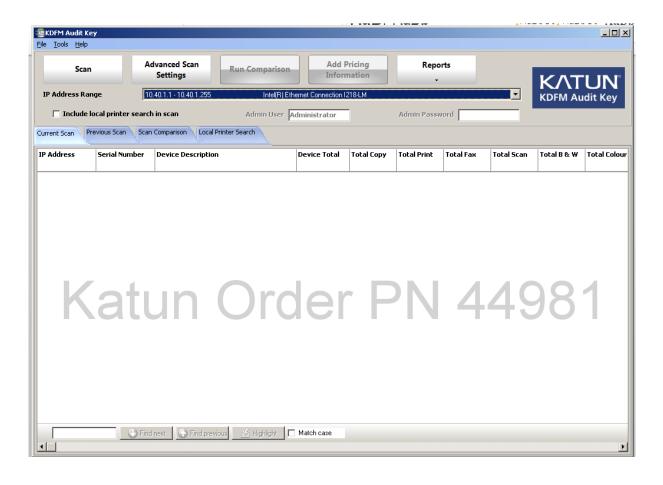


Here you have the option of entering a client name and/or location. This information is not required, but if a name or location is entered then it will be used as a prefix on all saved files. This will allow for an easy distinction between different clients and/or sites when viewing files at a later date, or running file comparisons.

Enter any required Client Name / Location Details.

Click **OK** to save the client details, or click **Cancel** to remove the dialog without saving any client details.

You will be presented with the following display.

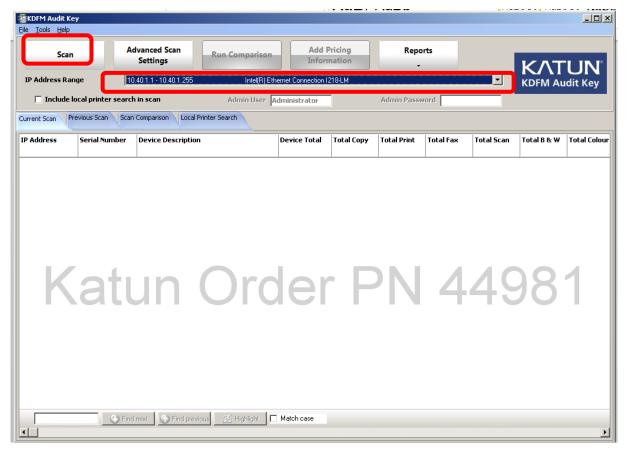




Running a Scan

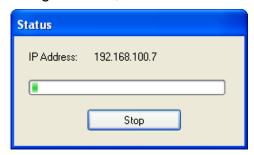
The **Scan** option will scan all IP addresses in a single range based on the IP address of the computer where the KDFM Audit Key is being run. (You can specify the ranges to scan if you configure the *Advanced Scan Settings*).

1. If the computer has multiple network cards installed, select the required range from the drop down list, as shown below.



2. Click the **Scan** button displayed in the top left corner of the screen.

A progress dialog will display the percentage of scan complete and the current address being scanned, as shown below.

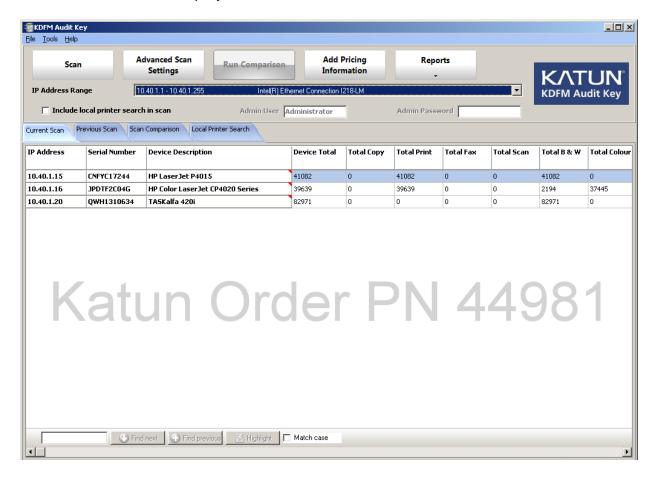


If required, click **Stop** on this dialog to stop the scan process.



Current Scan

The Current Scan tab displays the results of the current scan, as shown below.



- The specific details displayed will depend on each print device and the level of information available.
- Click on a column heading to display results sorted by that column.

Note: When the KDFM Audit Key has been authenticated the scan data is automatically saved to a CSV file with the following name format:

client name/location+_yyyyMMdd_HHmmss

For example, KATUN_20150109_091800.csv would be the name given to a scan for a client named BITS performed at 09:18 on 09/01/2015.

<u>See Entering or Changing Client Details</u> to change the CSV file name prefix or see <u>Saving Current Scan Details</u> to save the file with an alternative name.



Saving Current Scan Details

When the KDFM Audit Key has been authenticated the details displayed in the Current Scan window can be saved into a CSV file using your own naming convention.

- Click the Current Scan tab.
- 2. Right click in the *Current Scan* window.
- 3. Click **Save As** from the right click menu.
- 4. Enter a filename to save the scan results with a different file name to the default one already given.
- Click Save.

Printing Current Scan Details

When the KDFM Audit Key has been authenticated the details in the Current Scan window can be printed.

- Click the Current Scan tab.
- 2. Right click in the *Current Scan* window.
- 3. Click **Print** from the right click menu.
 - A *Print Preview* dialog showing the scan details will be displayed.
- 4. Click **Print** to select a printer to print the scan details, or click **Close** to return to the Current Scan window.

Clearing Current Scan Details

The details in the Current Scan window can be removed if necessary.

- 1. Click the **Current Scan** tab.
- 2. Right click in the *Current Scan* window.
- 3. Click **Clear** from the right click menu to clear the Current Scan results details.

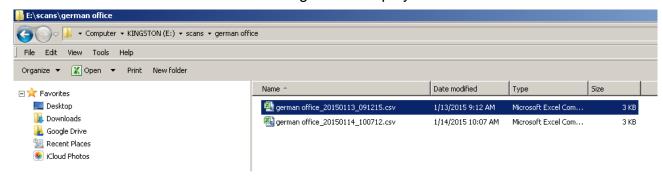


Loading Previous Current Scan Details

When the KDFM Audit Key has been authenticated details of previous scans can be loaded into the Current Scan window to be used for comparisons.

- Click the Current Scan tab.
- 2. Right click in the *Current Scan* window.
- 3. Click **Load Scan Results** from the right click menu.

The Load Scan Results dialog will be displayed.



4. Select the previous scan file.

By default only previously saved CSV scan files for the current client details are displayed. Should you wish to open a scan file for a different client, enter that client name in the client details or remove the client details (see Entering or Changing Client Details).

5. Click Open.

The previous scan results will populate the screen.

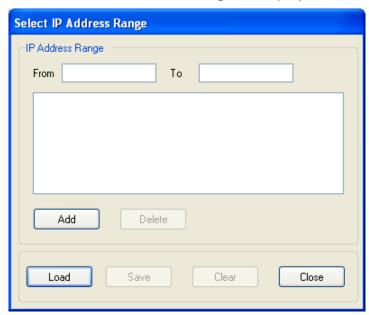


Advanced Scan Settings

The *Advanced Scan Settings* is designed to allow entry of a range, or multiple ranges, of IP addresses to scan.

Adding IP Address Ranges

1. Click **Advanced Scan Settings** to display the following dialog.



- 2. Enter the lowest IP address in the range, into the *From* entry box.
- 3. Enter the highest IP address in the range, into the **To** entry box.
- 4. Click **Add** to add the IP address entry into the list of ranges to be scanned.
- 5. Click **Close** to remove the dialog.

Deleting IP Address Ranges

Once entered, individual IP address ranges can be deleted as follows:

- Click Advanced Scan Settings to display the Select IP Address Range dialog.
- 2. Click on the IP Address range to be deleted.
- 3. Click **Delete**.
- 4. Click **Close** to remove the dialog.



Clearing IP Address Ranges

Once entered, all IP address ranges can be removed as follows:

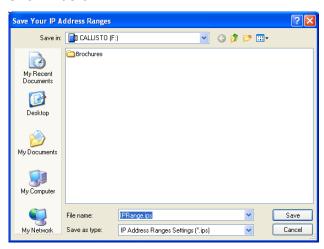
- Click Advanced Scan Settings to display the Select IP Address Range dialog.
- 2. Click **Clear**. All IP Address Ranges from the **Select IP Address Range** dialog will be removed from the dialog.
- 3. Click Close to remove the dialog.

Saving IP Address Ranges

All currently displayed IP address ranges can be saved for use at a later date.

- Click Advanced Scan Settings to display the Select IP Address Range dialog.
- Click Save.

You will be presented with the **Save Your IP Address Ranges** dialog, as shown below.



- 3. Enter a file name for the displayed IP Address range(s).
- 4. Click **Save**. (The file will be saved with the extension **ips**).
- 5. Click **Close** to remove the dialog.

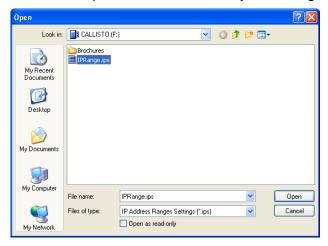


Loading Previously Saved IP Address Ranges

To load previously saved IP Address ranges, follow the steps below.

- Click Advanced Scan Settings to display the Select IP Address Range dialog.
- 2. Click Load.

You will be presented with the *Open* dialog, as shown below.



- 3. Browse to the previously saved .ips file name.
- 4. Click Open.

All IP Address Ranges stored in the selected .ips file will be displayed.

5. Click **Close** to remove the dialog.



Default Timeout

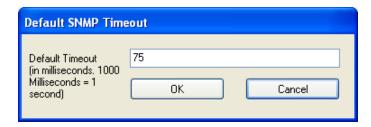
When performing a scan the KDFM Audit Key program attempts to connect to each IP address in the selected range or ranges, for the amount of time specified in the default timeout. If no print device is found and that time elapses, the KDFM Audit Key program attempts to connect to the next IP address in the range.

If you are working on a wide area network or a slow network where no responses from the IP addresses are received when expected, expand the default timeout period.

Changing the Default Timeout

- 1. Click the word **File** on the menu bar.
- 2. Click Change Default Timeout.

The following dialog will be presented.



3. Enter the required timeout value in milliseconds.

Note: 1000 milliseconds = 1 second.

4. Click **OK** to save the new Default Timeout value, or click **Cancel** to remove the dialog without saving.



Default SNMP Community

When performing a scan the KDFM Audit Key program attempts to connect to the public SNMP Community.

Changing the Default SNMP Community

- 1. Click the word File on the menu bar.
- 2. Click Change Default Community.

The following dialog will be presented.



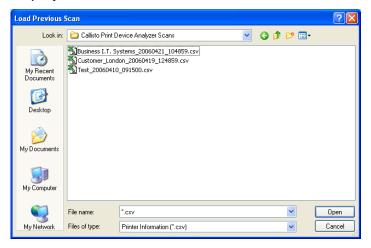
- 3. Enter the SNMP Community to be used in the text entry box.
- 4. Click **OK** to save the SNMP Community to be used, or click **Cancel** to remove the dialog without saving.



Previous Scan

The **Previous Scan** tab is used to load previously saved scan results which can then be used for scan comparisons.

- 1. Click the **Previous Scan** tab.
- 2. If no previous scan is currently loaded a *Load Previous Scan* dialog is displayed, as shown below.



If a previous scan is currently loaded, right click on the Previous Scan window to display the right click menu and then click **Load Previous Scan** to display the **Load Previous Scan** dialog as shown above.

3. Select the previous scan file.

By default only previously saved CSV scan files for the current client details are displayed. Should you wish to open a scan file for a different client, enter that client name in the client details or remove the client details (<u>see Entering or Changing Client Details</u>).

4. Click Open.

The previous scan results will populate the screen.

Clearing Previous Scan Details

The details in the Previous Scan window can be removed if necessary.

- Click the Previous Scan tab.
- 2. Right click in the **Previous Scan** window.
- 3. Click Clear from the right click menu to clear the details displayed.



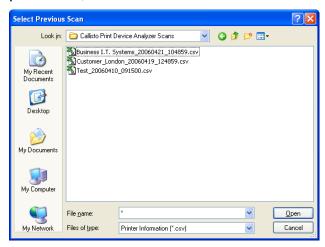
Comparing Scans

KDFM Audit Key allows comparisons between the current scan results displayed in the *Current Scan* tab and previous scan results, displayed in the *Previous Scan* tab.

- Complete a <u>Scan</u> or <u>Load Previous Current Scan</u> results.
- 2. Click the **Scan Comparison** tab.

To compare the details in the Current Scan view with a Previous Scan, it is necessary to load a Previous Scan result for comparison.

If no Previous Scan is currently loaded a **Select Previous Scan** dialog is presented, as shown below.



Select the Previous Scan file.

By default only previously saved CSV scan files for the current client details are displayed. Should you wish to open a scan file for a different client, enter that client name in the client details or remove the client details (see Entering or Changing Client Details).

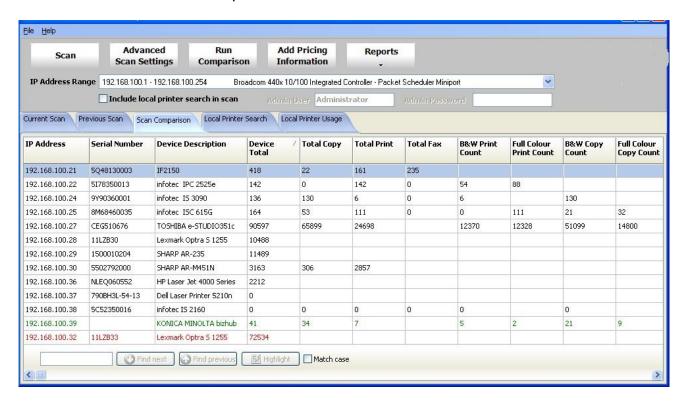
4. Click Open.

All devices will be compared based on IP address and Serial Number. The results will be displayed in the <u>Scan Comparison tab</u>.



Scan Comparison Tab

The Scan Comparison tab displays comparison results between the current scan results displayed in the *Current Scan* tab and previous scan results, displayed in the *Previous Scan* tab. An example is shown below.



- All devices are compared based upon IP address and Serial Number.
- If a device was present on a previous scan but not present on the current scan, it will be displayed in red.

If a new device is discovered in the Current Scan, it will be displayed in green.

In both these cases, the values displayed for the device will be the reading taken for the comparison.

- Click on a column heading to display results sorted by that column.
- If an alternative current scan or previous scan file is loaded after completing a Scan Comparison, the Scan Comparison is re-run when the Scan Comparison tab is selected again in order to display the latest comparison results.



Note: Scan comparison data is automatically saved to a CSV file with the following name format:

client name/location+_yyyyMMdd_HHmmss_comparison

For example, KATUN_20150109_091800_comparison.csv would be the name given to a comparison scan for a client named BITS performed at 09:18 on 09/01/2015.

<u>See Entering or Changing Client Details</u> to change the CSV file name prefix or see *Saving Current Scan Details* to save the file with an alternative name.

Saving Scan Comparison Details

The details displayed in the Scan Comparison window can be saved into a CSV file using your own naming convention.

- 1. Click the **Scan Comparison** tab.
- 2. Right click in the **Scan Comparison** window.
- Click Save As from the right click menu.
- 4. Enter a filename to save the scan comparison results with a different file name to the default one already given.
- 5. Click **Save**.

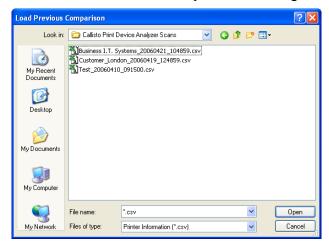
Loading Previous Scan Comparison Details

Details of previous scans can be loaded into the Scan Comparison window to be used for printing reports.

- Click the Scan Comparison tab.
- 2. Right click in the **Scan Comparison** window.
- 3. Click Load Previous Comparison from the right click menu.



The Load Previous Comparison dialog will be displayed.



Select the previous scan comparison file.

You can only load a previously saved CSV scan file for the current client details. Should you wish to open a scan file for a different client, enter that client name in the client details or remove the client details (<u>see Entering or Changing Client Details</u>).

Click Open.

The previous scan comparison results will populate the screen.

Printing Scan Comparison Details

The details displayed in the Scan Comparison window can be printed if required.

- Click the Scan Comparison tab.
- 2. Right click in the **Scan Comparison** window.
- 3. Click **Print** from the right click menu.

A **Print Preview** dialog showing the scan comparison details will be displayed.

4. Click **Print** to select a printer to print the scan comparison details, or click **Close** to return to the Scan Comparison window.

Clearing Scan Comparison Details

The details displayed in the Scan Comparison window can be removed if necessary.

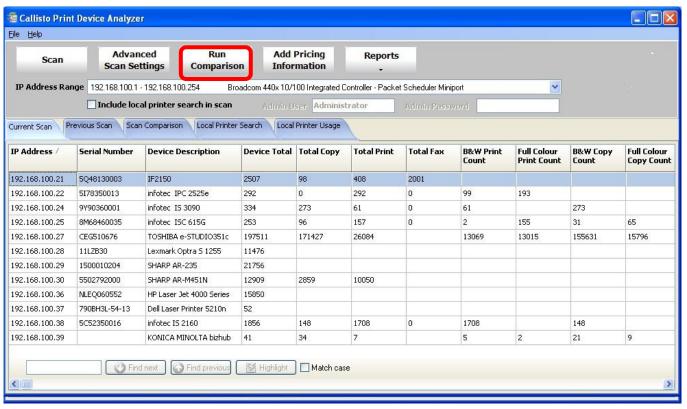
- 1. Click the **Scan Comparison** tab.
- 2. Right click in the **Scan Comparison** window.
- 3. Click **Clear** from the right click menu to clear the Scan Comparison results details.



Run Comparison

Run Comparison is a quick button to allow you to compare a previous scan of the network with a new scan of the same network. Only the IP address ranges originally scanned will be scanned again. (If you wish to compare different IP address ranges you will need to perform a manual scan comparison as detailed in Comparing Scans). A comparison between the previous scan and the new scan results will be displayed in the **Scan Comparison** tab.

Click on the Run Comparison button at the top of the screen.



The **Load Previous Scan** dialog will be displayed, as shown below.



2. Select the previous scan file.

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By default only previously saved CSV scan files for the current client details are displayed. Should you wish to open a scan file for a different client, enter that client name in the client details or remove the client details (<u>see Entering or Changing Client Details</u>).

3. Click Open.

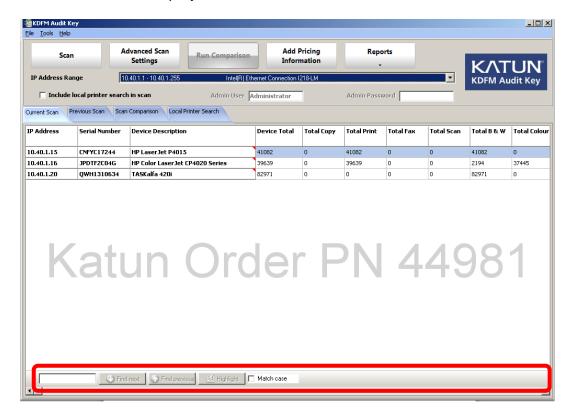
The KDFM Audit Key will now start a new scan for devices based on the *IP Address Range* of the previous scan.

Once completed you will see the comparison results displayed in the <u>Scan</u> Comparison tab.



Search Bar





Use the Search Bar to find text entries anywhere within any column of the currently displayed results details.

1. Type the text string you wish to find from within the currently viewed results details.

The text string can contain text, numbers or a combination of both.

Upon entering the text string, the highlight in the results details will move to the first result in the list which contains the text string typed. Entering additional text will move the highlight to the next appropriate result containing the text string typed (this may be the same result).

If the text string entered is not found in any column of any displayed result, the text entry box will appear in red.





Find Next

In order to find the next result containing the text string entered, click **Find next**. If the last matching result is currently selected, clicking on Find next again will find the first result in the results display list.

Find Previous

To find the previous result containing the text string entered, click **Find previous**. If the first matching result is currently selected, clicking on Find previous again will find the last result in the results display list.

Highlight

Click **Highlight** to highlight every occurrence of the text string entered, in the currently displayed results display view.

Match case

Click **Match case** for a case sensitive match with the text string entered.



Pricing Information

Pricing information can be set for all devices in the Current or Previous Scan which can then be used in reports.

Pricing can be applied in one of three ways:

- Using a pre-defined file, specifying the individual costs for each device manufacturer and model
- · Manually selecting each device manufacturer and model
- Applying a fixed price across all devices.

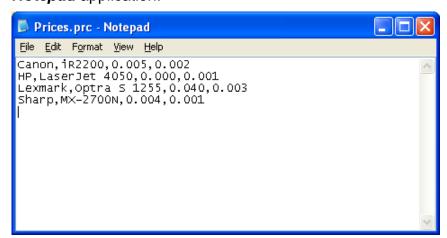
Pricing can be applied to the Current Scan and/or to Previous Scans made with the KDFM Audit Key Version 1.7 or above.

Add Pricing Information

Load information from a pre-defined file

The quickest method to apply pricing to more than one device manufacturer and model is to use a pre-defined file. This file can be found on the supplied USB key along with the KDFM Audit Key application.

 Using Windows Explorer, open the file Prices.prc with the Windows Notepad application.



2. As shown above the **Prices.prc** file is a comma separated file and uses the format:

Device Manufacturer, Device model, cost per colour page, cost per black & white page.

3. Edit the file to add, change or remove the example text presented to suit your device information.

Note: Ensure the device manufacturer and device model is typed exactly





as that text displayed in the Manufacturer and Model column of the scan tab information (two of the far right columns). While this text is not case sensitive, typing errors will result in the pricing information not applied to the intended devices!

If you wish to apply the same cost to all models of a particular manufacturer, leave the value for the device model blank but make sure the comma separator remains to indicate the end of that field.

For example:

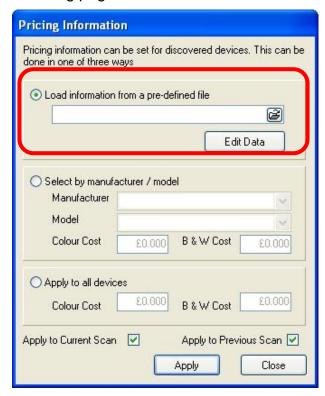
HP,,0.000,0.001

will apply a cost of 0.000 to all colour prints and a cost of 0.001 to all black and white prints on all HP manufacturer devices.

- 4. Save the **Prices.prc** file.
- Complete a <u>Scan</u> or <u>Load Previous Current Scan</u> results, or load a <u>Previous Scan</u> produced by KDFM Audit Key Version 1.7 or above.
- 6. Click the **Add Pricing Information** button.



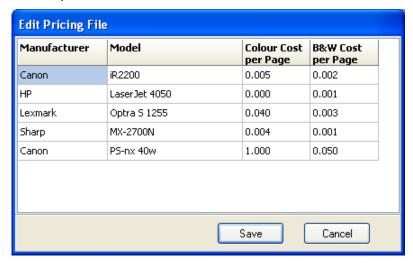
7. The *Pricing Information* dialog will be displayed, as shown on the following page.



8. Ensure the **Load information from a pre-defined file** option is selected and then click **Edit Data**.



The dialog shown below will be presented, with the data you entered in the Prices.prc file.



- 9. If required you may make changes to the displayed data, the only restriction is that new entries can not be made, you will need to edit the file as detailed in steps 1 4 above if you wish to add additional device entries.
- 10. Click **Save** to save any changes you have made and return to the **Pricing Information** dialog.

Or

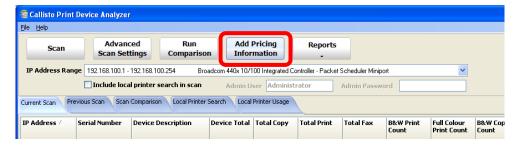
Click **Cancel** to cancel any changes you have made and return to the **Pricing Information** dialog.

- 11. Select to **Apply to Current Scan** and/or **Apply to Previous Scan** check boxes to meet your requirements.
- 12. Click **Apply** to apply the changes you have made.
- 13. Click **Close** to remove the **Pricing Information** dialog.
- 14. The pricing information will be applied to the selected scans, and displayed in the far right columns.

Select by manufacturer / model

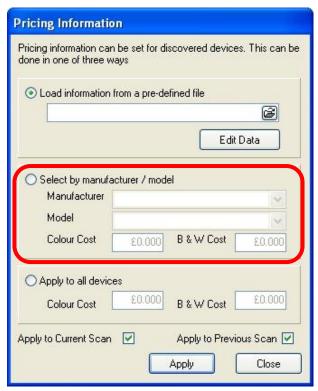
This option gives you the ability to apply pricing manually to each device manufacturer and model in the currently displayed Current Scan or Previous Scan tab.

- Complete a <u>Scan</u> or <u>Load Previous Current Scan</u> results, or load a <u>Previous Scan</u> produced by KDFM Audit Key Version 1.7 or above.
- 2. Click the **Add Pricing Information** button.





The Pricing Information dialog will be displayed, as shown below.



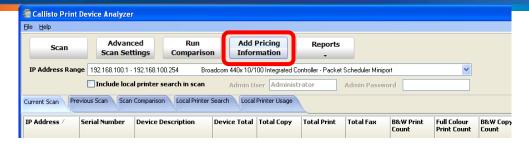
- 4. Select the **Select by manufacturer / model** option.
- 5. Click the **Manufacturer** drop down menu and select the appropriate device Manufacturer from the list presented.
- 6. Click the **Model** drop down menu and select the appropriate model from the list presented.
- 7. In the **Colour Cost** entry box set a cost for the colour prints for the selected device.
- 8. In the **B & W Cost** entry box set a cost for the black and white prints for the selected device.
- 9. Select to **Apply to Current Scan** and/or **Apply to Previous Scan** check boxes to meet your requirements.
- 10. Click **Apply** to apply the changes you have made.
- 11. Click **Close** to remove the **Pricing Information** dialog.
- 12. The pricing information will be applied to the selected scans, and displayed in the far right columns.

Apply to all devices

This option gives you the ability to apply the same pricing to all device manufacturer and models in the currently displayed Current Scan or Previous Scan tab.

- Complete a <u>Scan</u> or <u>Load Previous Current Scan</u> results, or load a <u>Previous Scan</u> produced by KDFM Audit Key .
- 2. Click the **Add Pricing Information** button.





3. The *Pricing Information* dialog will be displayed, as shown below.



- 4. Select the **Apply to all devices** option.
- 5. In the **Colour Cost** entry box set a cost for the colour prints for all the devices.
- 6. In the **B & W Cost** entry box set a cost for the black and white prints for all the devices.
- 7. Select to **Apply to Current Scan** and/or **Apply to Previous Scan** check boxes to meet your requirements.
- 8. Click **Apply** to apply the changes you have made.
- 9. Click **Close** to remove the **Pricing Information** dialog.
- 10. The pricing information will be applied to the selected scans, and displayed in the far right columns.

Reports

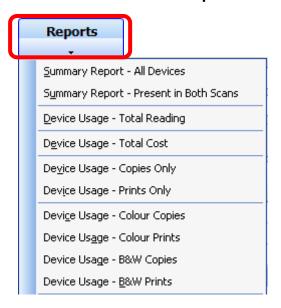
A selection of pre-designed reports can be printed or saved, based on the currently selected scan view.

1. Select the appropriate tab, for example Current Scan.





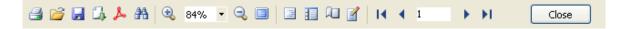
Click the arrow on the Reports button to display the following dialog.



3. Click the required report type from the list displayed.

A **Preview** of the report will be displayed.

4. The *Preview* dialog displays the toolbar shown below.



Hover the mouse over the icons to display the icon's function.

- 5. Click the **Print** icon to print the report.
- 6. Click **Close** to remove the **Preview** screen.



Customising KDFM Audit Key

Changing the Default Company Logo

By default the Business I.T. Systems company logo is displayed on the KDFM Audit Key main screen and on all reports generated using the Reports button.

- Close the KDFM Audit Key application.
- 2. Copy the required company logo image to the root of the Callisto USB key.

The image should be 90x90, although larger images will auto scale down. Supported image formats include gif, wmf, jpg and bmp.

- 3. Use **Windows Explorer** to view the root of the Callisto USB key.
- 4. Open the **KatunAuditKey.ini** file using Notepad or another text editing program.
- 5. Find the line with **Logo=**.
- 6. Add your image file name to the end of the line ie Logo=myimage.bmp (Your image should be stored on the root of the Callisto USB key).
- 7. Save the KatunAuditKey.ini file.

When you launch the KDFM Audit Key application again the new logo should appear on the main screen and be displayed on all reports generated with the Reports button.



Displaying Prepared by details in Reports

If you have entered client details (<u>see Entering or Changing Client Details</u>), reports will display Prepared for *Client Details* by Business I.T. Systems Ltd in the top left of the page.

To Display your own Company Name

- Close the KDFM Audit Key application.
- 2. Use **Windows Explorer** to view the root of the Callisto USB key.
- 3. Open the **KatunAuditKey.ini** file using Notepad or another text editing program.
- 4. Find the line with **PreparedBy=Katun Corp**.
- 5. Replace **Katun Corp**.with your own company name.
- 6. Save the **KatunAuditKey.ini** file.

Renaming the Title Bar

By default the title bar of the application displays KDFM Audit Key, however this can be changed by following the steps below.

- 1. Close the **KDFM Audit Key** application.
- 2. Use **Windows Explorer** to view the root of the Callisto USB key.
- Open the KatunAuditKey.ini file using Notepad or another text editing program.
- 4. Find the line with **ProgramName=**.
- 5. Add the text you wish to be displayed in the Title Bar of the application.
- 6. Save the KatunAuditKey.ini file.



Setting the Language

By default the language used by the application is set to English, however this can be changed by following the steps below.

- 1. Close the KDFM Audit Key application.
- 2. Use **Windows Explorer** to view the root of the Katun USB key.
- 3. Open the **KatunAuditKey.ini** file using Notepad or another text editing program.
- 4. Find the line with **Language=1**.
- 5. Change the number value to the number displayed for the language you require (as shown in the previous lines of the file).
- 6. Save the **KatunAuditKey.ini** file.



Entering or Changing Client Details

When KDFM Audit Key opens you are given the option of entering client details, as shown below.



Here you have the option of entering a client name and/or location. This information is not required, but if a name or location is entered then it will be used as a prefix on all saved files. This will allow for an easy distinction between different clients and/or sites when viewing files at a later date, or running file comparisons.

Changing Client Details

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- 1. Click the word **File** on the menu bar.
- 2. Click Enter name / location.
- 3. Enter any required Client Details.
- 4. Click **OK** to save the client details, or click **Cancel** to remove the dialog without saving any client details.



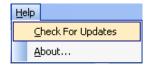


Software Updates

From time to time updates for both the KDFM Audit Key will be available and can be accessed over the Internet.

Check For Updates

- 1. Ensure you have access to the Internet.
- 2. Click **Help** on the menu bar.
- 3. Click Check For Updates.



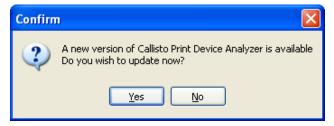
The Katun website will then be checked for updates for both the KDFM Audit Key software.

If no updates are available the following dialog will be displayed.



Click **OK** to remove the dialog from the screen.

If an update is available you will see the following dialog.

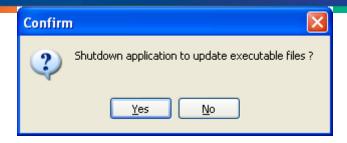


4. Click **Yes** to update.

A *Status* dialog will appear and then the *What's new in KDFM Audit Key* will be displayed for your information.

- 5. After reading the What's new information, click **OK**.
- 6. After the KDFM Audit Key files have been updated the following dialog will be displayed.





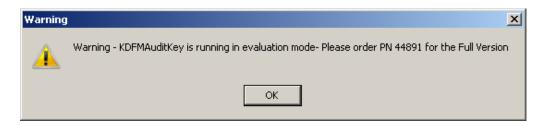
7. Click **Yes** to shutdown the application. The KDFM Audit Key will then restart using the updated files.



Appendix A

Evaluation Mode

If you are presented with the following dialog, the KDFM Audit Key program has not been authenticated.



In evaluation mode the following functionality is effected:

- Current Scans can not be saved.
- Current Scans can not be printed.
- Reports will be marked as Evaluation.
- Previous Scan, Scan Comparison, Local Printer Search and Local Printer Usage will not function in evaluation mode.
- No ability to enter client site name or location.

Authenticating KDFM Audit Key

In order to run the full version of KDFM Audit Key, you will need to purchase the program from Katun. The program will be authenticated to the purchased USB key only and may be used an un-limited number of times.