CRSCAN By Copper Range, Inc.

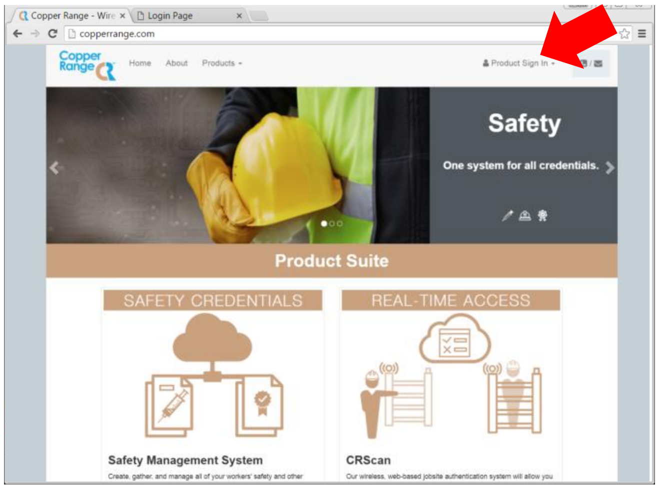
US Patent No. 7,159,778 / 7,455,224 / 8,025,222 / 8,251,287

QUICK REFERENCE GUIDE

www.copperrange.com • 1.800.309.2060

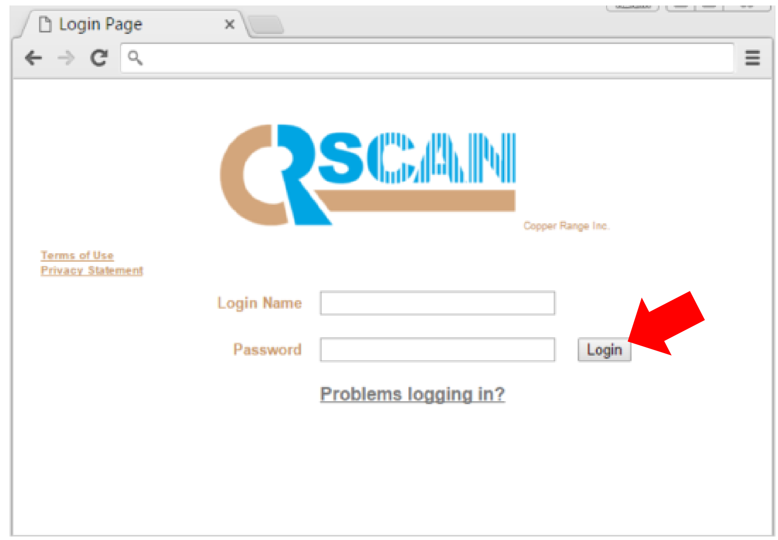
1 Access CRScan Login Page

- Go to www.copperrange.com
- Click "Product Sign In" and select CRScan Sign In



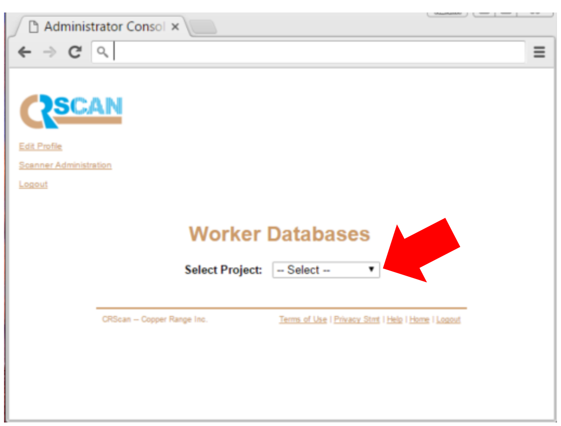
2 Login

- Type in Login name and Password
- Click Login



3 Select Worker Database

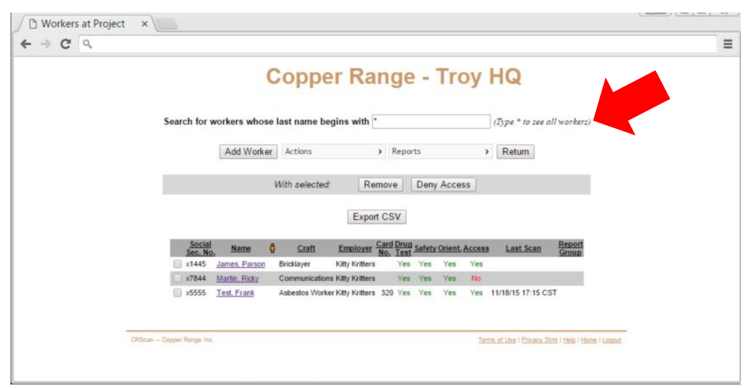
- On Home Page, select Project from drop-down menu



4 Worker Database

- Enter first letter(s) of the worker's last name or an asterisk (*) to see all workers
- Remove Worker or Deny Access

  1. Click check box next to name 2. Click Remove or 3. Click Deny Access



Worker Database Detail

Contractor Admin.

- Click Actions and Contractor Admin. to see companies associated with your project
- To Add Contracted Company:
  - Click Add Contractor
  - Enter Company Name
  - Click Continue
  - Enter Contact First & Last name and Email address
  -Click Add Company
- To Add Administrator/User
  - Click applicable Company name
  - Click Add Administrator
  - Enter Contact First & Last name and Email address

Add Worker

- Take/Save Photo **outside of CRScan**
- Click Add Worker
- Enter requested information, click Search or Continue
- Assign HID Card Number (scan card or enter no.)
- Select Craft and Employer
- Enter Drug Test, Safety and Orientation information
- Check Access Granted

Upload Photo

- Click Upload Photo from Add Worker page
- Click Browse
- Choose photo
- Click Submit
- Crop photo

Make Badge

- Click Make Badge
- Click printer icon on Badge Preview page

Save Worker Data

- Click Save and Add (add other workers)
- Click Save and Exit (no additional workers)
- Click Save and Scan (manual scan)
- Click Cancel (exit without saving)

Manual Scan

- Click Actions and Manual Scan
- Enter Card No. or Unique ID
- Verify or Edit Date and Time
- Indicate In/Out Scan
- Click Continue
- Click Cancel or Confirm Scan

Report Group Admin.

- Click Actions and Report Group Admin.
- To edit, select Group from menu
- Click View
- To change Groups:
  - Click Move Workers to Report Group
  - Select new Group from menu
  - Click Execute
- To Rename Groups:
  - Click Rename Report Group To
  - Enter new Group name

Audit Reports

- Click Reports and Audit Reports
- Enter Search Criteria
- Click Search
- Click Show Scan Detail/Hide Scan Detail to see/hide all scans
- Click +/- button by worker list to see individual scans
- Click Export CSV to export data to spreadsheet

Readiness Report

- Click Reports and Readiness Reports
- Select any or none of the Company or Compliance options to view desired worker compliance information
- Click Search

Scanner Reports

- Click Reports and Scanner Reports
- Select the desired scanner
- Select date/time range to view in/out scans at selected scanner and click Search

Drug Test Expirations

Safety Test Expirations

Orientation Expirations

- Click Reports and these buttons to view list of workers with expired/expiring tests and orientations

Scanned In Now

- Click Reports and Scanned In Now to see who is currently scanned in