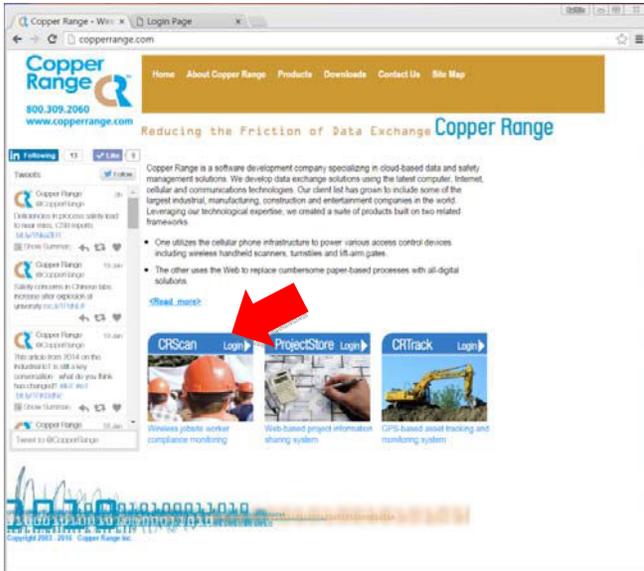


## 1

### Access CRScan Login Page

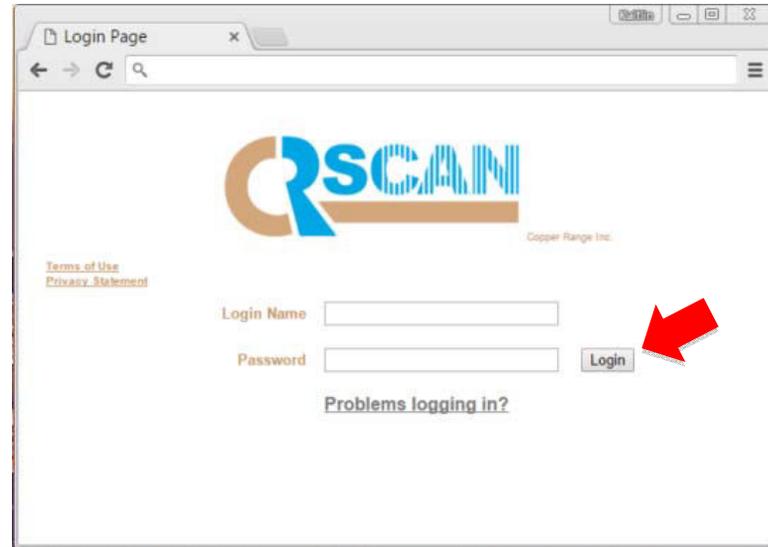
- Go to [www.copperrange.com](http://www.copperrange.com)
- Click the CRScan Login arrow



## 2

### Login

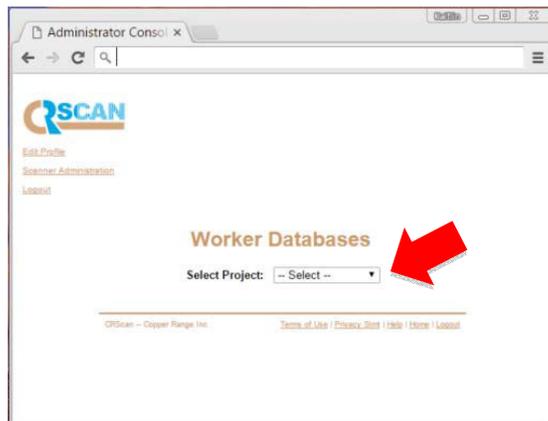
- Type in Login name and Password
- Click Login



## 3

### Select Worker Database

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

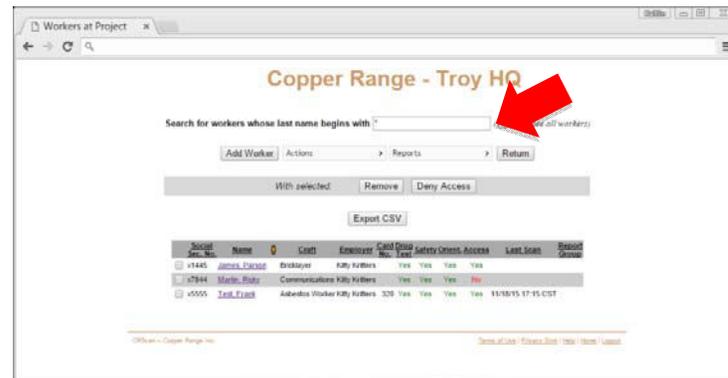


## 4

### 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



### Account Admin.

(Owner Mandated Pricing Only)

- Click Actions and Account Admin. to see the status of companies associated with your project
- To Add Contracted Company:
  - Click Add Company
  - 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 First & Last Name and last 4 SSN digits
- Click Search
- Assign HID Card Number (scan card or enter no.)
- Select Craft and Employer
- Check Drug Test, Safety and Orientation boxes
- 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 SSN
- 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

