



By Copper Range, Inc.

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

Ensuring *Access Security*
and *Compliance*
at job-sites



Help Guide

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Purpose

This document provides information regarding the CRScan site pages and their usage. You will find general information at the beginning of this document, followed by detailed descriptions of how to use each site page.

System Requirements

All that is required to run CRScan is a Web browser that is configured to accept cookies and implements the latest Web standards from the [World Wide Web Consortium](#).

Acceptable browsers include Internet Explorer version 5 or higher and Firefox.

Note that cookies are used only for improving efficiency and are NOT used to track user movements on the Web site or to collect personal information. For more details about users' privacy while using CRScan, please see the Copper Range [Privacy Statement](#).

Project Types

There are currently two types of projects provided by CRScan.

- CRScan Project – Workers use the CRScan HID card you created using the *Make Badge* feature within CRScan. The card's unique HID value is contained within an internal magnetic strip and may optionally be displayed as a barcode value on the card. This type of project sees *Audit Reports*.
- MUST Project – Workers use their MUST ID card to scan at job sites. The barcode on the card that is read by the system contains the worker's MUST ID value. This type of project sees *Scan Reports*.

User Account Employer

For each project, there is defined one or more Prime Contractors, as well as a list of companies allowed to participate as Site Monitors or Employers.

If your user account's employer is the Prime Contractor, you can access information for workers on the project regardless of Employer.

If your user account's employer is a Site Monitor company, you can only access the information for that employer.

User Roles

There are three levels of user Roles defined to the system. The following bullet points summarize the access granted for each Role.

- Contractor – This role is granted to administrators of the highest level and can perform the following functions.
 - Add, edit, and remove workers from their project
 - Make a badge (requires Badge Print Station)
 - Enter manual scans (not available to Site Monitors)
 - Manage Report Groups
 - Run scan or audit reports
- Auditor – This role is granted to administrators that need to see scan or audit reports for dates other than current date.
- Vendor – The Vendor role is granted to administrators that only need to see the current day's scan information.

Registering

Contact your supervisor or Copper Range to register your company and assign a contact.

The contact person will receive an email from Copper Range asking them to register, like the following example:

You have been given an account to view the Administrator Web pages for the Copper Range CRScan application. Your login name for the account is 'kheld' and your password is 'changeme'. To go to the Administrator login page, click on the link, <https://crscan.copperrange.com:443/CRScan>, or cut and paste it into your Web browser's "Address" field.

The first time you log into the CRScan Administrator Web site you will be asked to complete your registration for the account. At that point you have the option of changing your login name, full name, and the e-mail address that are currently associated with your account. You will also be required to select a new password. Once registered, you always have the option of changing your account information by hitting the "Edit Profile" link on the CRScan main page.

If you have any questions or comments about Copper Range or the CRScan application, please direct them to support@copperrange.com.

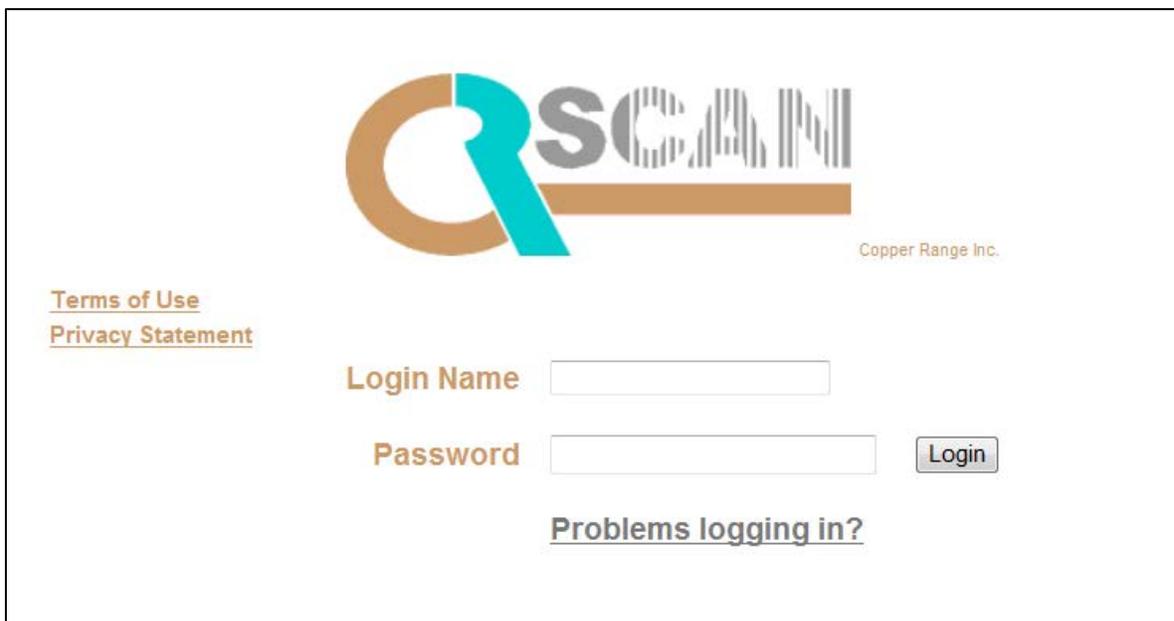
Logging In

Click the link in the registration email, or go to www.copperrange.com, to be directed to the Login Page.

On the Login Page, **type in the login name and password** assigned to you in the registration email.

Users can change their login name and password at any time by editing their Profile.

Should you forget your login name and/or password, there is a link on the Login page you can use for assistance.



The screenshot shows the QRSCAN login interface. At the top center is the QRSCAN logo, which consists of a stylized 'Q' in brown and blue, followed by 'RSCAN' in grey, with a brown horizontal bar underneath. To the right of the logo is the text 'Copper Range Inc.'. On the left side, there are two links: 'Terms of Use' and 'Privacy Statement'. The main login area contains the labels 'Login Name' and 'Password' next to their respective input fields. A 'Login' button is positioned to the right of the password field. Below the password field is a link that says 'Problems logging in?'.

Editing Your Profile

- **Complete the profile page**, choosing a new login name and password. Login names are unique for every CRScan user, and passwords must be at least 6 characters in length.
- **Click Update**

Profile

Full Name:

Login Name:

Password:

Re-type Password:

E-mail Address:

To help verify your identity should you forget your login name or password, please select a question and provide an answer.

Question:

Answer:

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Home Page

Left Navigation Links

- Edit Profile – Link to the site page that enables you to manage your user account information.
- Scanner Administration – Site page that lists scanners for your project and see latest scans. This function may only be performed by the Contractor user role.
- Logout – Select this link to log out of CRScan.

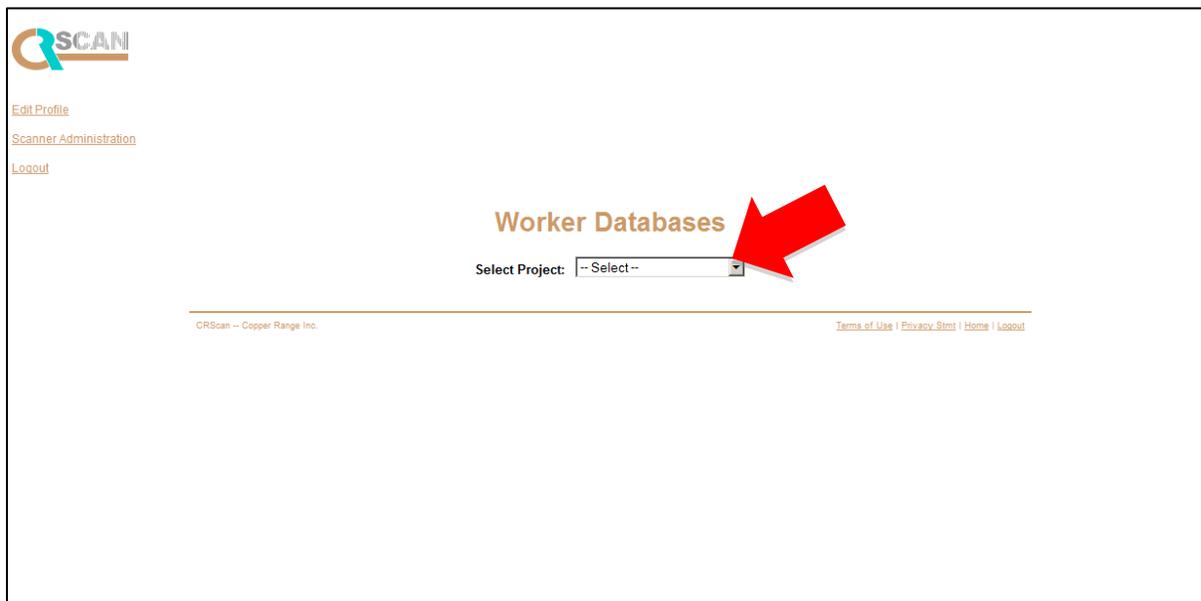
Footer Links

- Terms of Use – This link displays the site terms of use rules.
- Privacy Statement – This link displays the site privacy statement.
- Home – Select this link to navigate to the CRScan home page.
- Logout - Select this link to log out of CRScan.

Selecting a Worker Database

The Select Project drop-down list displays one or more projects for which your user account has access.

- **Select the project**



Worker Database

Once you choose the desired project, you can run various reports. If your user account is of the Contractor role, you can also add, edit and remove workers.

- Enter the first letter(s) of the worker's last name or an asterisk (*) to see all workers in your database.

Copper Range - Troy HQ

Search for workers whose last name begins with (Type * to see all workers)

Add Worker
Manual Scan
Report Group Admin
Audit Reports
Scanned In Now
Drug Test Expirations
Safety Test Expirations
Orientation Expirations

With selected:

Social Sec. No.	Name	Craft	Employer	Card No.	Drug Test	Safety	Orient.	Access	Last Scan	Report Group
<input type="checkbox"/> x6411	Test_Jennifer	Boilermaker	Copper Range Inc.		Yes	Yes	Yes	Yes		Job B
<input type="checkbox"/> x0513	Test_Mark	Boilermaker	Copper Range Inc.	123350	No	Yes	Yes	No		Job B
<input type="checkbox"/> x5678	Test_Nopicture	Bricklayer	Copper Range Inc.		No	Yes	No	Yes		Non-Must
<input type="checkbox"/> x3218	Test234_Test	Millmen	Copper Range Inc.		No	Yes	No	Yes		
<input type="checkbox"/> x0987	Test2_Test	Carpenter	Copper Range Inc.	409602	Yes	Yes	Yes	Yes		
<input type="checkbox"/> x5123	Tooth_Blue	Asbestos Worker	Copper Range Inc.	5454646	No	Yes	No	Yes		

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Terms of Use | Privacy | Home | Logout

Add Worker

(*NOTE: This function may only be performed by the Contractor user role)

1. Take Photo

Camera hardware and software is required to take new worker photos. If you have not already done so, take your worker's picture, using either the Logitech Webcam or your own camera and photo capturing software, and save it in a convenient folder on your computer for browsing purposes.

Logitech Webcam software and camera set-up:

Included in the box are the camera with USB cable attached, a software disk, and a Quickstart guide.



The Quickstart guide gives the setup instructions in pictorial steps. Setup consists of installing the software, setting the camera on top of the monitor (or it can be held or set on a table), and plugging in the USB cable. The instructions then walk you through testing and adjusting the camera. You can adjust the lighting and other settings, or simply use the auto-adjust options, which work well with most computers and environments.

During the installation you will be asked if you want to install the Logitech VID software. This is for video calling and unnecessary for your purposes.

Add Worker (continued)

2. Input Worker Data

To add the worker to the system, return to the CRScan worker database page

- Click Add Worker
- Enter the employee's social security number or MUST ID number
- Click Continue



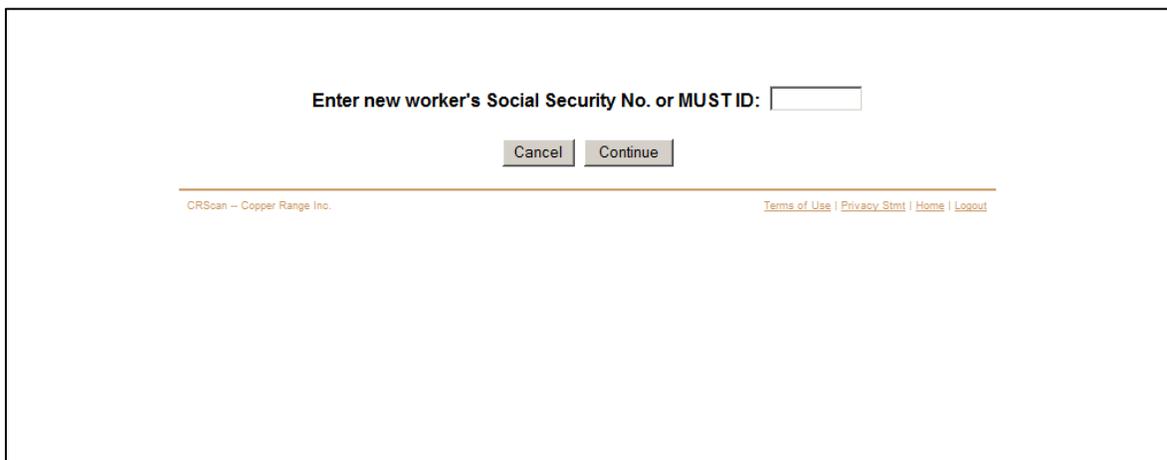
Copper Range - Troy HQ

Search for workers whose last name begins with (Type * to see all workers)

[Add Worker](#) [Manual Scan](#) [Report Group Admin](#) [Audit Reports](#) [Scanned In Now](#) [Drug Test Expirations](#) [Safety Test Expirations](#) [Orientation Expirations](#)

[Return](#)

A red arrow points to the 'Add Worker' button.



Enter new worker's Social Security No. or MUST ID:

[Cancel](#) [Continue](#)

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Input Worker Data (continued)

- **Enter employee's First and Last Name**
- **Assign HID Card No. to the worker (see note on page 15*)**
 - New Card: Place curser in Card No. field and scan card
 - Existing Card (two options):
 1. Place curser in Card No. field and scan card
 2. Enter card number associated with worker in CRScan
- **Select Craft and Employer** from drop down menus. If Employer is not listed, contact Copper Range.
- **Drug Test, Safety Compliance and Orientation**
Indicate whether the employee has completed the necessary requirements. If the worker has a MUST drug test and safety compliance result, it will be displayed instead of the check box and date fields.
- **Check Access Granted** to allow the employee access onto the job site.

Add Project Worker

First Name: **Last Name:**

Social Security No: x4444 **Card No:**

Craft: **Employer:**

Drug test passed on:

Safety compliant since:

Orientation taken on:

Access granted

Report Group (optional):

Previous Entries:

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Add Worker (continued)

3. Upload Worker Photo

- Click Upload Photo

Add Project Worker

First Name: Last Name:

Social Security No: Card No:

Craft: Employer:

Drug test passed on:

Safety compliant since:

Orientation taken on:

Access granted

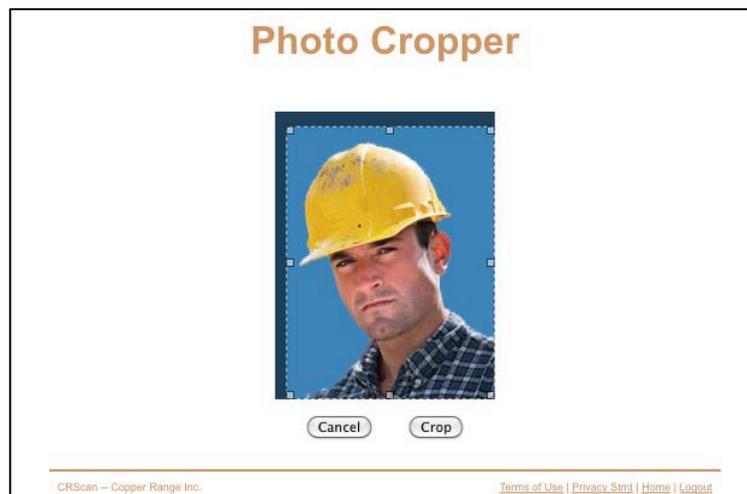
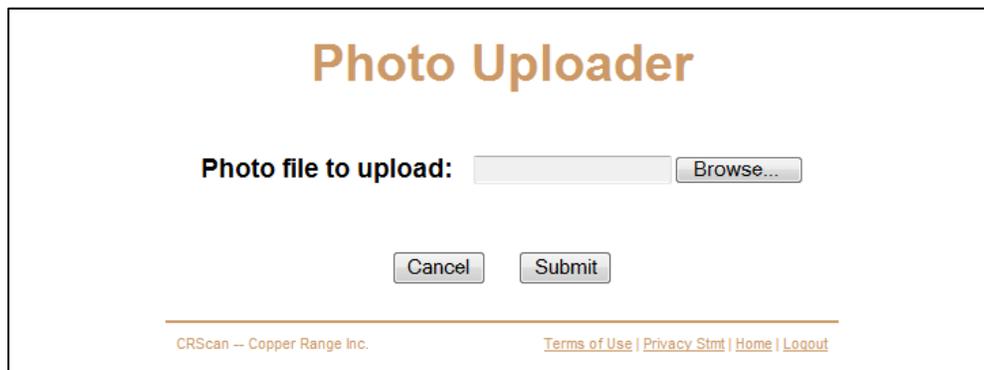
Report Group (optional):

Previous Entries:

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Upload Photo (continued)

- **Click Browse**
- **Choose photo from designated folder on your computer**
- **Click Submit**
- **Crop Photo**
Drag the endpoints to select the area of the image that will be pictured.
Click Crop to save the photo to the worker record.



Add Worker (continued)

4. Make Worker Badge (see note below*)

***Note:** If you do not have a Badge Print Station or your project utilizes a centralized Badge Print Station(s), skip this step. Unbadged worker cards can be printed separately at a later time.

- **Click Make Badge**

To display the barcode on the badge, be sure to check **Display Barcode on badge**. If your project is configured to always display the barcode on the badge, you will not see the checkbox.

Add Project Worker

First Name: Last Name:

Social Security No: Card No:

Craft: Employer:

Drug test passed on:

Safety compliant since:

Orientation taken on:

Access granted

Report Group (optional):

Previous Entries:

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Badge Preview Page:



Print Badge

To print the worker badge, click the printer icon displayed at the top left of the toolbar of the Badge Preview page.

***Note:** To upload your company logo contact Copper Range.

Add Worker (continued)

5. Save Worker Data

- **Save and Add** to continue adding other workers.
- **Save and Exit** if there are no more employees to be added.
- **Save and Scan** to enter a manual scan for that worker.
- **Cancel** to return to Worker Database without saving changes.

Add Project Worker

First Name: Last Name:

Social Security No: Card No:

Craft: Employer:

Drug test passed on:

Safety compliant since:

Orientation taken on:

Access granted

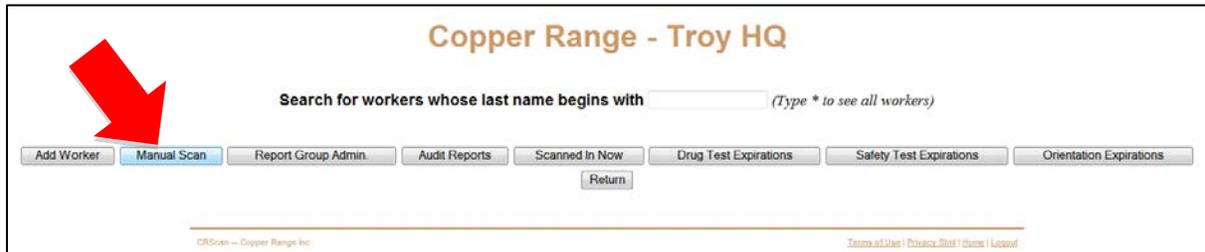
Report Group (optional):

Previous Entries:

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Manual Scan

- **Click Manual Scan**

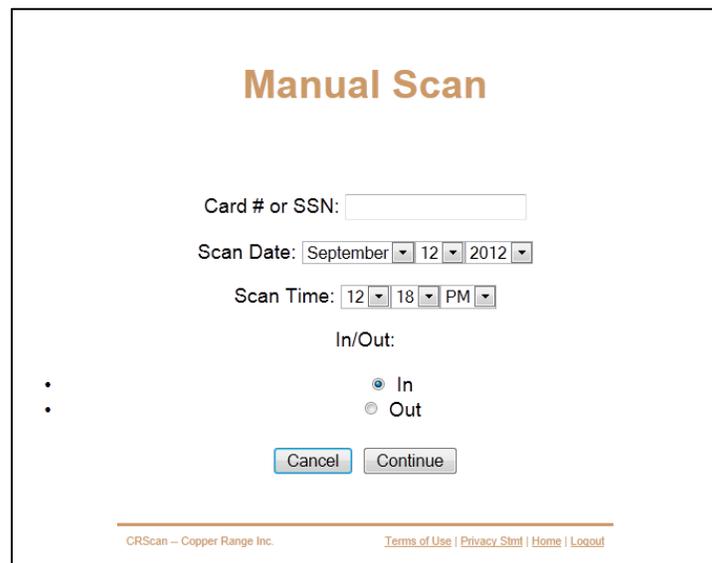


Copper Range - Troy HQ

Search for workers whose last name begins with (Type * to see all workers)

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- **Enter Card # or SSN**
Enter either the worker's social security number or the card number associated with the worker in CRScan.
- **Verify or edit Date and Time**
- **Indicate In or Out scan**
- **Click Continue or Cancel** to return to Worker Database without saving changes.



Manual Scan

Card # or SSN:

Scan Date:

Scan Time:

In/Out:

In
 Out

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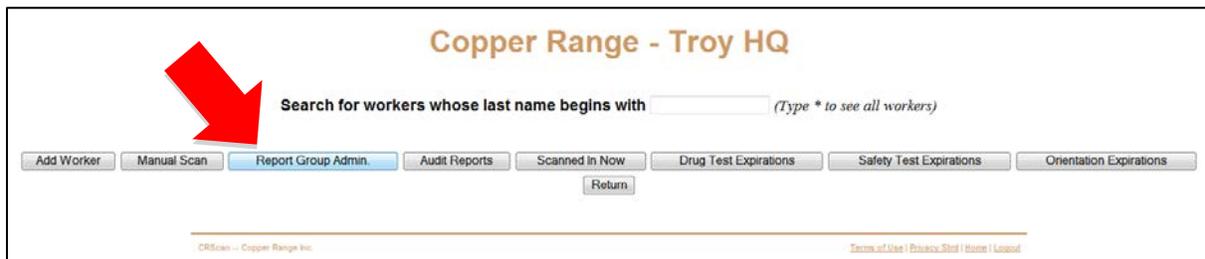
Scan Confirmation Page:



- **Click Confirm Scan** and this information, along with the name of the CRScan user, is recorded in the Worker Database.
- **Click Cancel** to return to Worker Database without saving changes.

Report Group Admin.

- **Click Report Group Admin.** to associate a worker with a specific report group. This is an optional, narrative field that is often used to organize workers into various sub-projects.



To Edit a Report Group

- **Select the group from the drop down menu**
- **Click View**
- **Click Return** to go back to Worker Database without saving changes.



Report Group Admin. (continued)

To change groups:

- **Click Move Workers to Report Group.**
- **Select the new group from the drop down menu**
- **Click Execute** (You will be asked to verify your action. Once executed, the results will be displayed).
- **Click Return** to go back to Worker Database.

Manage Report Groups

View workers in Report Group Job B

Move workers to Report Group Job C

Rename Report Group to

Name	Serial No.	Card No.	Report Group
Baenziger, Jennifer	x7130	7096	Job B
Chimenti, Dale	x6842	11148	Job B
Drabek, Jeff	x5555	8607	Job B
Godsell, Gordon R.	x7549	A00007549	Job B
Gore, Al	x6430	499	Job B
Ray, Randall	x0537	320	Job B
Test, Jennifer	x6411		Job B
Test, Mark	x0513	123358	Job B

Report Group Admin. (continued)

To rename groups:

- **Click Rename Report Group to**
- **Enter the new name of the Report Group**
- **Click Execute** (You will be asked to verify your action. Once executed, the results will be displayed).
- **Click Return** to go back to Worker Database.

Manage Report Groups

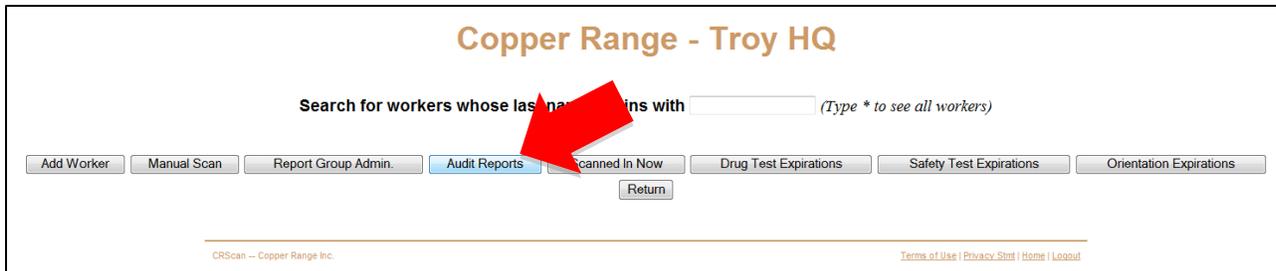
View workers in Report Group Job B

Move workers to Report Group Blast Furnace
 Rename Report Group to Job Break Room

Name	Serial No.	Card No.	Report Group
Baenziqer, Jennifer	x7130	7096	Job B
Chimenti, Dale	x6842	11148	Job B
Drabek, Jeff	x5555	8607	Job B
Godsell, Gordon R.	x7549	A00007549	Job B
Gore, Al	x6430	499	Job B
Ray, Randall	x0537	320	Job B
Test, Jennifer	x6411		Job B
Test, Mark	x0513	123358	Job B

Audit Reports

- Click Audit Reports

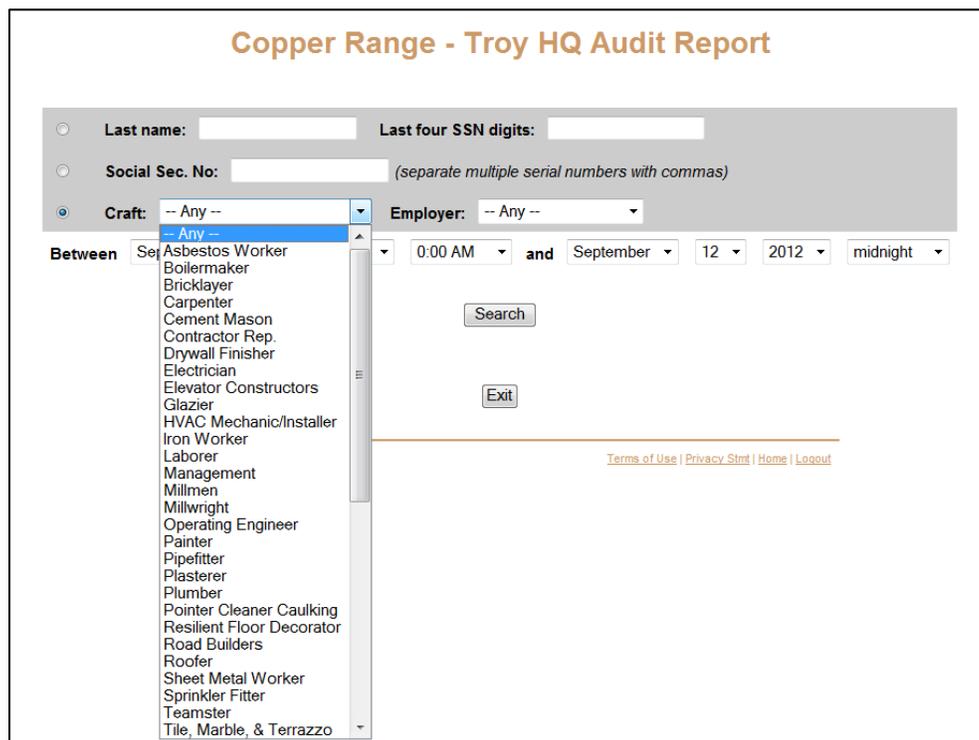


Copper Range - Troy HQ

Search for workers whose last name begins with (Type * to see all workers)

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You may search for all workers or individual worker(s) by **Last Name, Social Security Number, Craft and/or Employer within a specific time parameter.**



Copper Range - Troy HQ Audit Report

Last name: Last four SSN digits:
 Social Sec. No: (separate multiple serial numbers with commas)
 Craft: Employer:

Between and

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Audit Reports (continued)

- Click Search

Sample Audit Report (showing all workers within a given time period):

Copper Range - Troy HQ Audit Report

Last name: Last four SSN digits:
 Social Sec. No: (separate multiple serial numbers with commas)
 Craft: -- Any -- Employer: -- Any --

Between and



SSN/ID#	Name	Craft	Employer	Compliance at Last Scan	Hours
x6842/11148	Chimenti, Dale	Electrician	Copper Range Inc.	Not compliant: No current drug test; Access denied	7.541 <input type="button" value="⊞"/>
x1237/11146	Held, Kris	Drywall Finisher	Copper Range Inc.	Compliant	7.538 <input type="button" value="⊞"/>
x0513/123358	Test, Mark	Boilermaker	Copper Range Inc.	Not compliant: No current drug test; Access denied	? <input type="button" value="⊞"/>
Total:					15.079
					9/13 15.079
					9/14 0.000

Audit Reports (continued)

- Click **Show Scan Detail / Hide Scan Detail** to look at detailed scans of all workers.
- Click the **plus/minus (+/-) button** on the right side of the employee list to view an individual's detailed scans.

Both the scanned in/out times will be displayed, and the employee's hours will be calculated.

Copper Range - Troy HQ Audit Report

Last name: Last four SSN digits:
 Social Sec. No: (separate multiple serial numbers with commas)
 Craft: -- Any -- Employer: -- Any --

Between and

SSN/ID#	Name	Craft	Employer	Compliance at Last Scan	Hours
x6842/11148	Chimenti, Dale	Electrician	Copper Range Inc.	Not compliant: No current drug test; Access denied	7.541  9/13 hours: 7.541  9/13 CR Office - Verizon out 5:26 PM 9/13 CR Office - Verizon in 9:54 AM
x1237/11146	Held, Kris	Drywall Finisher	Copper Range Inc.	Compliant	7.538  9/13 hours: 7.538  9/13 CR Office - Verizon out 5:27 PM 9/13 CR Office - Verizon in 9:54 AM 9/13 CR Office - Verizon in 9:54 AM
x0513/123358	Test, Mark	Boilermaker	Copper Range Inc.	Not compliant: No current drug test; Access denied	?  9/14 hours: ?  9/14 Manual (Jennifer Baenziger) in 8:02 AM
Total:					15.079
9/13					15.079
9/14					0.000

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Audit Reports (continued)

*****IMPORTANT***** Workers must have a scan IN and scan OUT. A question mark (?) will be generated when CRScan does not have a corresponding scan. You can click on the question mark (?) to look at the detailed scans.

The Audit Report will provide “Total” hours worked on the bottom of the report. **However, if any questions marks (?) are included in the Audit Report, those workers hours will be excluded from the “Total”.**

- **Export CSV** allows you to export the information into the spreadsheet software available on your computer, i.e., Excel.

Copper Range - Troy HQ Audit Report

Last name: Last four SSN digits:
 Social Sec. No: (separate multiple serial numbers with commas)
 Craft: -- Any -- Employer: -- Any --

Between and

SSN/ID#	Name	Craft	Employer	Compliance at Last Scan	Hours
x6842/11148	Chimenti, Dale	Electrician	Copper Range Inc.	Not compliant: No current drug test; Access denied	7.541 <input type="button" value="[-]"/> 9/13 hours: 7.541 <input type="button" value="[-]"/> 9/13 CR Office - Verizon out 5:26 PM 9/13 CR Office - Verizon in 9:54 AM
x1237/11146	Held, Kris	Drywall Finisher	Copper Range Inc.	Compliant	7.538 <input type="button" value="[-]"/> 9/13 hours: 7.538 <input type="button" value="[-]"/> 9/13 CR Office - Verizon out 5:27 PM 9/13 CR Office - Verizon in 9:54 AM 9/13 CR Office - Verizon in 9:54 AM
x0513/123358	Test, Mark	Boilermaker	Copper Range Inc.	Not compliant: No current drug test; Access denied	? <input type="button" value="[-]"/> 9/14 hours: ? <input type="button" value="[-]"/> 9/14 Manual (Jennifer Baenziger) in 8:02 AM
Total:					15.079
9/13					15.079
9/14					0.000

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Scanned In Now

- **Click Scanned In Now** to see who is currently scanned in. This will include any scans within the last 24 hours.

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Search for workers whose last name begins with (Type * to see all workers)

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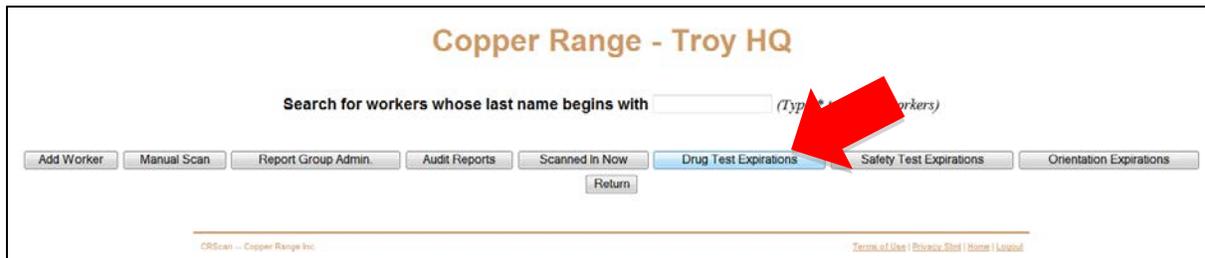
Copper Range - Troy HQ Scanned Worker Report for 09/12/2012

<u>SSN/ID#</u>	<u>Name</u>	<u>Company Code</u>	<u>Company Name</u>	<u>Report Group</u>
x6842/11148	Chimenti, Dale	AAA	Copper Range Inc.	Job B
x1237/11146	Held, Kris	AAA	Copper Range Inc.	Job C

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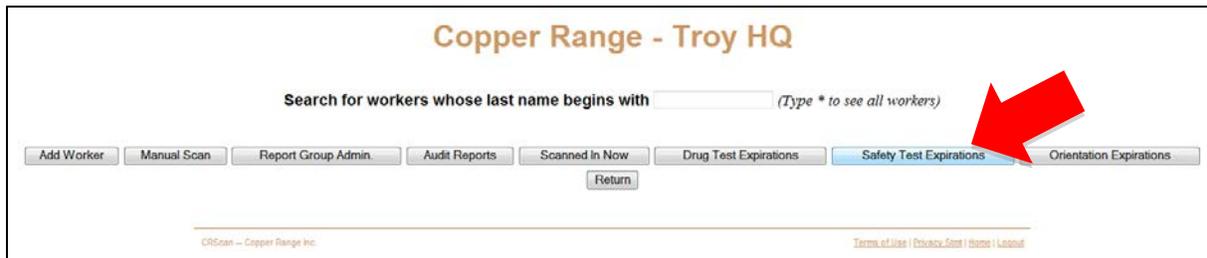
Drug Test Expiration Report

- **Click Drug Test Expirations** to view a list of recently scanned workers with expired or expiring drug tests. This applies to workers who have scanned in within the last 30 days.



Safety Test Expirations

- **Click Safety Test Expirations** to view a list of recently scanned workers with expired or expiring Safety tests. This applies to workers who have scanned in within the last 30 days.



Orientation Expirations

- **Click Orientation Expirations** to view a list of recently scanned workers with expired or expiring orientations. This applies to workers who have scanned in within the last 30 days.

Copper Range - Troy HQ

Search for workers whose last name begins with (Type * to see all workers)

Add Worker
Manual Scan
Report Group Admin.
Audit Reports
Scanned In Now
Drug Test Expirations
Safety Test Expirations
Orientation Expirations

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Orientation Expirations

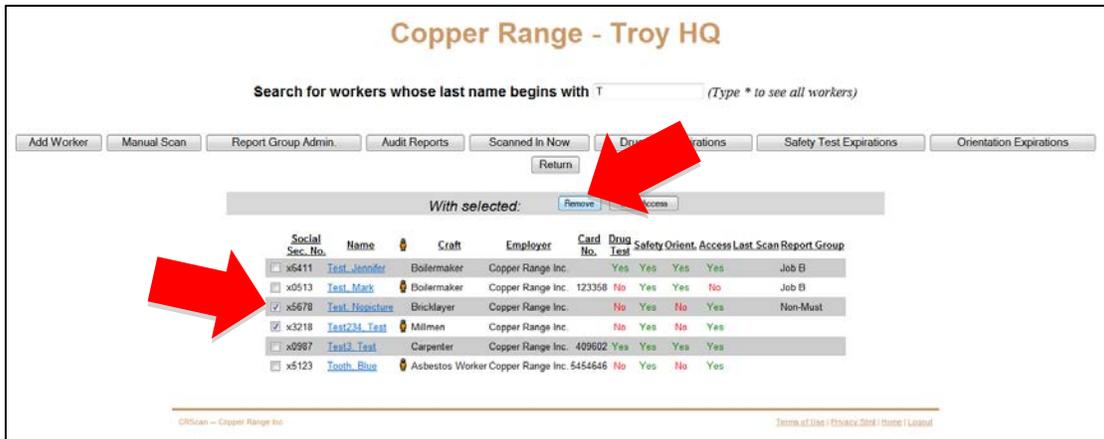
Recently scanned workers with expired orientations, or ones expiring within the next 14 days

Name	Serial Number	Craft	Employer	Test Date
Baenziger, Jennifer	x7130	Contractor Rep.	Copper Range Inc.	Oct 5, 2011

Remove Worker

(*NOTE: This function may only be performed by the Contractor user role)

Click the checkbox to the left of one or more workers, and **click Remove Worker.**



Copper Range - Troy HQ

Search for workers whose last name begins with (Type * to see all workers)

With selected:

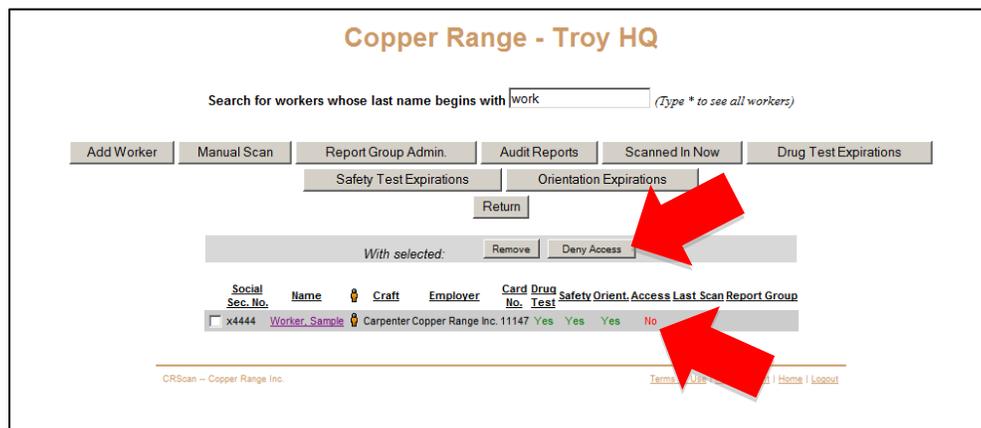
Social Sec. No.	Name	Craft	Employer	Card No.	Drug Test	Safety	Orient.	Access	Last Scan	Report	Group
<input type="checkbox"/> x6411	Test_Jennifer	Boilermaker	Copper Range Inc.		Yes	Yes	Yes	Yes	Yes		Job B
<input type="checkbox"/> x0513	Test_Mark	Boilermaker	Copper Range Inc.	123358	No	Yes	Yes	No			Job B
<input checked="" type="checkbox"/> x5678	Test_Nonsecure	Bricklayer	Copper Range Inc.		No	Yes	No	Yes			Non-Must
<input checked="" type="checkbox"/> x3218	Test234_Test	Millmen	Copper Range Inc.		No	Yes	No	Yes			
<input checked="" type="checkbox"/> x0987	Test3_Test	Carpenter	Copper Range Inc.	409602	Yes	Yes	Yes	Yes			
<input type="checkbox"/> x5123	Test4_Blue	Asbestos Worker	Copper Range Inc.	5454646	No	Yes	No	Yes			

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Deny Access

(*NOTE: This function may only be performed by the Contractor user role)

Click the checkbox to the left of one or more workers, and **click Deny Access.**
The worker remains within the Worker Database list but is denied access, as indicated.



Copper Range - Troy HQ

Search for workers whose last name begins with (Type * to see all workers)

With selected:

Social Sec. No.	Name	Craft	Employer	Card No.	Drug Test	Safety	Orient.	Access	Last Scan	Report	Group
<input type="checkbox"/> x4444	Worker_Sample	Carpenter	Copper Range Inc.	11147	Yes	Yes	Yes	No			

CRSCAN - Copper Range Inc. Terms of Use / Privacy Policy / Home / Logout



Reference

CRScan:

Copper Range CTO Dr. Peter Kochevar developed jobsite safety and access control system CRScan in 2003. CRScan is a cloud based solution that uses the latest cellular technology to accurately check a worker's credentials against a database of information, providing up-to-date reporting of attendance and compliance with drug test programs, safety training certifications, area access approvals, and any other rules required of workers by employers. Three patents have been issued to Copper Range, in 2007, 2008 and 2011, for the system and its enhancements.

Copper Range Contact Information:

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