

Encompass Log Scanning in Three Steps

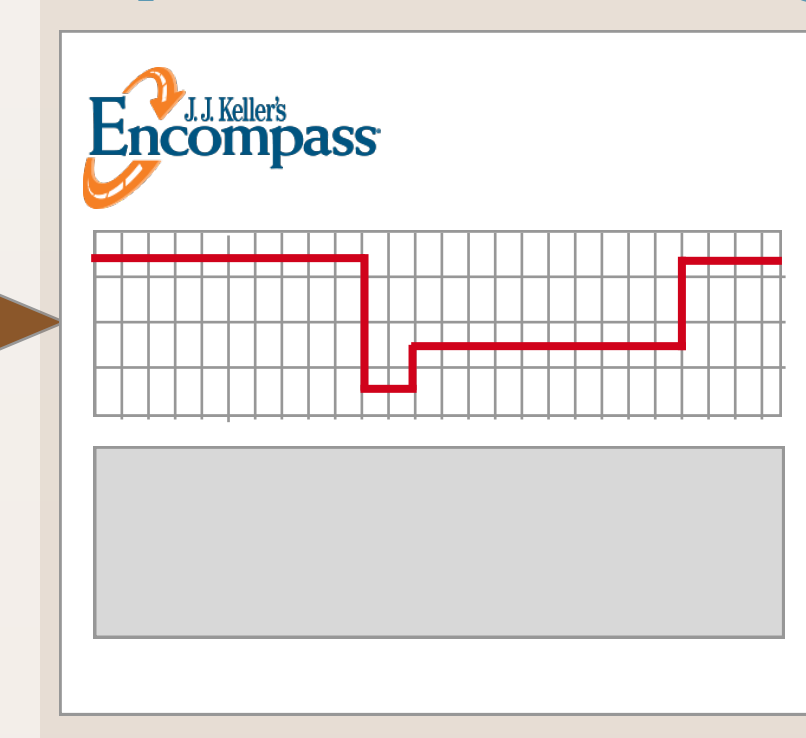
Step 1: Scan



Step 2: Verify



Step 3: Manage



Two Methods

Method 1: Scan

- Make sure your **scanner** is on
- **Connect scanner** to computer
- **Launch a browser** (not Google Chrome)
- **Go to:** <https://www.scanning.kellerencompass.com/FlexiCapture11/Scanning>
- Log into **Scanning Station** (User Name & Password)
- Select **Batch Type** (your location)
- **Load logs to scanner**
- Select **Scanner button** in Scanning Station
- Set **Scanner Settings** (if applicable)
 - 300 DPI
 - Black & White
- **Scan**
- **Verify images** are clear, readable, upright
- **Send to Step 2: Verify Logs**

Method 2: Add Files

- Make sure your **files are scanned** and in a **folder** you can reach
- **Launch a browser** (not Google Chrome)
- **Go to:** <https://www.scanning.kellerencompass.com/FlexiCapture11/Scanning>
- Log into **Scanning Station** (User Name & Password)
- Select **Batch Type** (your location)
- Select **"Add Files"** in Scanner Station
- Images load...
- **Verify images** are clear, readable, upright
- **Send to Step 2: Verify Logs**

Verify Logs

- Launch **Verification Station** program
- Select Project: **Encompass Log Scanning**
- You will see **"Verification"**
 - Right-click on **"Verification"** and select **"Explore Queue"**
- Select a **log batch** and double-click to open
- Select a **form** (log image) and open
- **To Verify:**
 - Review **warnings**
 - Clear **format errors**
 - Verify **Duty Status**
 - **Save changes**
 - **Go to next image in the batch**
- **Continue** until all images are verified
- **Go to Verification Queue**
- **Right-click** on log batch you just verified
- Select **"Send to Stage"**
 - Select **"Export"** from choices
- Monitor **Exceptions Queue**
 - If there's a problem with a form, logs will be found in the **Exceptions Queue**

Manage in Encompass

- Log into **Encompass**
- Review Alert **"Drivers with Logs"**
 - Click on Driver Name to see Log record
 - Select a log date
 - Review log information
- Review Alert **"Drivers with Duplicate Scanned Logs"**
- To clear duplicate:
 - Click on **"Process duplicate"**
 - Compare logs **side-by-side**
 - **Edit Duplicate** or **Edit Existing log**
 - **Choices:**
 - Change Date or Driver Code
 - OR
 - Overwrite one log with the other
 - OR
 - Keep one log instead of the other

For Assistance, call our Customer Care Team at 1-800-327-1342 ext. 8203