



# Let's get you off to a flying start

MSite Workforce App:  
How to use Notifications



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# Two-way communication with the entire site workforce – now you're talking!

**Notifications** provides the ability for sites to easily share important updates with the site workforce via the MSite Workforce App to ensure information is delivered clearly and succinctly to the on-site workforce.



# First let's log into MSite



Only Administrators of MSite with the new Employee Notifications role assigned can create and manage notifications for the assigned site so this will need to be set up first. **Please contact MSite directly for further instructions.**



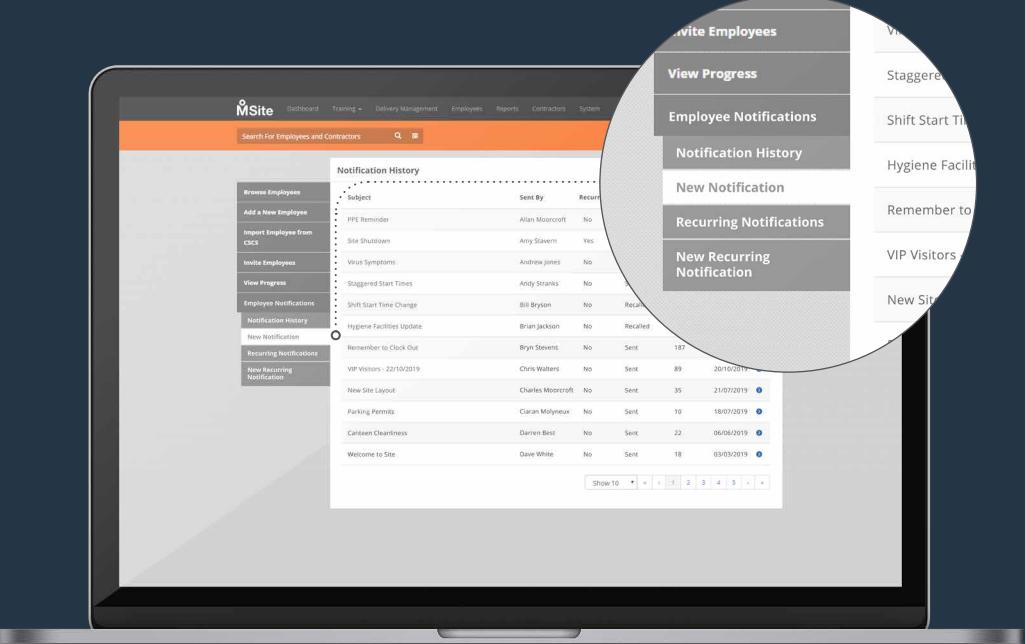
## MSite Administrator

1

In the left hand drop down menu under the section **Employees** click on **Employee Notifications**.

2

Under the **Employee Notification** drop down menu click on **New Notification**.



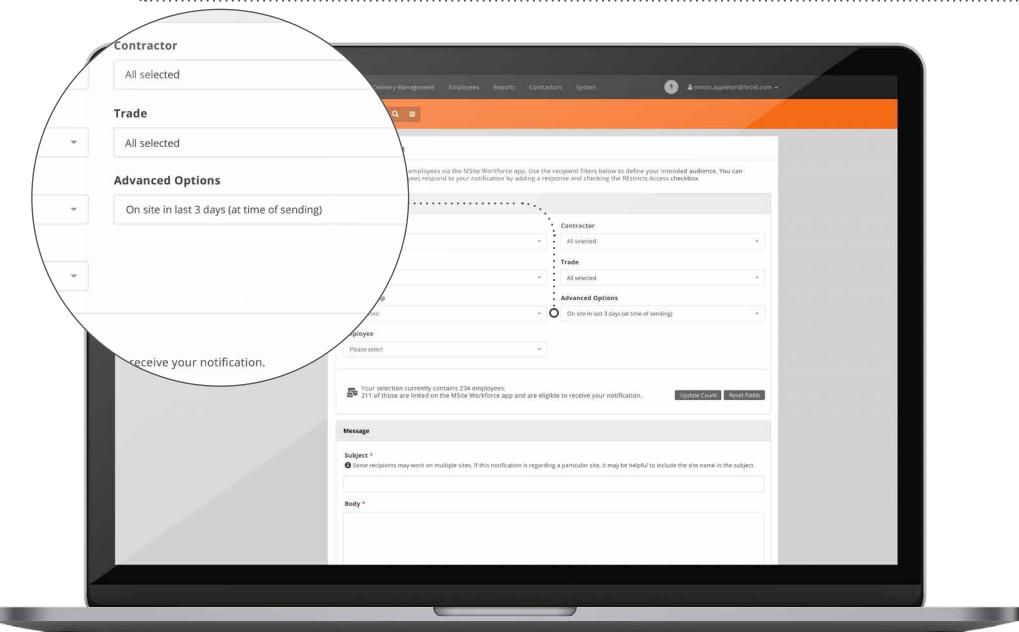
# Let's pick the right people



3

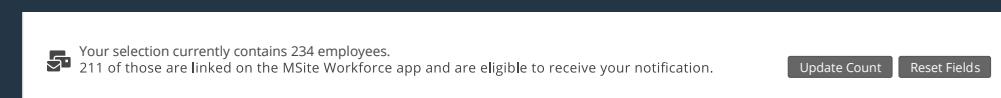
In the **recipient** section populate as appropriate.

Use **Advanced Options** to help select the right workers for the notification. For example workers on site right now or on site in last 28 days.



4

Check the number of workers in the selection criteria and more importantly those with the Workforce App – **it is critical to enrol all the workers on the Workforce App to allow notifications to be delivered.**



**MSite  
Administrator**

If you change the criteria fields, remember to hit **update count**.

# Time to add some content

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In the **Message** section under **Subject** give your message a title.

6

In the **Body** section add the contents of your message.



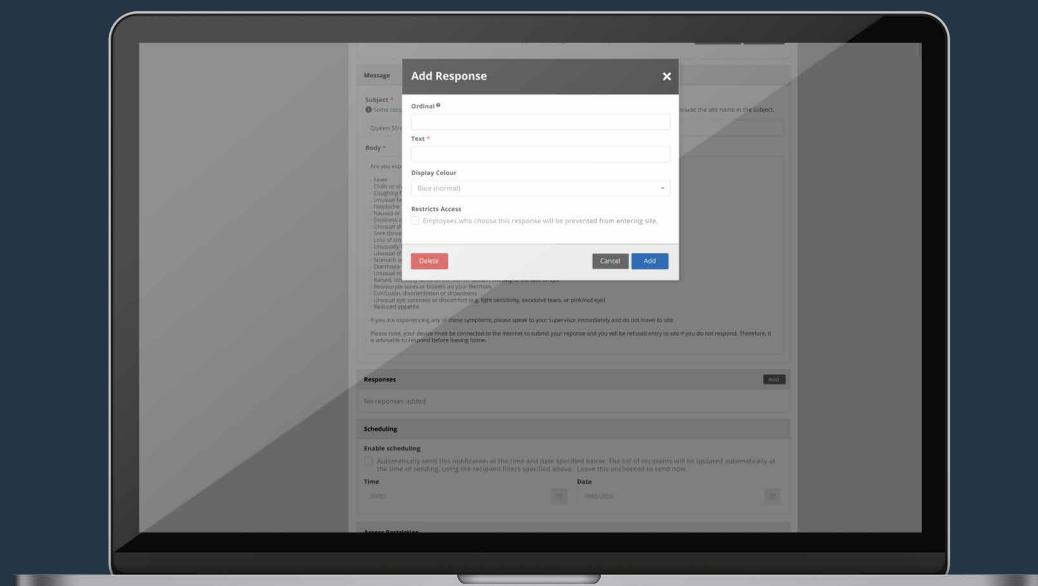
# Let's get some responses back

Each message can require certain response criteria from workers, which can dictate access to site. There is no limit to the number of response criteria per notification. However, we recommend no more than five.

- 7 Under the section **Responses** click on the **Add** button.
- 8 A pop up will appear with a few options.
- 9 Click **Add**.

## Options

- **Ordinal:** Add a number for the order in which this response will be displayed (0 is first).
- **Text:** This text adds the response. for example 'Yes – I have all necessary PPE to work safely'.
- **Display Colour:** You have two options - we recommend blue for normal and red for negative.
- **Restrict access:** This will enforce workers access restriction if this response is selected.



# Scheduling messages

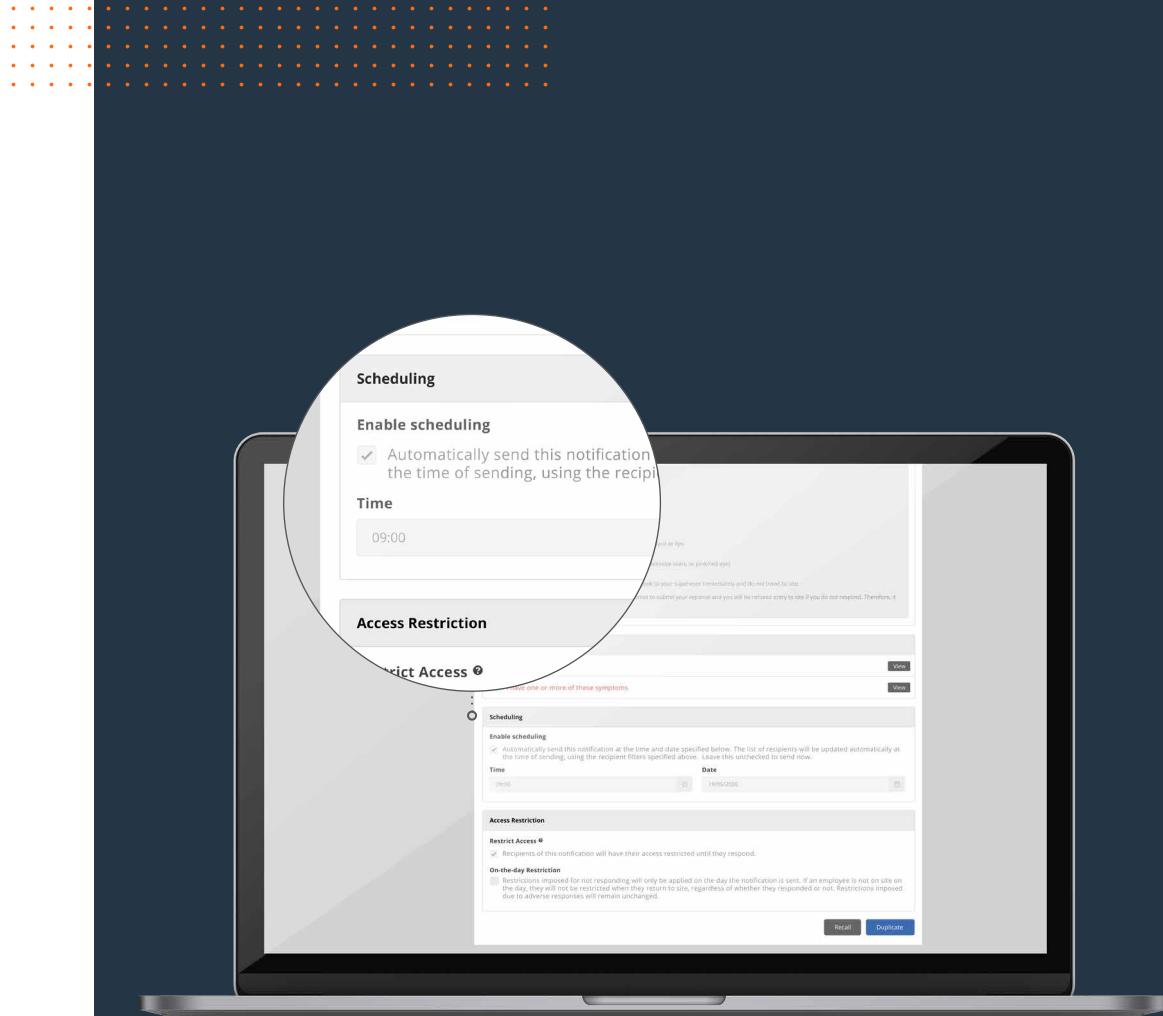
Messages can either be sent immediately which is the default setting\*, or they can be scheduled for a specific time and day.

10

In the section **Scheduling** under **Enable Scheduling** check the tick box. Untick this box if you want the notification to be sent out immediately.

11

Click on the **Time & Date** sections or icons to set the specific time and date workers receive the notification.



\* it can take up to 10 minutes to push notifications out to workers.

# Restricting worker access rights

There is an option for any critical notifications that **MUST** be read, such as safety notices, to automatically revoke site access rights until the worker responds.

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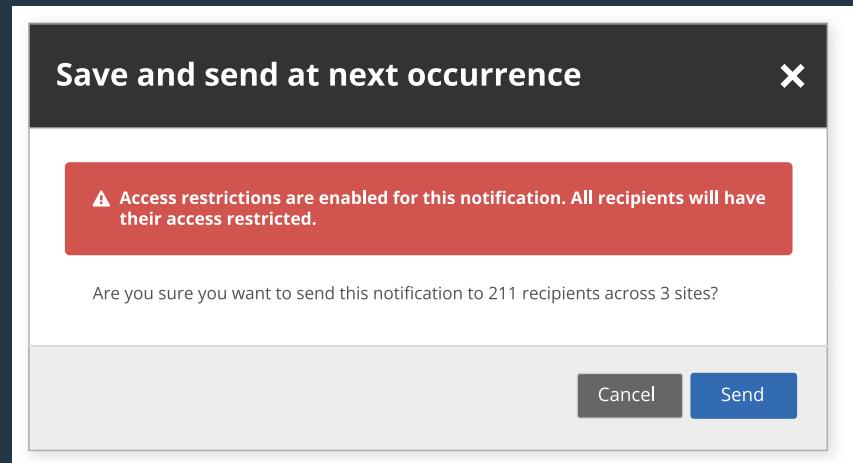
In the section **Access Restriction** under **Restrict Access** tick the check box. This will restrict workers access until they respond.

13

Under **On-the-day Restriction** tick this box to only set the Access Restriction on the day the notification is sent

14

Click **send**.



**MSite Administrator**

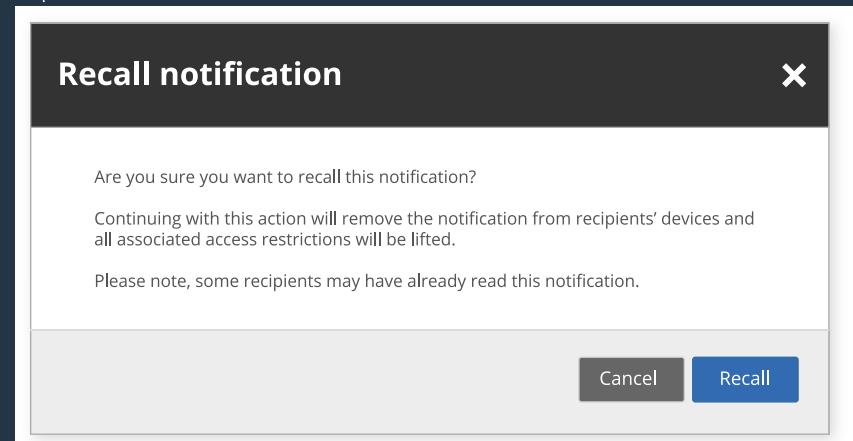
Given the potential impact on site access that a restricted access notification could have, a warning pop up message will be shown prior to sending so make sure to double check everything is correct.

# Oops..I've changed my mind

If any notifications have been mistakenly sent, there is a **Recall** button which will remove the erroneous message and all restrictions associated with the notification. This can be run at any time once a notification has been sent.

- 1 Under the **Employee** section on MSite in the left hand menu click on **Employee Notifications**.
- 2 Under the menu **Employee Notifications** selection under the dropdown menu click on **Notification History**.
- 3 Click on the notification from the list you wish to recall.

- 4 Move to the bottom of the page.
- 5 Click on the button **Recall**.
- 6 A pop up will appear asking if you wish to recall this notification.



- 7 Click the button **Recall**.

**!** If the message is recurring, then the Administrator will also need to delete the recurrence to stop future messages being sent.

