

MSITE USER ROLES

User Roles Explained

This document outlines and describes the various user roles available in **MSite**.

You may **NOT** have access to some of these roles depending on whether they have been purchased for your project (such as Delivery Management or MSite Mobile).

Alternatively, you may **NOT** have been granted certain user roles by your company. If this is the case, speak to your Company **MSite Administrator**.

User Roles

Tip: 'In general, the way MSite User Roles work is...
'If you have the Role, you can grant the Role'

- **Dashboard**- Give this role to users who need to monitor live information from the MSite Dashboard. This provides information on what's happening on site in real time.
- **Workers (Edit / Create)**
Provides the ability to create new employee records. Gives the ability to edit existing Employee Records. Allows visibility to fields on an Employee Record marked as 'restricted'.
- **Workers (View)** - Provides 'view only' access to employee records and allows the user to search for employee records. Any data marked as restricted is visible.
- **Workers (Edit - Restricted)** - Provides the ability to create new employee records. Gives the ability to edit existing Employee Records. Does NOT Allow visibility to fields on an Employee Record marked as 'restricted'.
- **Workers (View - Restricted)** - Provides 'view only' access to employee records and allows the user to search for employee records. Any data marked as restricted is NOT visible.
- **System Contractors*** - Provides the ability to add, edit and delete contractors. In addition, contractor user accounts can be managed with configuration options for workforce registration, delivery management and contractor reports.
- **Reports** - Provides access to the majority of reports including those contained in 'Reports - Critical Access' & 'Reports - System' but EXCLUDING 'Reports - Sensitive'. All data is filtered to the user's site permissions ensuring they can only view data for employees on their site(s).
- **Reports (Critical Access Reports)** - Access only to Health and Safety reports such as Roll Call or Access Restrictions.



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- **Reports (System)** - Access to reports that aid the user in resolving access issues & auditing MSite system usage.
- **Reports (Sensitive)** - Access to reports that hold sensitive personal data, e.g. Custom Field Reporting (able to report on ethnicity, medical conditions, etc.).
- **System (Basic)** - Provides the ability to manage basic system settings
 - Add and modify Users
 - Add Alerts
 - Manage 'Induction Booking' settings
 - Delivery Management Materials / Cranes (Must have Delivery Management Role enabled)
 - Reset APB

Online Inductions & Training Roles:

The Roles below are associated to the MSite Online Inductions & Training Feature and are available only where this feature is enabled.

- **Training Administrator** - Provides the ability to manage all online training courses. Includes access to the training dashboard.
- **Training Manager** - Provides the ability to manage online training courses that haven't been marked as 'Administrator Only'. Includes access to the training dashboard.
- **Site Initiator** - Provides the ability to create new sites within the system and provide basic contact information for the site (Used to create sites without access control for Online Inductions & Training / Classroom Training).



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MSite Delivery Management Roles:

The Roles below are associated to the MSite Delivery Management Feature and is available only where the associated feature is enabled.

Delivery Management - This gives access to the delivery management functionality of MSite and associated reports (provided 'Reports' role is enabled). The Delivery Management module must be enabled on your project for this role to be available.

ID Check:

The Roles below are associated to the MSite ID Check Feature and are available only where this feature is enabled.

- **ID Checks** - Allows the user to view, edit and update ID Checks. Gives access to the ID Checks Dashboard.
- **ID Checks - Approver** - Allows the user to Approve ID Checks.

MSite Mobile Roles:

The Roles below are associated to the MSite Mobile Features and are available only where the associated feature(s) is enabled.

- **Mobile - Skills Check** - Gives the use of the Skills Check function on the MSite Mobile App, allowing you to check accreditations and basic information whilst out and about on your project.
- **Mobile - Time & Attendance** - Gives access to the T&A function on the MSite Mobile App, allowing you to clock employees in / out of your projects remotely.
- **Mobile - Trainer** - Allows the use of the Training Attendance function on the Mobile App.
- **Mobile - Scan QR Code** - Allows the use of the QR code scanning function on the Mobile App.

