Supervisor App

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Version: 6.34

Contents

Click for additional guides & videos on specific features of the Supervisor App from our knowledgebase

Logging in

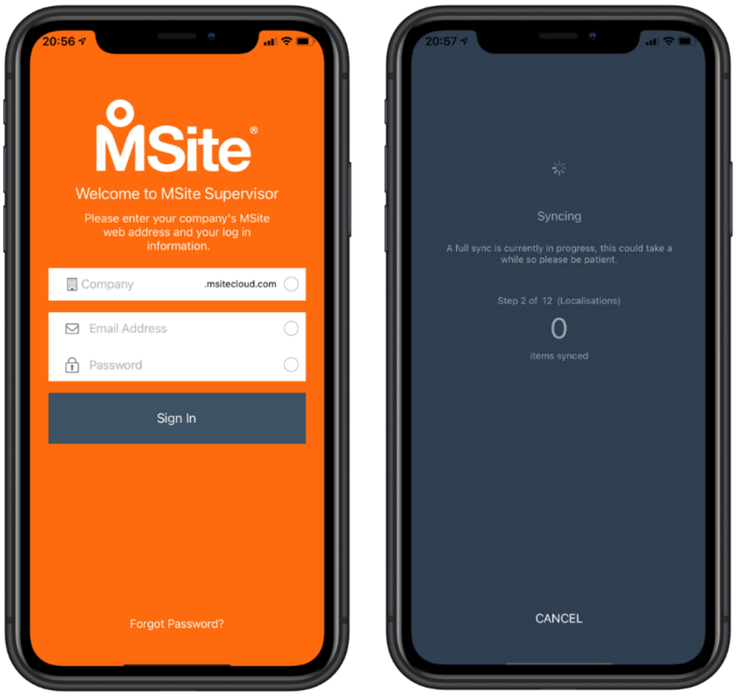
To login into the app, enter the following details:

Company	*usually your company name*
Email Address	*you@youremail.com*
Password	*your password*

Your company will likely have its own MSite instance and therefore its own MSite web address, which will look something like the following:

YourCompanyName.msitecloud.com

(Must not contain spaces. Is not case sensitive)



If you cannot remember your password, you can use the 'Forgot Password' link at the bottom of the page to reset it. You will need to know your company's MSite web address and your email address to use this.

When logging in for the first time you will be welcomed with a sync screen. The initial sync may take several minutes to complete as a full dataset will need to be downloaded from the server. Subsequent syncs will only upload or download data that has changed since the previous sync and will therefore take significantly less time.

When the app syncs it will download all employees, courses, sites, and the app configuration relevant to your user permissions. This is done to allow you to operate the app in areas without an internet connection.

Main Menu

Time & Attendance: This allows you to create MSite transactions with the option of including the device's GPS location. Any transactions created will be sent to the server on the next sync and will not be available for reporting before that.

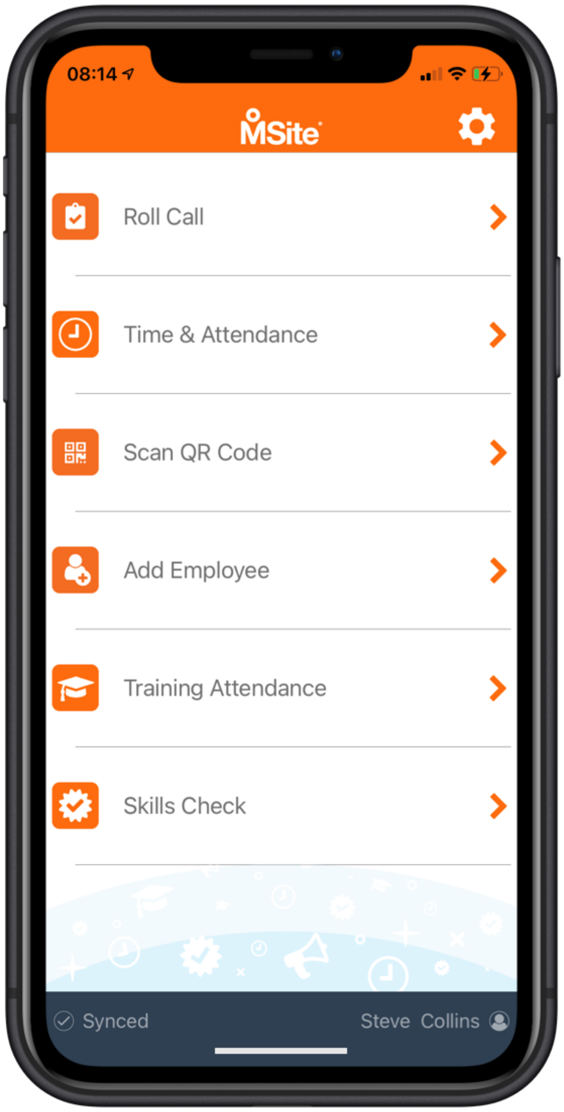
Training Attendance: Log which employees have attended class-led training. This may require a signature from attendees. Any transactions will be sent on the next sync to the server and will not be available for reporting before that.

Skills Check: This will allow for the user to check if an employee's accreditations are valid. The data displayed is correct at the time of the last successful sync.

Scan QR Code: This feature links the camera on the mobile device to your MSite website, by scanning a QR Code displayed on the website.

Add Employee: Allows an employee record to be added to MSite using just the MSite Supervisor App.

Roll Call: Displays a list of all employees currently on site and allows them to be logged as off site for the purposes of controlling evacuation events.



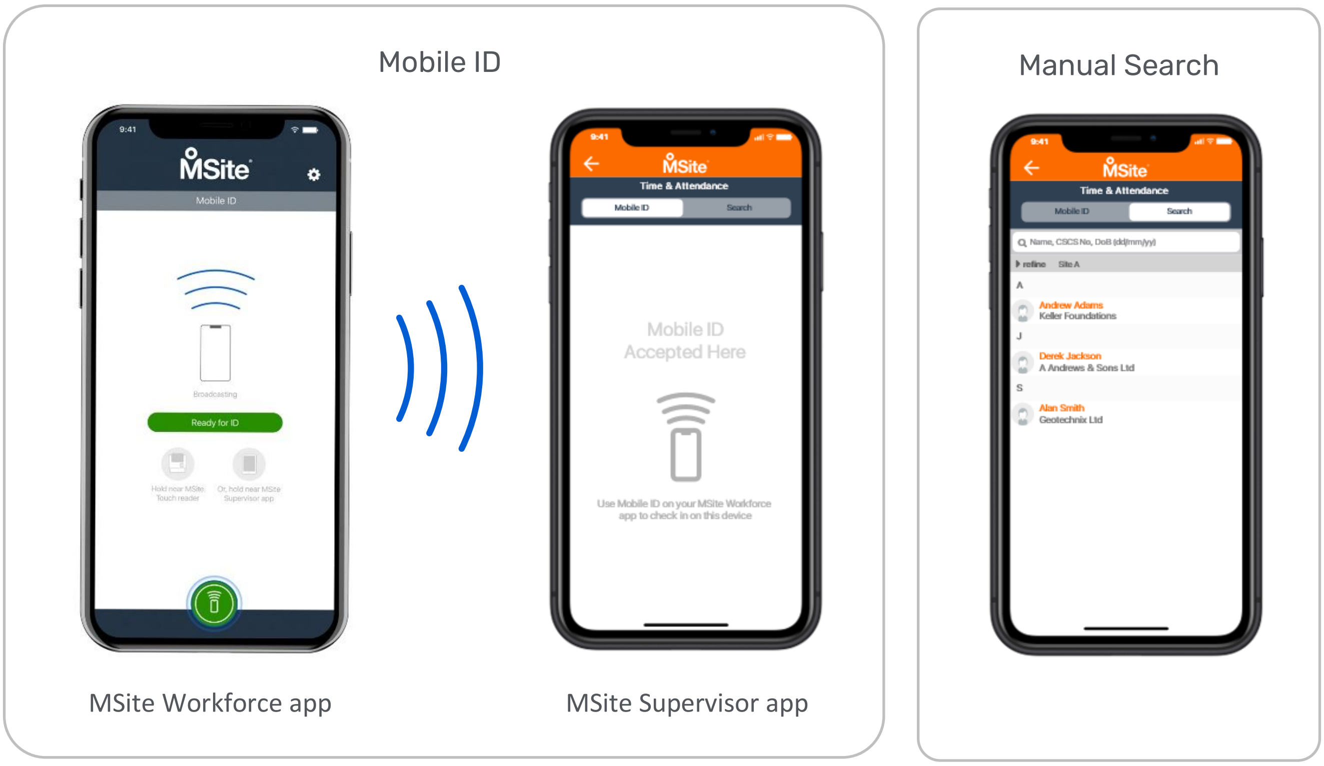
Note - The main menu option labels can be changed in configuration and therefore may vary. Additionally, features that are available will be displayed at the top of the menu and features that are not available will be displayed at the bottom.

The modules you have access to will depend on:

- Your company's MSite license
- The user roles your MSite administrator has given you

If you believe you should have access to a feature but don't, please speak to your MSite system administrator.

Searching for people



The following modules in the MSite Supervisor App depend on finding an employee record before being able to do something with it:

- Time & Attendance
- Training Attendance
- Skills Check

Employee records can be searched by employee name, date of birth, CSCS card and Bio ID. Results can be further refined by two options: Site and Contractor. This allows them to narrow down the search results to specific Site and/or Contractor. Both options are multi-select, allowing multiple sites and/or contractors to be included in the search. The user will only be able to see sites and contractors they have permission to use. Please note, only employees who are associated to the site(s) selected will be available here.

The introduction of the MSite Workforce App also allows the Supervisor App to interact with the Workforce App using the 'Mobile ID' function and now provides an alternative search mechanism. The new 'Mobile ID' function can be used for all of the modules where employee search is supported (as listed above).
Where the using Mobile ID option to search, the employee will need to activate the MSite Workforce App – Mobile ID function on their phone and this will communicate with the MSite Supervisor App, bringing up their employee record for the functions highlighted previously.

Time and Attendance (Supervised Mode)

All time and attendance transaction data generated on the MSite Supervisor App contributes to MSite's time & attendance reports. To log attendance in the MSite Supervisor App, you will first select a location from the list. This will enable the door field. Follow this by selecting a door which will enable access to the people field. Upon clicking the people field you will be shown the search page or Mobile ID which you can toggle between.

Using Mobile ID

If 'Mobile ID' is selected, employees can activate the MSite Workforce App to initiate a transaction with any relevant interactions being carried out by the employee on their own device. This includes:

- Specifying the direction In/Out
- Fatigue data such as travel times or lodgings post codes (where Fatigue Management is enabled for a site)
- Enable / Disable Social Distancing (where Social Distancing is enabled for a site)

Unlike the manual search option, where 'Mobile ID' is used, a photo is not required irrespective of any applied camera setting (mandatory/optional photo).

Figure 1- Time & Attendance Transaction using Mobile ID

Using Manual Search

For manual search, where selecting a person from the list, you will be asked for a direction (In/Out). Once a direction is selected the transaction will be saved and prepared to sync the next time the user returns to the main menu (see 'Syncing' for more information).

Depending on system settings, you may be presented with the option to capture a photo of the employee. The configuration of this feature may be set (via settings in the MSite website) to operate as follows:

Mandatory	App user must capture a photo of the employee for evidence of attendance
Optional	App user decides whether to capture a photo, or not
Off	App user is not presented with an option to capture a photo

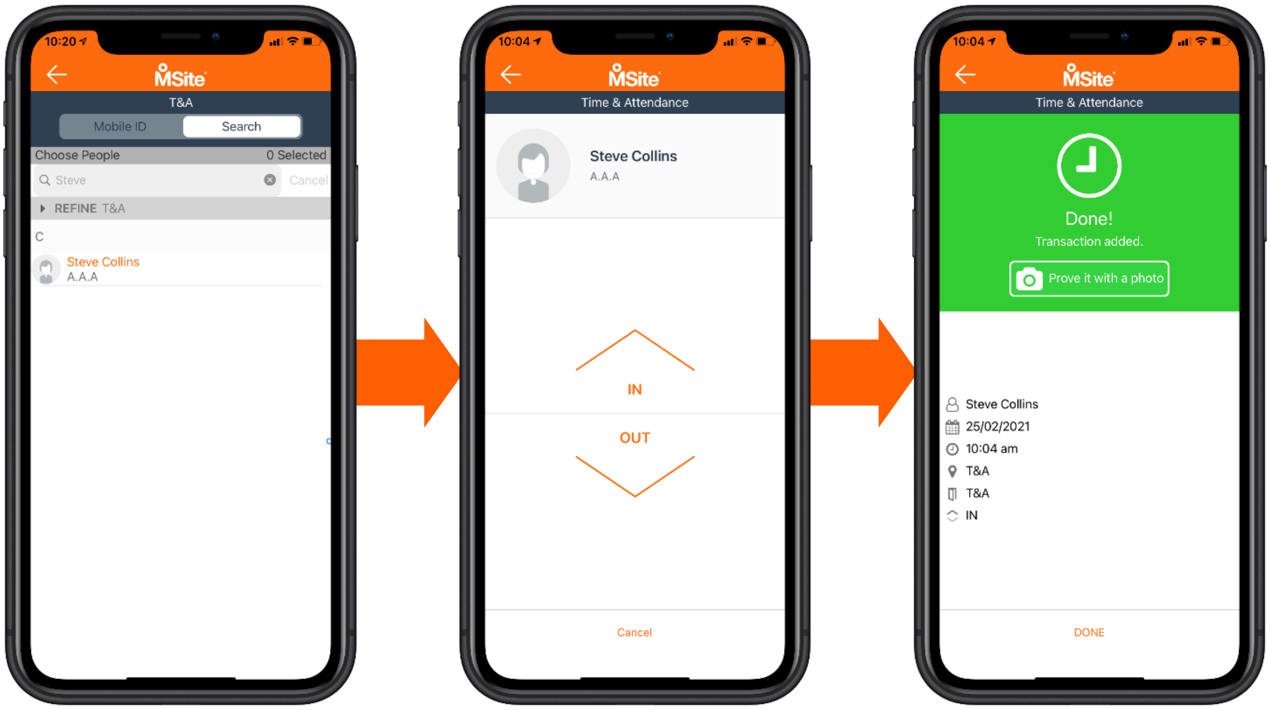


Figure 2 -Time & Attendance transaction using manual search

Fatigue Management with Manual Search

Where fatigue management is enabled for a site and you are using manual search to initiate a transaction, you will be required to complete some additional information relating to travel times and post codes. Once complete, you will be able to finalise the transaction as shown previously and the data collected facilitates accurate fatigue reporting in MSite.

Please note that if fatigue management is enabled and the employee uses Mobile ID, these questions will be directly asked of the employee on the MSite Workforce App.

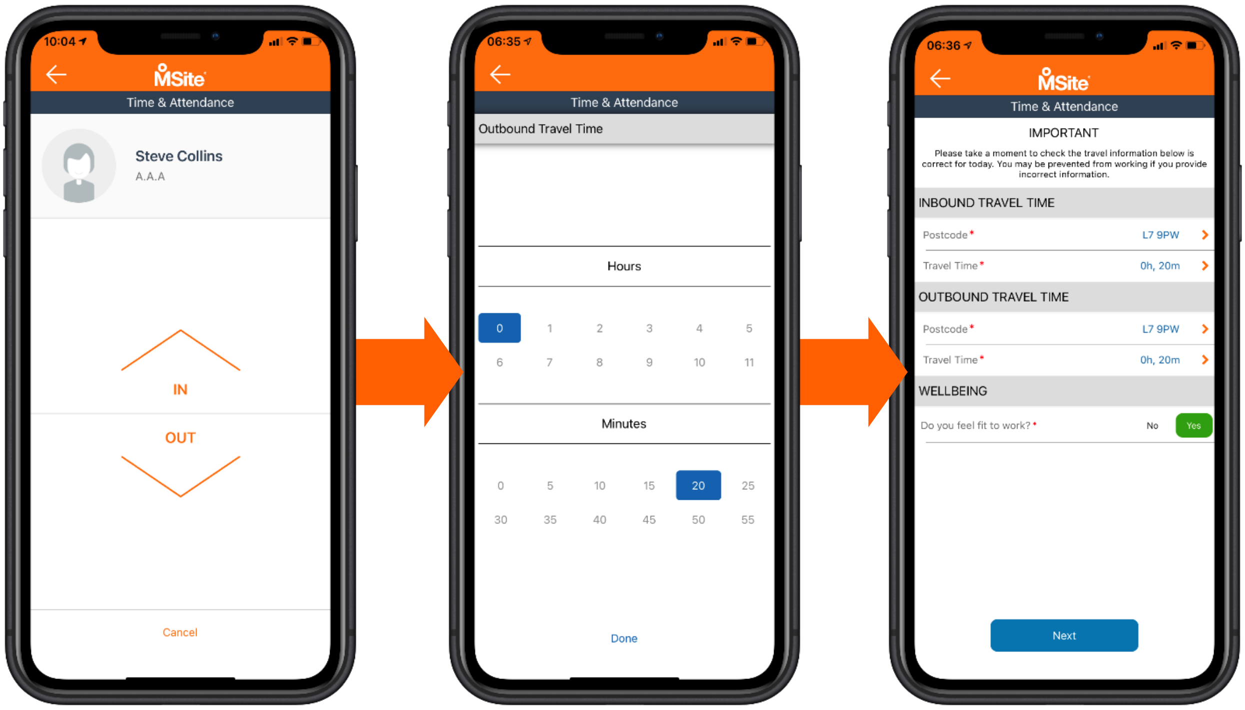
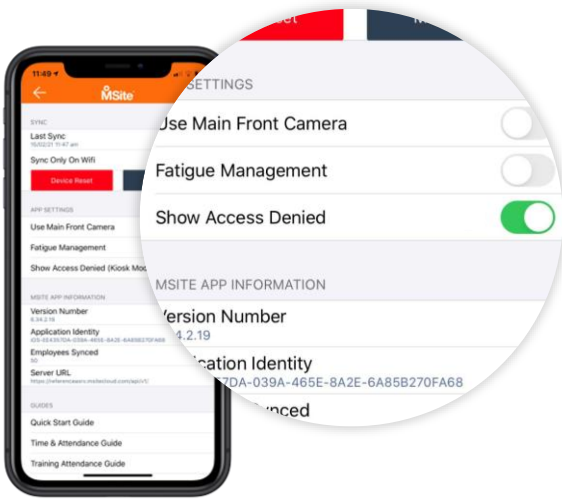


Figure 3 - Manual Time & Attendance transaction with fatigue management enabled

Note – Where you have Fatigue Management enabled for your site, you will need to enable this option in the settings page (shown below) to see this workflow.



Training Attendance

To log a training session, first select a course. This will then enable the module field, allowing selection of a module from the course, which will in turn enable the user to select a location. Upon selecting a location, the people field will be enabled. Upon clicking the people field the you will be shown the search page. For more information see 'Searching for People'.

Mobile ID

If using the Mobile ID option, the employee will automatically be marked as 'attended' on the training session and no signature capture. If this option is required, you will need to search for the employee manually.

Manual Search

If using the manual search the results will be unpopulated until you enter a search term in the search box that is specific enough to reduce the results found to a manageable amount (see 'Searching for People' for more info). When selecting a person using this mechanism you will be taken to the signature screen. The employee should provide a signature in the box provided and click 'OK'. This will mark the employee as 'attended' on the training session and you will be returned to the Search page where more employees can be added to the attendee list.

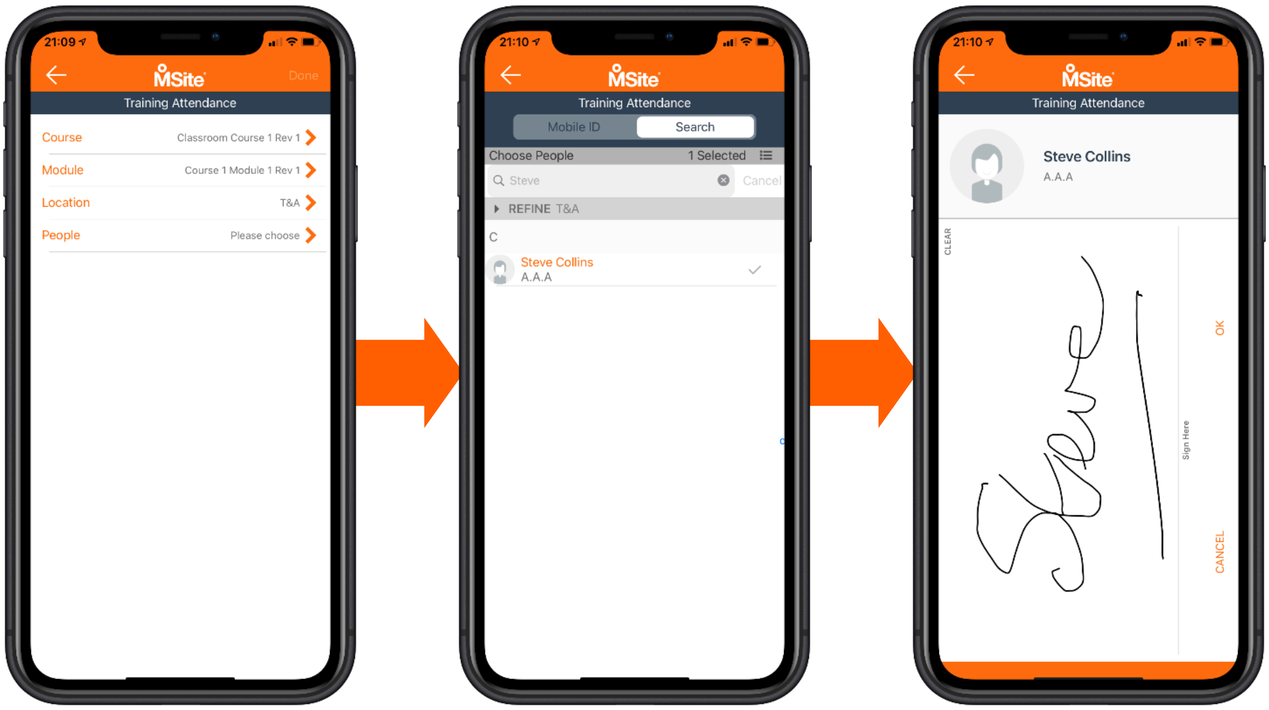


Figure 4 - Manually adding employee for Training Attendance (includes signature)

Removing Employees from Training Attendance Lists

The Search page behaves slightly differently when used in the Training Attendance module, in that it keeps a list of selected employees as you progress through the process of selecting people and capturing their signatures. Therefore, it also allows for editing of that list.

The number of employees currently on the list is shown in the top right of the screen. To remove an employee from the list (if for example they left the training session early):

- Tap on 'People' (e.g. 'Steve Collins' as show below) to view the employees currently listed as in attendance
- Tap on an employee to review their attendance record and signature (no signature will be present if added via Mobile ID)
- Tap on 'Remove from List' to remove the employee from the list

Note: The list is not displayed or editable in Kiosk mode

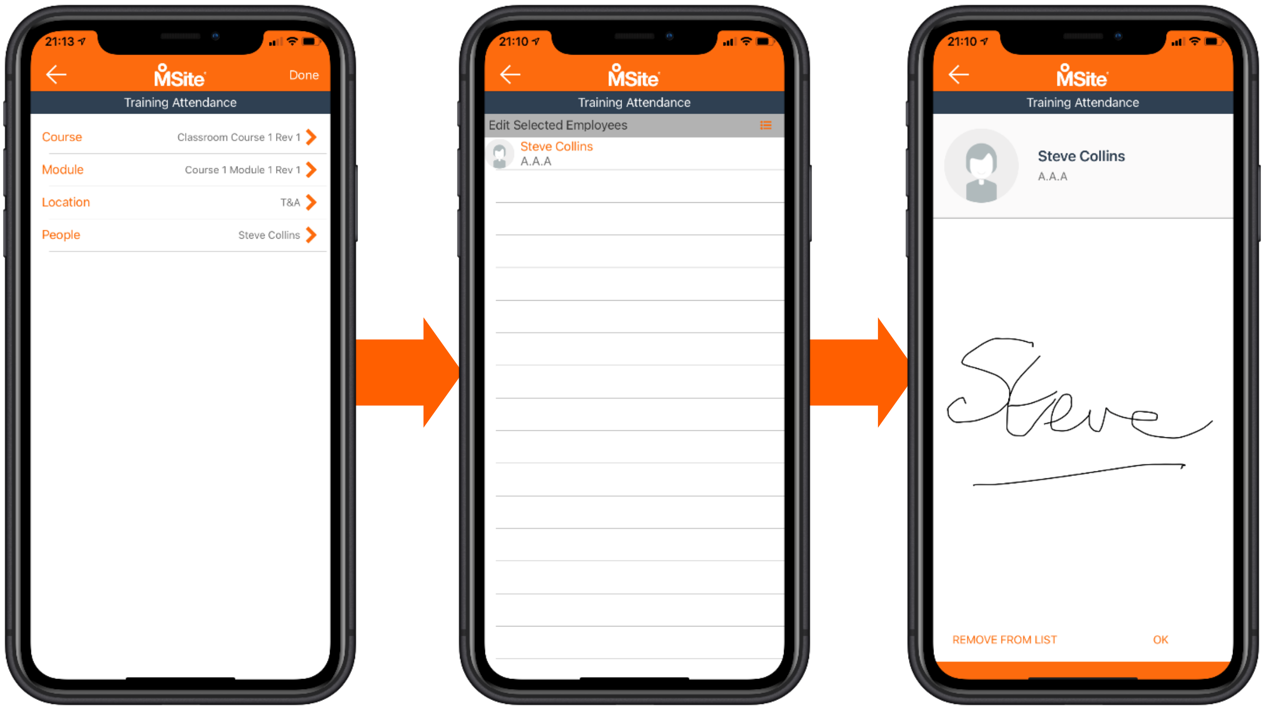


Figure 5 - Managing the existing attendance list

Logging Attendance

With all necessary employees added, click the 'Back' button in the upper left. Click 'OK' on the alert that pops up and then select a duration. Click 'Done' followed by 'OK' on the next alert.

This information will then be prepared for sync to the server the next time the user returns to the main menu with an internet connection available.

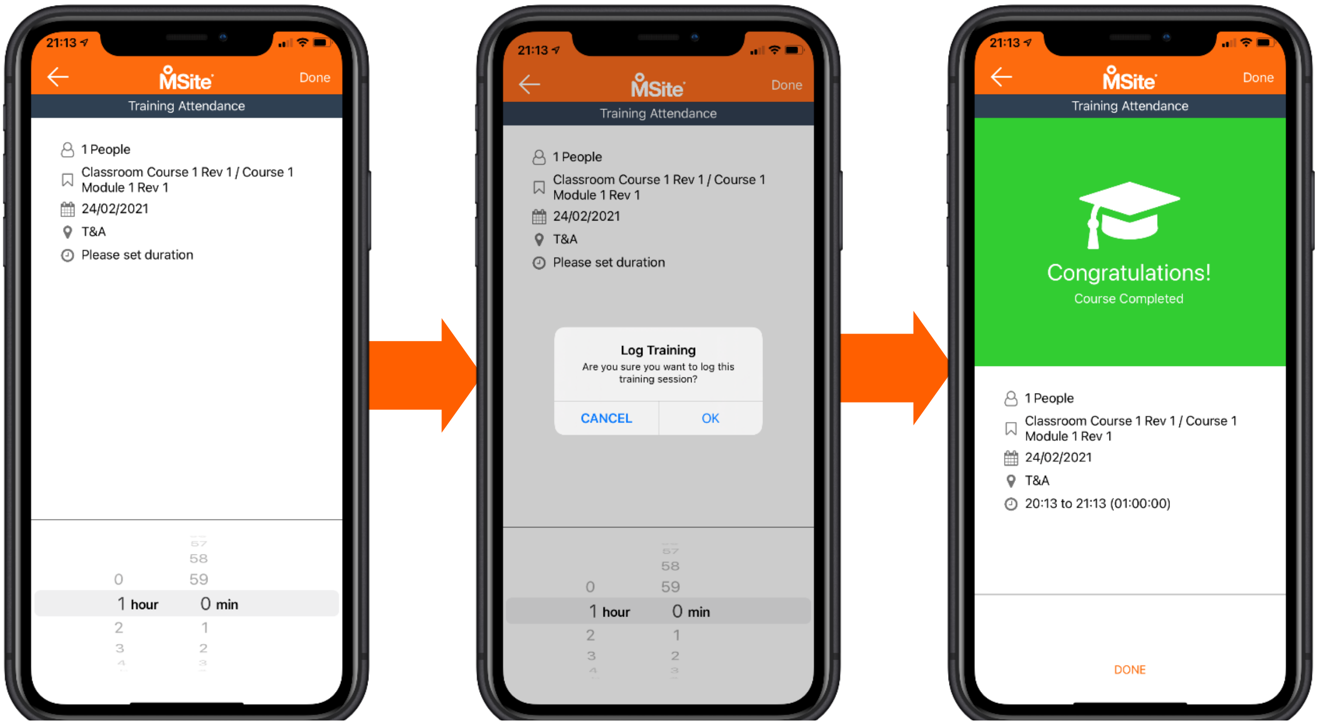


Figure 6 - Logging attendance

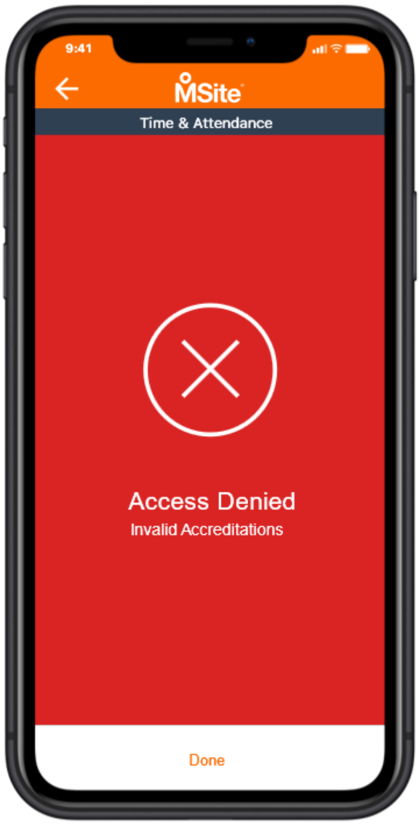
Restrictions

In Time & Attendance, the MSite Supervisor App has the ability to support enforcement of employee restrictions. This is disabled by default and applies whether using Mobile ID, manually searching for an employee or using Kiosk mode.

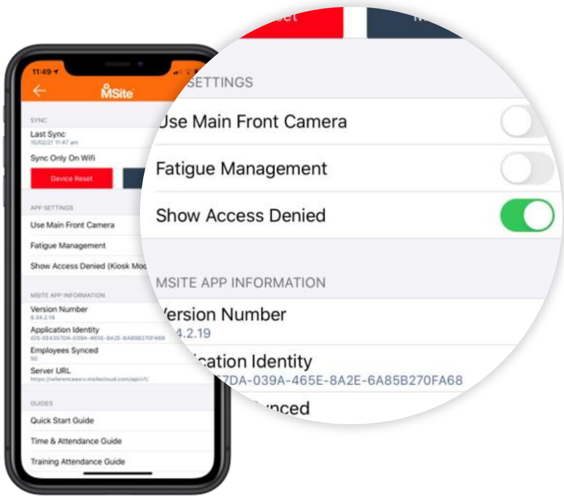
Supported ban types include:

- Manual Ban
- Dormancy Ban
- Working Time Directive Ban (WTD)
- Accreditation Ban
- Incident Ban
- Unanswered Notification Ban
- Adverse Response Ban

Note – Anti-Pass Back (APB) restrictions are not possible on the Supervisor App



Employee is restricted



Enabled by default under app settings – can be disabled

Kiosk Mode

The introduction of Kiosk Mode allows the MSite Supervisor App to operate as an unsupervised Time & Attendance or Training Attendance station, by removing access to the Search feature and allowing employees to authenticate via Mobile ID only.

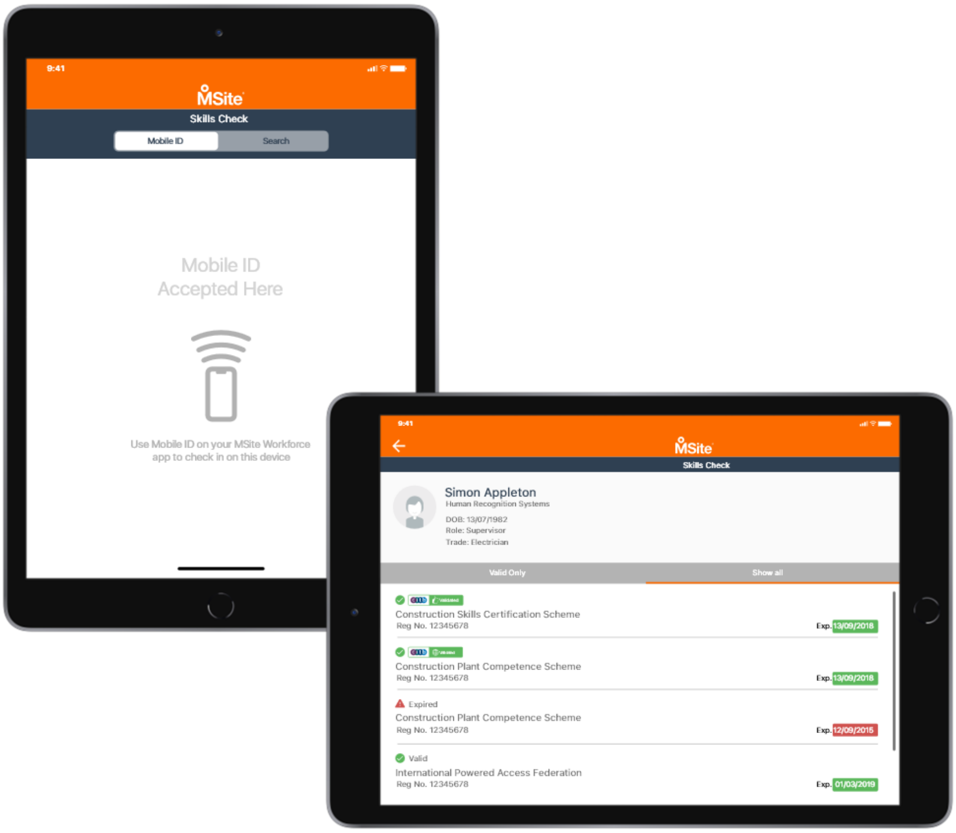
To use Kiosk mode, it is necessary to log into the MSite Supervisor app with a user account that does NOT have the user role *Mobile – Manual Search*. It is also recommended that this user account is created specifically for its intended purpose and does not have any other app user roles provisioned. For example, if you wish to use the MSite Supervisor app as a Time & Attendance terminal, you should create a user account with a single user role; *Mobile – Time & Attendance*. This is to prevent unauthorised access to other app features whilst the app is unattended.

To exit Kiosk mode, tap the MSite logo 3 times.

Skills Check

To check an employee's skills, search their name and select them. This includes all accreditation types and includes specific card occupations (e.g. CSCS 'Labourer'). As with Time & Attendance and Training Attendance, you will be able to search using Mobile ID option where an employee has the MSite Workforce App.

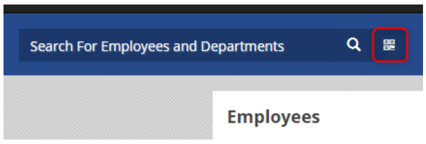
If this screen is set to only display 'valid only' the user will only be presented with valid accreditations for the selected employee. If this is set to 'show all' the user will see all accreditations including invalid ones.



Scan QR Code

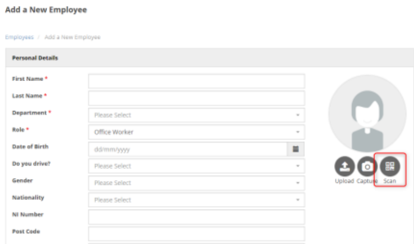
The Scan QR Code feature uses QR codes displayed in the MSite website to link the camera on the mobile device for simple capture of images, for various uses:

Search Employees by Document



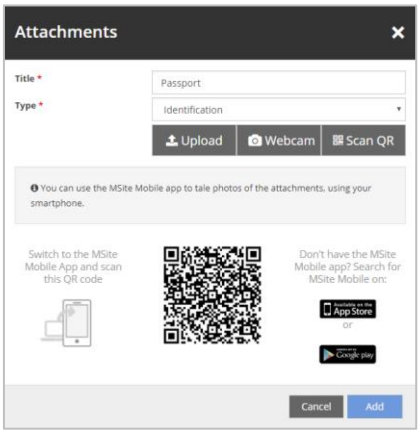
Clicking on the QR Code icon in the Employee Search bar allows employees to be searched by data extracted from a passport or driving licence. The search uses First Name, Last Name and Date of Birth data to perform the search.

Add Employee Profile Picture



Clicking on the QR Code icon beneath the employee profile picture allows a picture of the employee to be captured, returned to the website and stored against the employee profile.

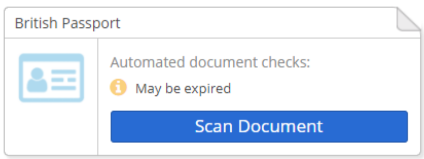
Add Attachments and Accreditations Attachments



Documents can be photographed and stored as attachments. A4 documents will be automatically captured when presented within view of the camera.

The manual photo capture button can be used to manually capture the picture if necessary. Please note, this feature only captures photographs of documents and does not extract any data from them.

Add ID Check Documents



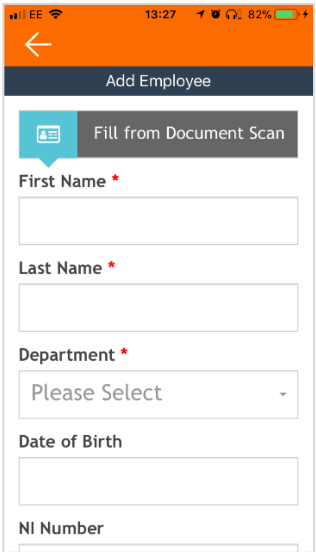
Where documents are required to complete an ID Check for an employee, the Scan QR Code feature can be used to capture a range of document types including Visas, Passports and ID Cards. Click on a *Scan Document* button in the ID Checks section of the Employee profile to scan an ID Check document. Data will be extracted from documents where possible (most documents with an MRZ – Machine Readable Code).

NB: The user must have the *Mobile: Scan QR Code* user role. The QR codes are only displayed on the website if the logged in user has this user role.

Add Employee

The Add Employee feature allows a limited employee record to be created using just the MSite Supervisor App. The following employee profile attributes can be completed using the Add Employee feature:

Personal Details



Any of the fields found in the Personal Details section can be completed, including Name, Date of Birth, Employee Role and any other custom fields assigned to the Personal Details section.

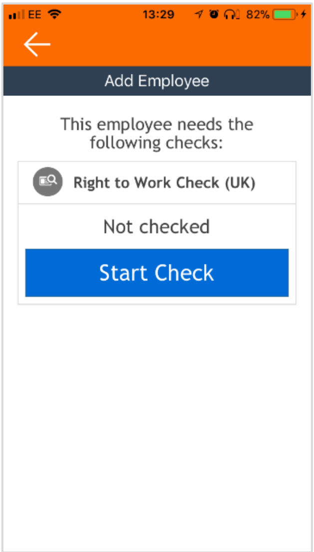
The *Fill from Document Scan* feature can be used to populate many of the fields on the Personal Details screen. Most MRZ (Machine Readable Documents) are supported including passports, UK driving licence, visas and National ID Cards.

Profile Picture

The profile picture is captured mandatorily after completing the Personal Details section. The image is captured automatically when a face is detected by the camera.

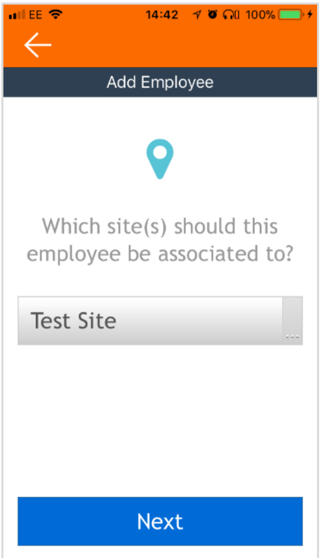
The manual capture button can be used to override this in the event a face cannot be found (e.g. if the employee is wearing religious headwear).

ID Checks - Right to Work (UK)



Right to work checks can be completed as part of the Add Employee process, if the employee is deemed to require one based on the information entered on the Personal Details screen. A series of questions and answers help to determine the document requirements and the Scan Documents button then allows the necessary document to be captured.
If the process was started with the *Fill from Document Scan* feature, and the required right to work document is the same document type that was used to complete the Personal Details section, the *Use Last Scan* button may also be present. Clicking on the Use Last Scan button inserts the previously scanned document into the right to work check, meaning the document does not have to be scanned again.
Completing a right to work check may result in instant approval or may need to be approved by another MSite user, in which case, it will show as Pending. In the case of the latter, please monitor your email (this is the email address used to log into MSite) and/or the ID Checks dashboard on the MSite website for results.

Site Association



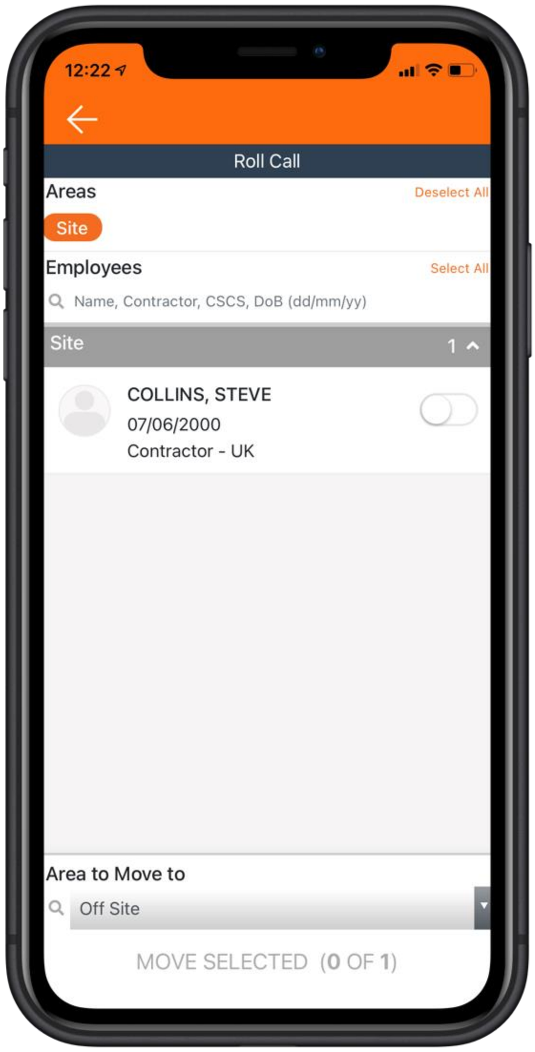
If the app user is associated to more than one site, the app will ask which one the new employee should be associated to. Otherwise, the employee will be automatically associated to the same site as the app user.

Roll Call

The Roll Call feature displays a list of all employees currently on site and allows them to be logged as 'off site' for the purposes of controlling evacuation events.

Choosing a Site

If you have permissions to access data for more than one site, you will be asked to specify which site you wish to run a roll call for. Otherwise, if you only have permissions for one site, this step will be automatically skipped, and you will be presented with a list of all employees currently on site.



Selecting Area

You will need to choose the area(s) you wish to run the roll call for. In most cases you will have the one option 'Site' although on some larger projects you may have more. This function allows the user to see only employees in the selected area(s) rather than the whole site.

Choosing Employees

Once the employee list has been populated, select employees to be logged out of site by tapping anywhere in the row that contains their name. Selected rows are highlighted with a green bar to the left of the row and a green switch icon to the right.

Continue selecting employees until you have selected all the employees who you know to have left or are present at your muster point.

You can also search for employees by name or their contractor, using the search bar at the top of the page. The search feature can be used at any time without affecting selections that have already been made.

Note: The most up-to-date list of employees on site is retrieved from the MSite servers when Roll Call is run. For this reason, your device must be online to use this feature.

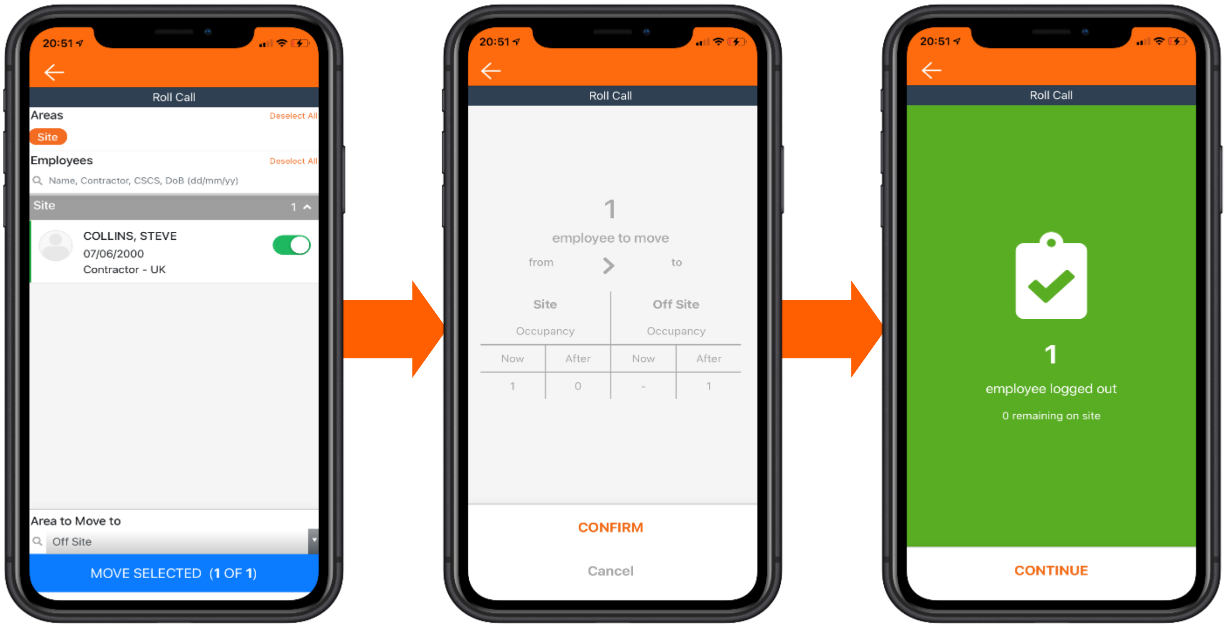
Logging Employees out

You will need to select the area you will be moving the employees to. This is located just above ‘Move Selected’ which will be greyed out until an area to move to is selected. Typically, this will be ‘Off Site’. However, this function allows you to move people from one area to another in bulk if you are only partially evacuating a site (e.g. Site to Welfare).

With your employees selected, click on the ‘Move Selected’ button at the bottom of the screen. This will then ask for confirmation and provide an overview of the numbers of employees being moved and the area they are being moved from and to.

When the employees have been logged out, the updated Roll Call list will be displayed, with the previously selected employees removed. To ensure the site has been evacuated successfully, repeat the steps until the Roll Call list is empty.

NB: it may be possible that employees who show in the list on your mobile device have already been logged off site by other means. For example, they may have been logged off site by other MSite Supervisor app users or at MSite access points. To fully update the list of employees currently on site, you must return to the main menu and select Roll Call again.



Syncing

Some features of the MSite Supervisor App support offline operation, meaning they can be used while there is no internet connection available. In this case, the app will attempt to send any data collected since the previous sync to the website. The features that support offline operation are as follows:

Feature	Offline Mode Supported
Time & Attendance	Yes
Training Attendance	Yes
Skills Check	Yes
Scan QR Code	No
Add Employee	No
Roll Call	No

Data sent FROM device	Data sent TO device
Attendance Transactions (including photos and GPS coordinates where applicable) Training Session Attendance (including signatures) Lodgings Post Code (where Fatigue Management is included)	Sites Contractors Courses (including Modules) Employees: • Name • Contractor • DOB (for manual search functionality) • Accreditations • Image • Access rights App configuration: • Which features are enabled/disabled • Feature labels • Attendance Photo Capture (Mandatory/Optional/Off) • User Permissions

On returning to the Main Menu from a feature that operates in an offline mode, the app will try to sync data with the MSite servers. The only exception to this is returning to the main menu from Skills check as no data is generated by this feature. The bottom bar will have the status of the devices last sync, or the status of the devices connectivity if it cannot perform a sync.

By clicking on the bottom blue bar, you will be presented with two options, 'Log Out' and 'Sync Now'. If the device has a stable internet connection, you can use this to force a sync with the server.

App Settings

Sync Only on Wi-Fi

This disables the ability to sync over a cellular network. By default, this is off, and the app can sync over cellular networks.

Device Reset

Purge all the Data currently stored by the app.

Manual Sync

Forces a sync to the server if a connection is available.

Use Main Front Camera

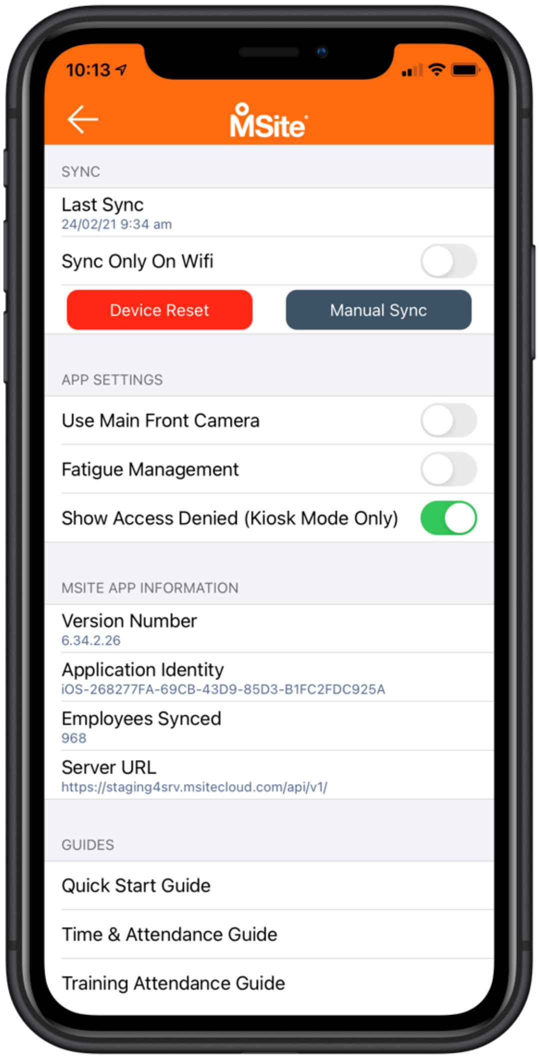
Will use the front or 'Selfie' camera rather than the main device camera.

Fatigue Management

Enable the relevant Fatigue Management data capture (where Fatigue Management is enabled for a site).

Show Access Denied (Kiosk Mode Only)

Where the device is in Kiosk Mode, and where an employee is denied access (e.g. Expired Accreditations) show a 'Denied Access' screen to the employee.



Guides

In-app guides are available at any time by visiting the Settings screen and choosing a guide from the Guides section at the bottom of the screen.

Logging Out

By clicking on the bottom blue bar, you will be presented with two options. Clicking *log out* will log you out and return you to the login screen. The next time you login your device will need to perform a full sync.

Reporting

All time and attendance transaction data generated on the MSite Supervisor App contributes to MSite's existing Time & Attendance reports and Fatigue Management or ID Check reports (where enabled). In order to view these reports, you will need the correct user roles set up for your MSite user account.

Please speak to your MSite system administrator if you would like to access these reports.

NB: Reporting on mobile transactions is only available once a sync has been performed. (For more information see 'Syncing').