

MSITE REPORTS

Roll Call Reports

How to access **Roll Call** reports on the MSite system

Roll Call

Select the **Reports** option in the MSite Toolbar on the left-hand side of the screen.

The **Roll Call** options are situated under the **Health & Safety** section of the reports.

Health and Safety

Access Restriction History
Incidents
Random Worker Spot Check
Roll Call
Roll Call (by Contractor)
Roll Call (by Trade)
Roll Call (Key Personnel)
Workers With Access Restrictions

Hovering over an option will give you a **brief outline** of what the report consists of.

Access Restriction History

Incidents
Random Worker Spot Check
Roll Call Displays all of the Workers currently on site
Roll Call (by Contractor)
Roll Call (by Trade)

Fill in the **required criteria**, which will change slightly depending on which report you wish to run.

Roll Call

Report Parameters

Site

All Selected

Area

All Selected

Contractor

All Selected

Run

➤ Then click **Run** to run the report.



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