

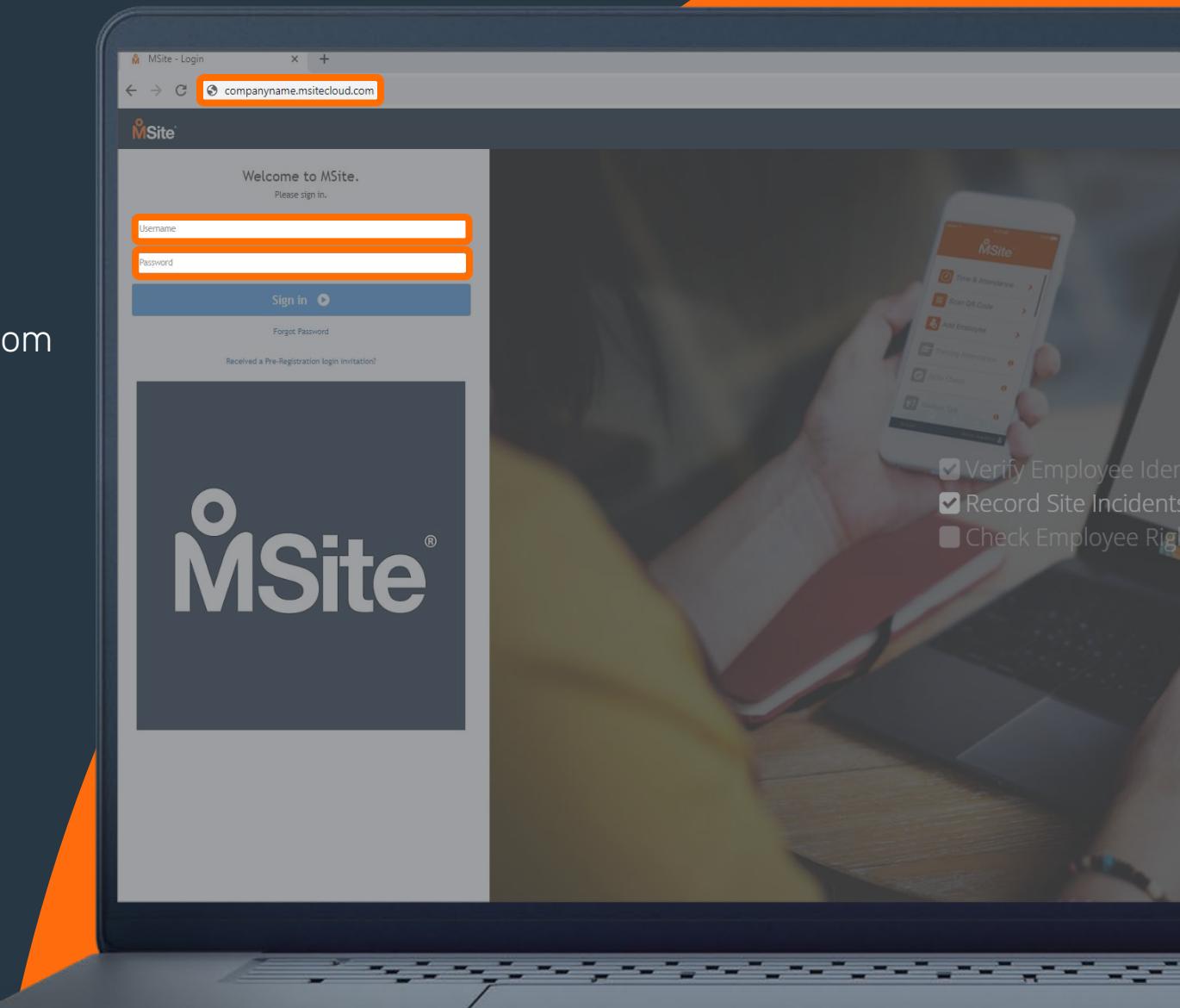


Inviting Workers as a Subcontractor

LOGGING IN (SUBCONTRACTORS)

To begin, login into the **MSite Web Browser** from your laptop, and enter the following details:

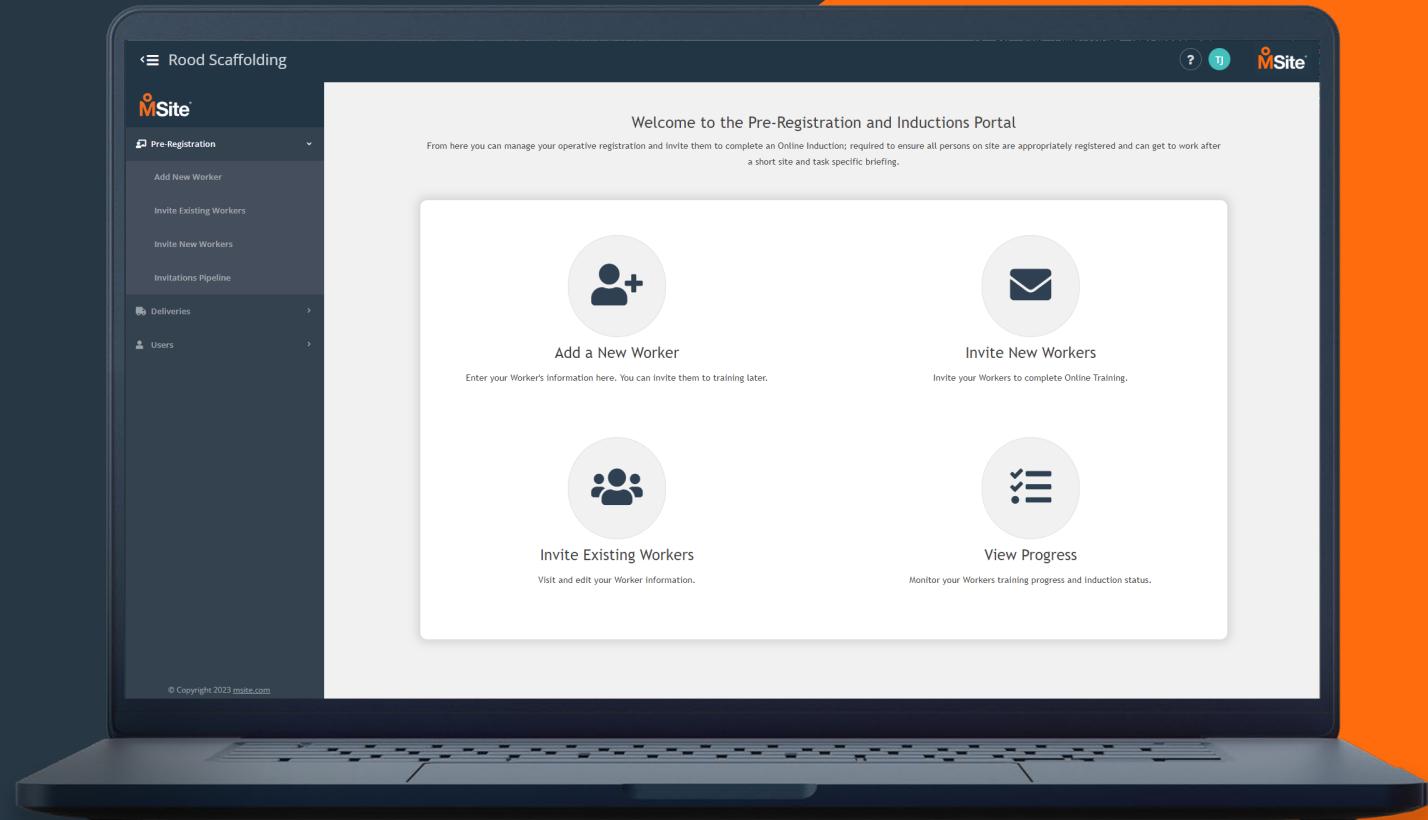
- Company: usually **YourCompanyName.msitecloud.com**
(Must not contain spaces. Is not case sensitive)
- Email Address: **You@youremail.com**
- Password: **Your password**



SENDING INDUCTION INVITATIONS

When you Log In. You will see this, Home Page.
From here you can:

- Add a worker manually
- Invite New Workers
- Invite Existing workers
- View Progress of existing invitations

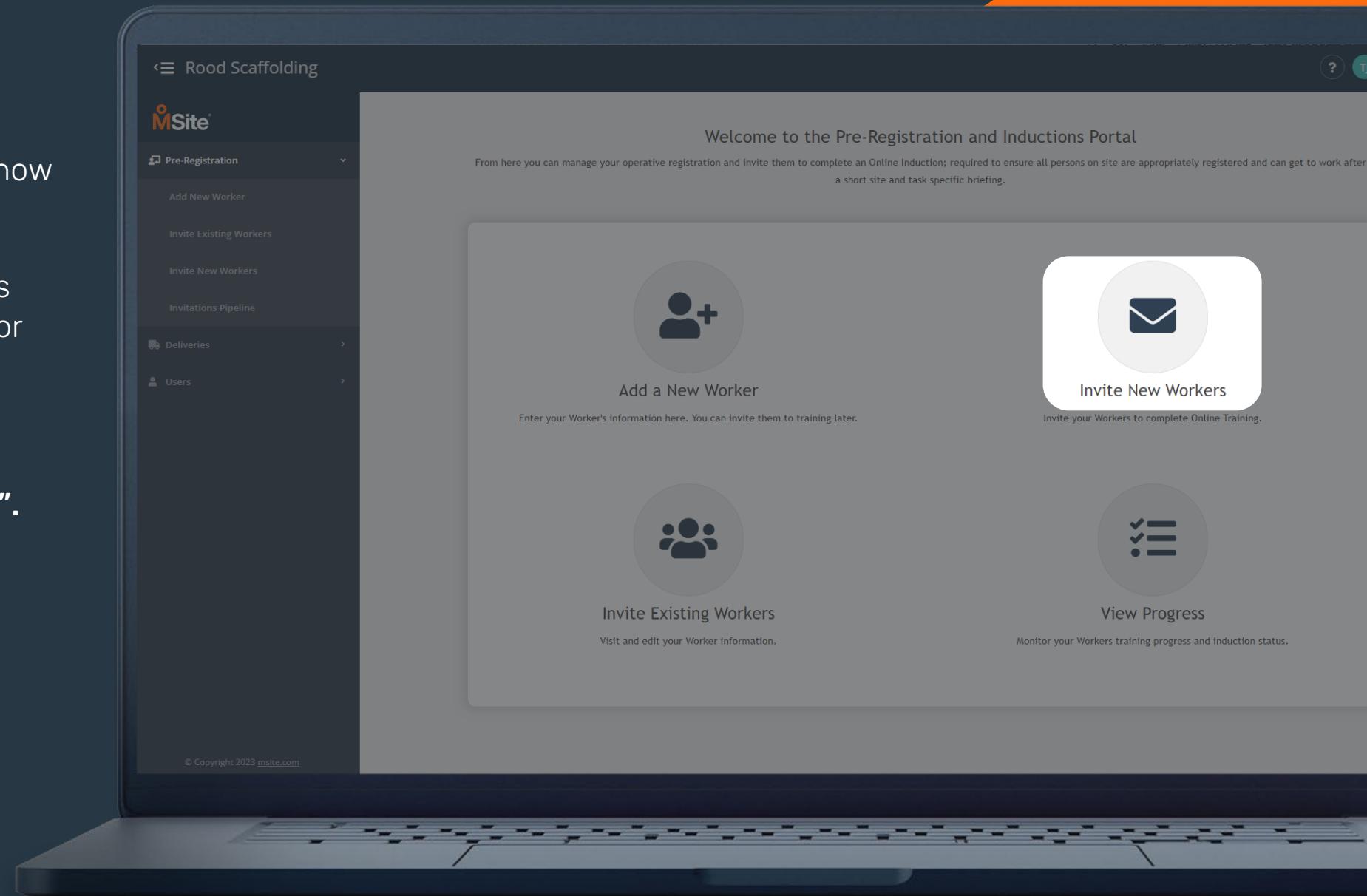


SENDING INDUCTION INVITATIONS

Here, we are going to look at how to “**Invite a New Worker**”.

Note: This is a worker who has **NEVER** been set up in MSite for your company.

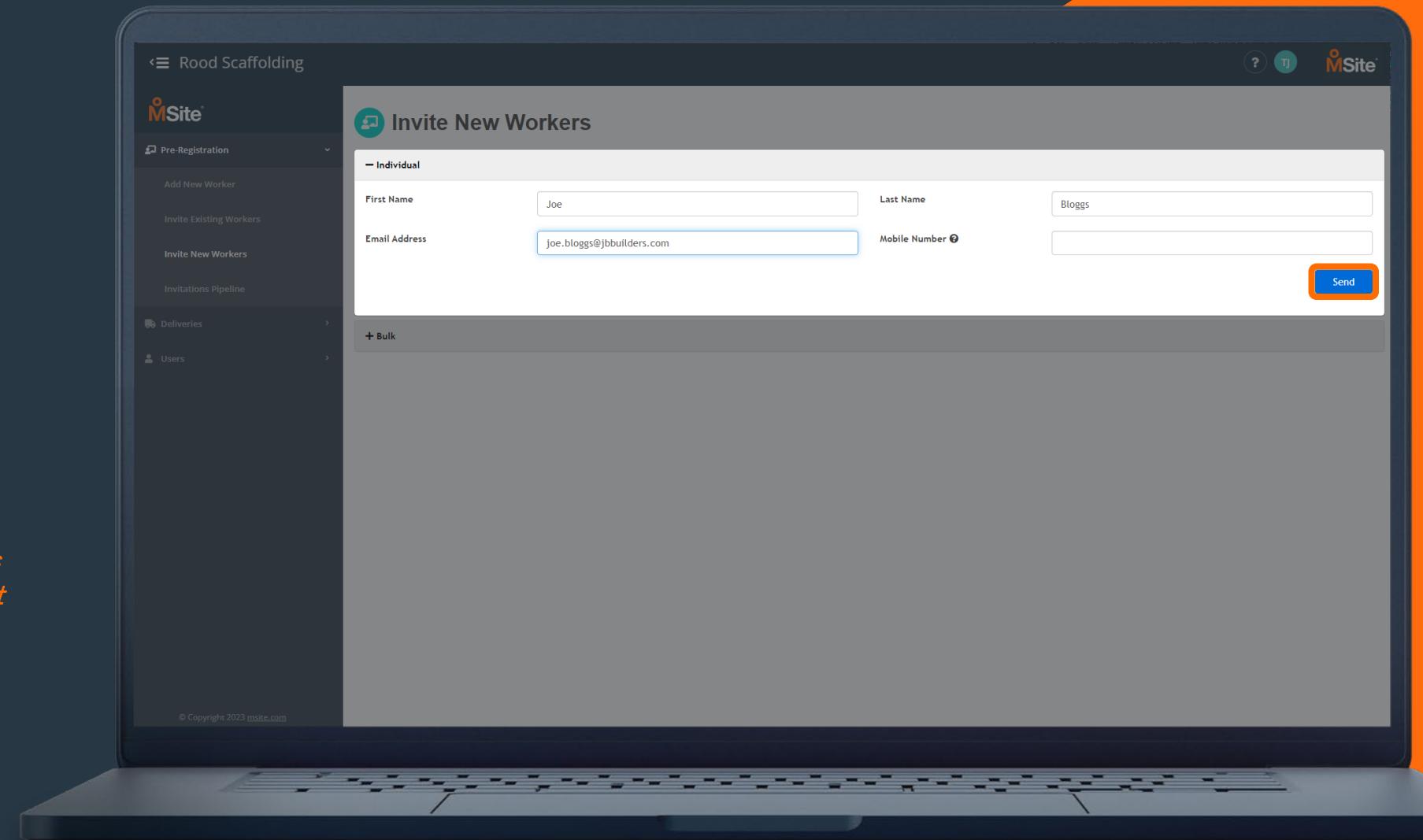
- Select “**Invite New Workers**”.



SENDING INDUCTION INVITATIONS

Fill in the contact details of the worker:

- First Name
- Last Name
- Email Address
- Mobile Number (*Best used as a back up if the employee does not have an email address*)
- Select “Send”

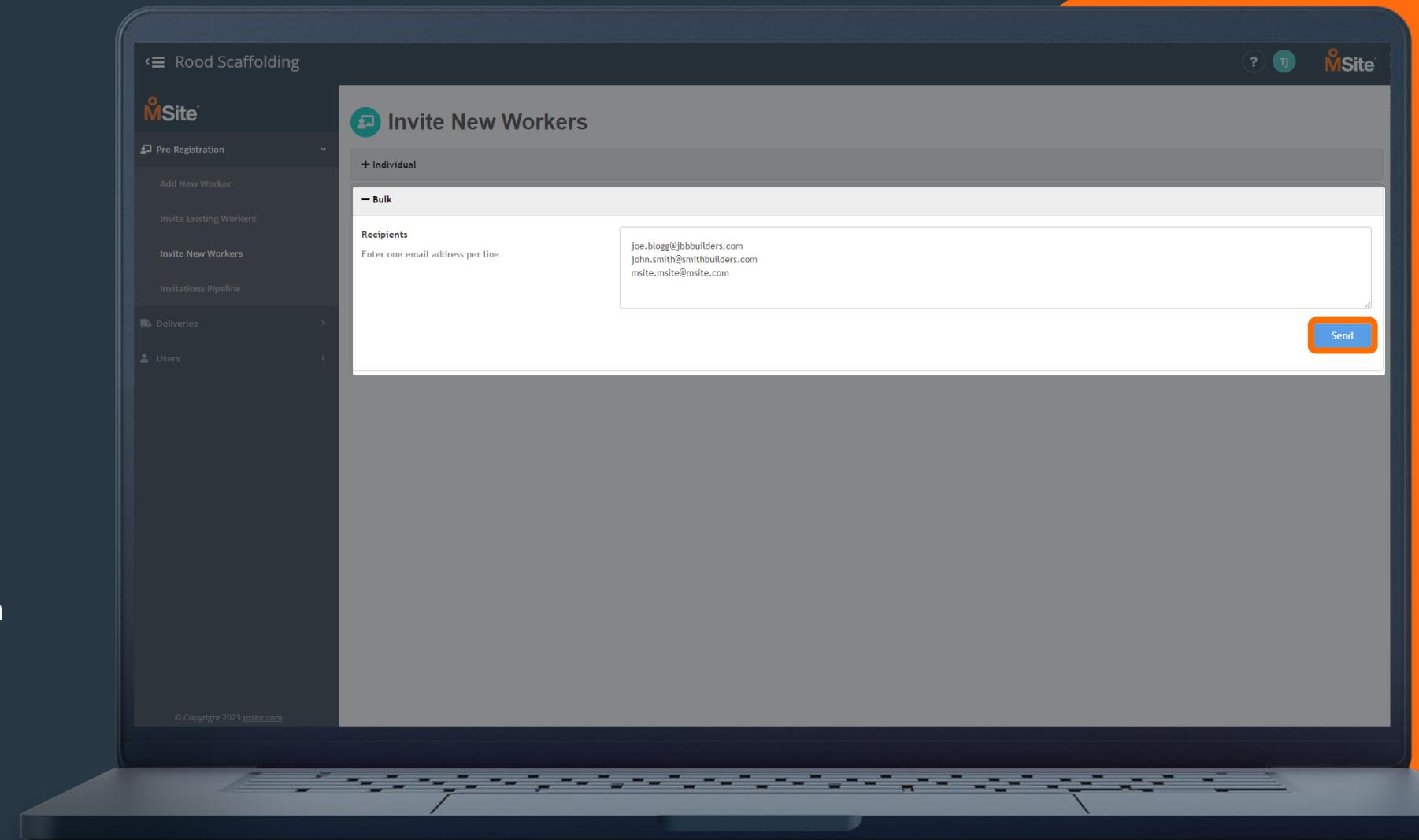


SENDING INDUCTION INVITATIONS

To invite more than one worker to site.

You can do this by selecting
“Bulk”

- Email Address
- Correct Format – **Beneath**
- Select “**Send**”



SENDING INDUCTION INVITATIONS

The “Invitation Page” will now open.

Invite Joe Bloggs

Update Profile

Personal Details
Ensure personal details are up to date.

Accreditations
Ensure any applicable Industry and Training accreditations are in place. You can also choose to ensure preparation for work at a specific site.

Role
Please Select

Trade
Please Select

Intended Place of Work
Please Select

Update Training

Company Wide
Prepare invited Worker(s) for training that is mandatory for their role and occupation, regardless of intended place of work. Site Specific Training and Welcome Meetings can be organised at a later date.

Site Specific
Prepare invited Worker(s) for work on a chosen site. This will automatically include any applicable Company Wide Training if they have not already completed it.

Book Site Induction

Booked by Me Recipient

Date

Email Details to Me

Employer's Right to Work Declaration

Important: It is your responsibility to check that your workers have a right to work in the UK. You or the employer (if not you) could face a civil penalty if you employ an illegal worker and haven't carried out a correct right to work check. Please confirm that you have performed the following checks where appropriate:

- 1 You must see the worker's original documents
- 2 You must check that the documents are valid with the worker present
- 3 You must make and keep copies of the documents and record the date you made the check

Further guidance can be found on the Gov.UK website at the following address: www.gov.uk/check-job-applicant-right-to-work

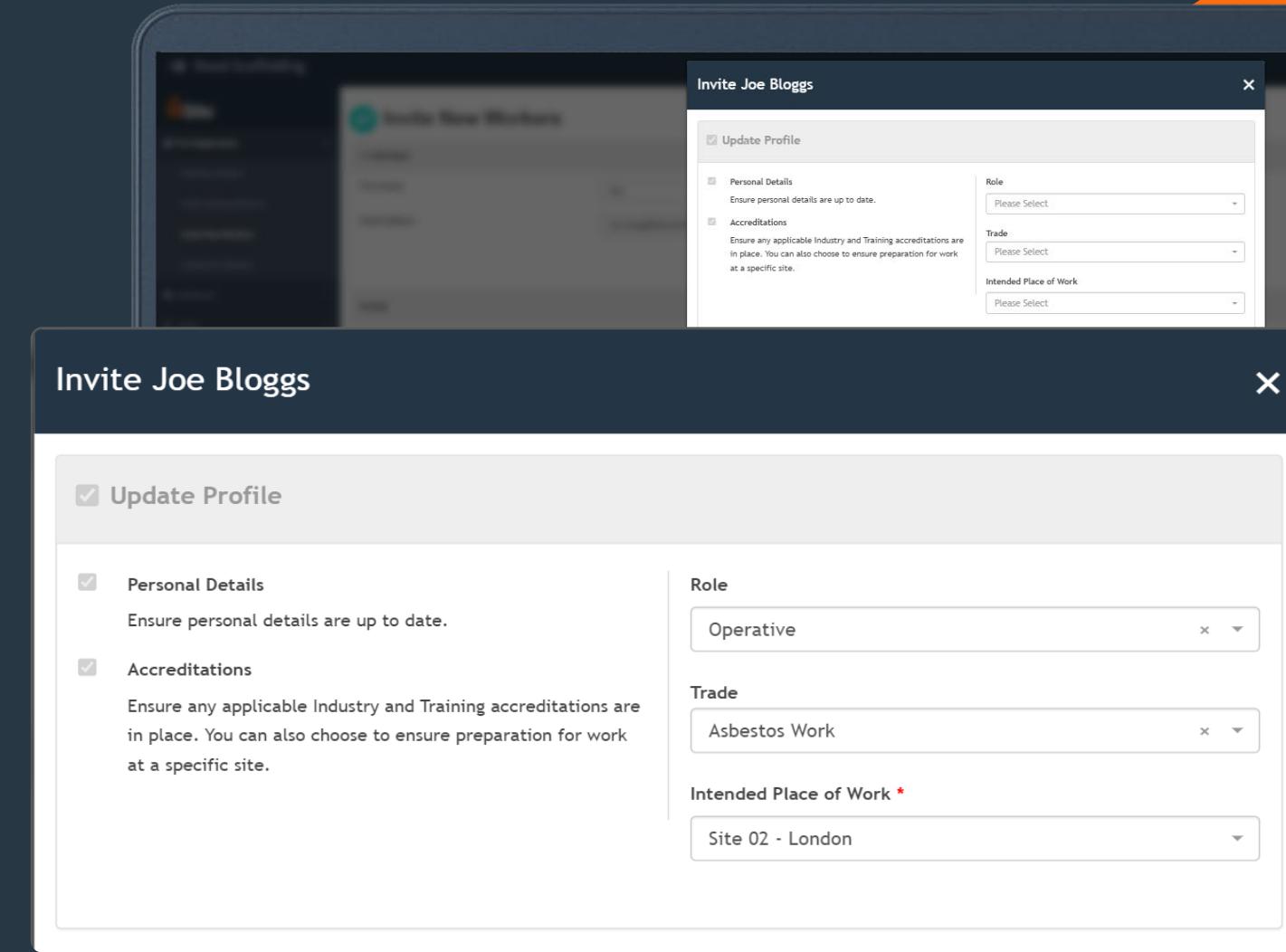
I confirm that I have carried out the above checks in accordance with UK Visas and Immigration Enforcement guidelines

Cancel **Save**

SENDING INDUCTION INVITATIONS

Select the workers:

- Roll
- Trade
- Intended Place of Work / Site



The image shows a laptop screen with two overlapping pop-up windows titled "Invite Joe Bloggs". The windows are for updating a worker's profile. The first window is in the foreground, and the second is slightly behind it. Both windows have a "Update Profile" section with checkboxes for "Personal Details" and "Accreditations". The "Personal Details" section includes a sub-instruction: "Ensure personal details are up to date." The "Accreditations" section includes a sub-instruction: "Ensure any applicable Industry and Training accreditations are in place. You can also choose to ensure preparation for work at a specific site." The second window shows the selected values: "Role" is set to "Operative", "Trade" is set to "Asbestos Work", and "Intended Place of Work" is set to "Site 02 - London". The background of the laptop screen is blurred, showing a mobile phone with a similar application interface.

Invite Joe Bloggs

Update Profile

Personal Details
Ensure personal details are up to date.

Accreditations
Ensure any applicable Industry and Training accreditations are in place. You can also choose to ensure preparation for work at a specific site.

Role

Operative

Trade

Asbestos Work

Intended Place of Work *

Site 02 - London

Invite Joe Bloggs

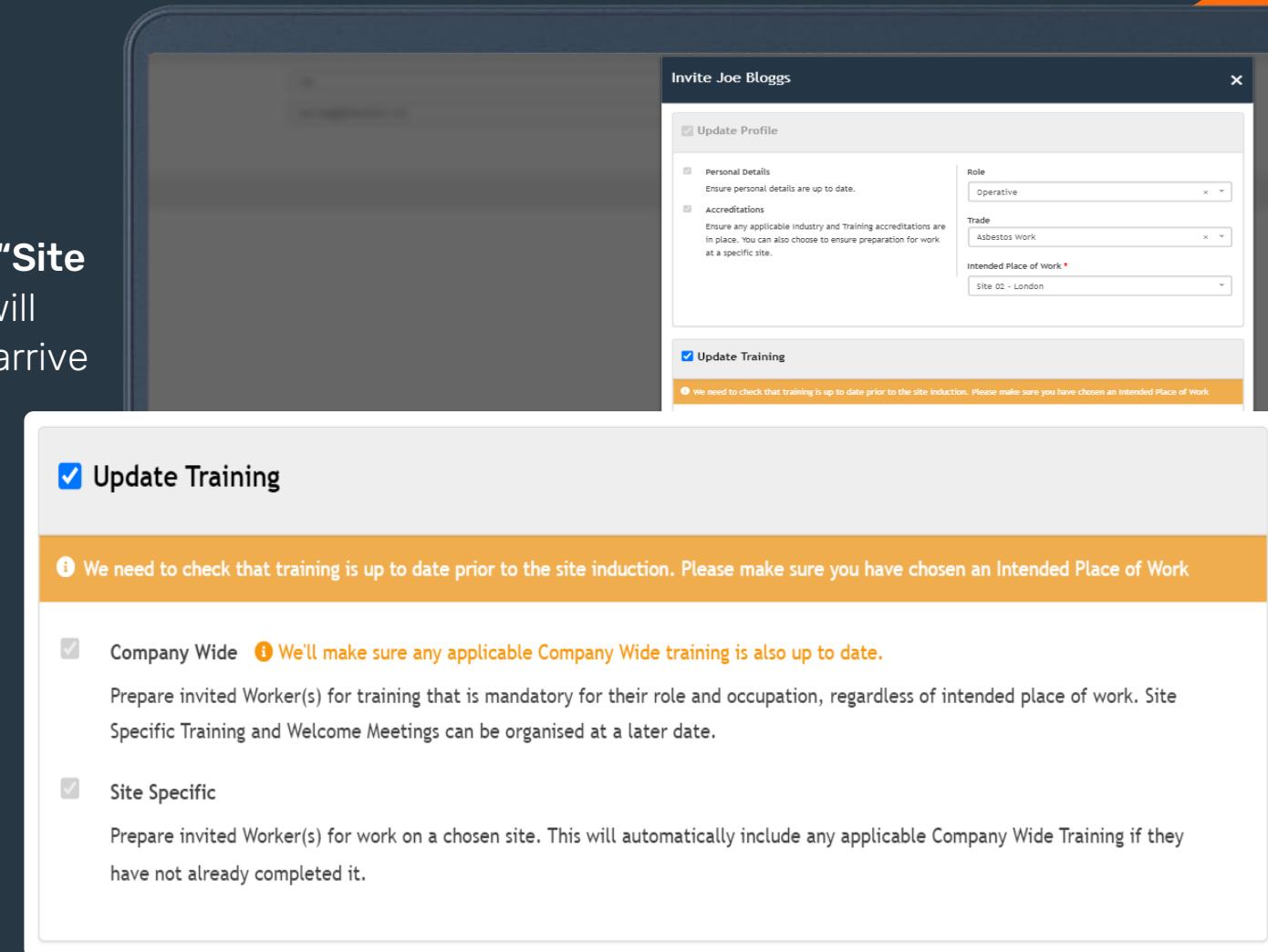
Update Profile

Personal Details
Ensure personal details are up to date.

Accreditations
Ensure any applicable Industry and Training accreditations are in place. You can also choose to ensure preparation for work at a specific site.

SENDING INDUCTION INVITATIONS

MSite will inform if there is any **“Online induction”** content or **“Site specific”** content, the worker will need to complete, before they arrive to site.



The image shows a laptop screen displaying the MSite software. A modal window titled "Invite Joe Bloggs" is open, showing fields for "Update Profile" (Role: Operative, Trade: Asbestos Work, Intended Place of Work: Site 02 - London) and "Update Training" (checkbox checked). A message at the bottom of the modal states: "We need to check that training is up to date prior to the site induction. Please make sure you have chosen an Intended Place of Work". Below the modal, a larger pop-up window titled "Update Training" is displayed. It contains a checked checkbox for "Company Wide" training, which is described as "We'll make sure any applicable Company Wide training is also up to date." Below this, there is a section for "Site Specific" training, which is described as "Prepare invited Worker(s) for work on a chosen site. This will automatically include any applicable Company Wide Training if they have not already completed it." The background of the laptop screen is dark, and the overall interface is clean and modern.

SENDING INDUCTION INVITATIONS

Book Site Induction

This is the date and time the worker is to arrive at site for their **“Onsite Orientation”**.

Open the **“Booking Calander”** by selecting this box.

Book Site Induction

i Site Induction is mandatory for the chosen site

Booked by Me Recipient

Date *

Email Details to Me i

Book Site Induction

i Site Induction is mandatory for the chosen site

Booked by Me Recipient

Date *

Email Details to Me i

Employer's Right to Work Declaration

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- i You must check that the documents are valid with the worker present
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Cancel Save

SENDING INDUCTION INVITATIONS

- **Green** means there is good availability on that date.
- **Yellow** means there is limited availability for that date.
- No Booking slots, means no availability.
- Select the available time slot for the chosen date.

The laptop screen shows a calendar for the three months. The calendar uses color coding: yellow for September 2nd-6th, green for most of October and all of November, and blue for September 29th. Below the calendar is a time slot selection box showing '08:30'. To the right is a software window for sending induction invitations, with sections for date selection, email details, employer's right to work declaration, and a save/cancel button.

September 2023							October 2023							November 2023							
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
					1	2	3						1		1	2	3	4	5	6	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				

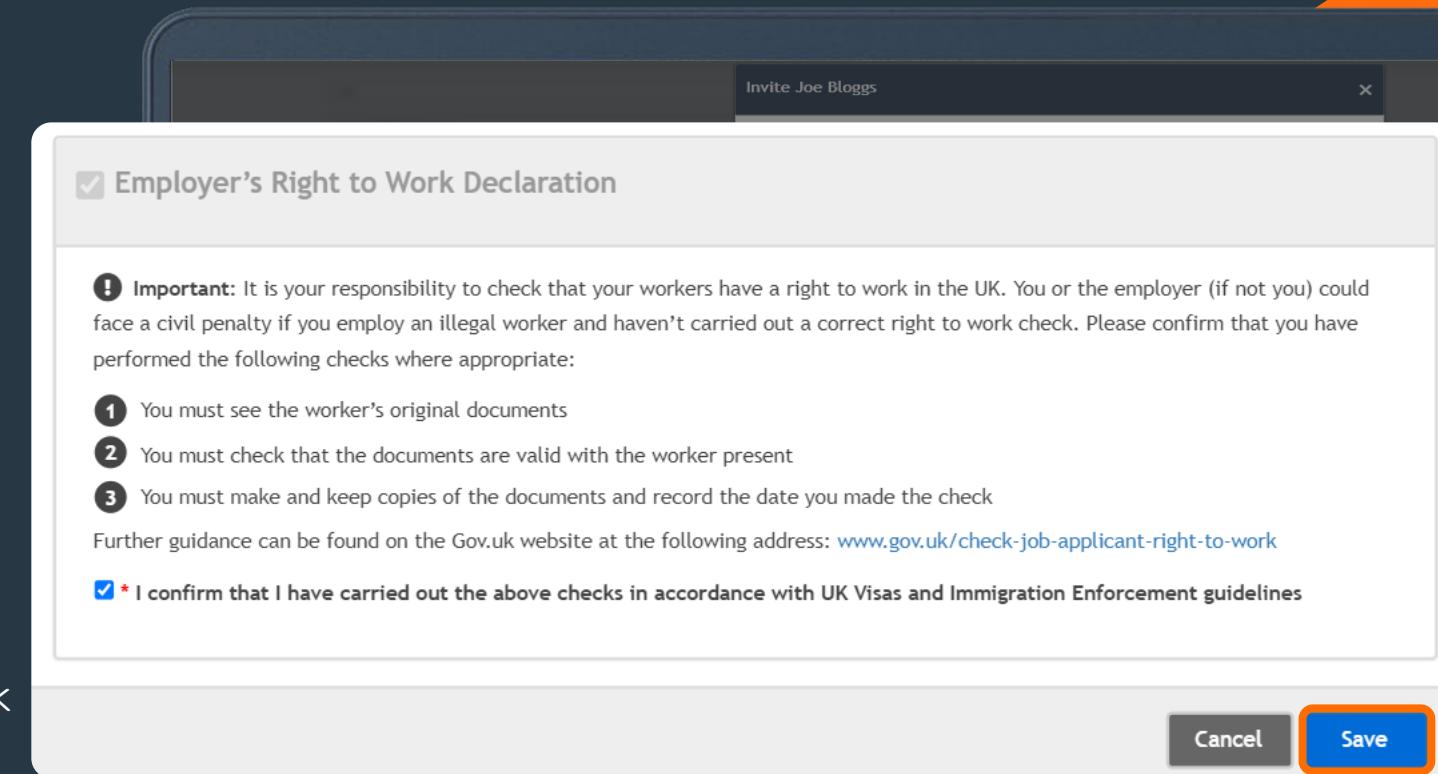
SENDING INDUCTION INVITATIONS

Employer's Right To Work

- Confirm required checks, in accordance with **UK visa and immigration enforcement guidelines**.
- As a **Subcontractor**, the responsibility to check your workers have a right to work in the **UK** is **yours**.

To confirm you have carried out the correct checks, Select this box.

Select “Save”.



Employer's Right to Work Declaration

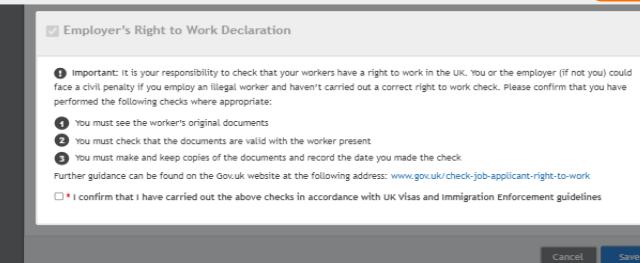
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* I confirm that I have carried out the above checks in accordance with UK Visas and Immigration Enforcement guidelines

Cancel **Save**



Employer's Right to Work Declaration

Important: It is your responsibility to check that your workers have a right to work in the UK. You or the employer (if not you) could face a civil penalty if you employ an illegal worker and haven't carried out a correct right to work check. Please confirm that you have performed the following checks where appropriate:

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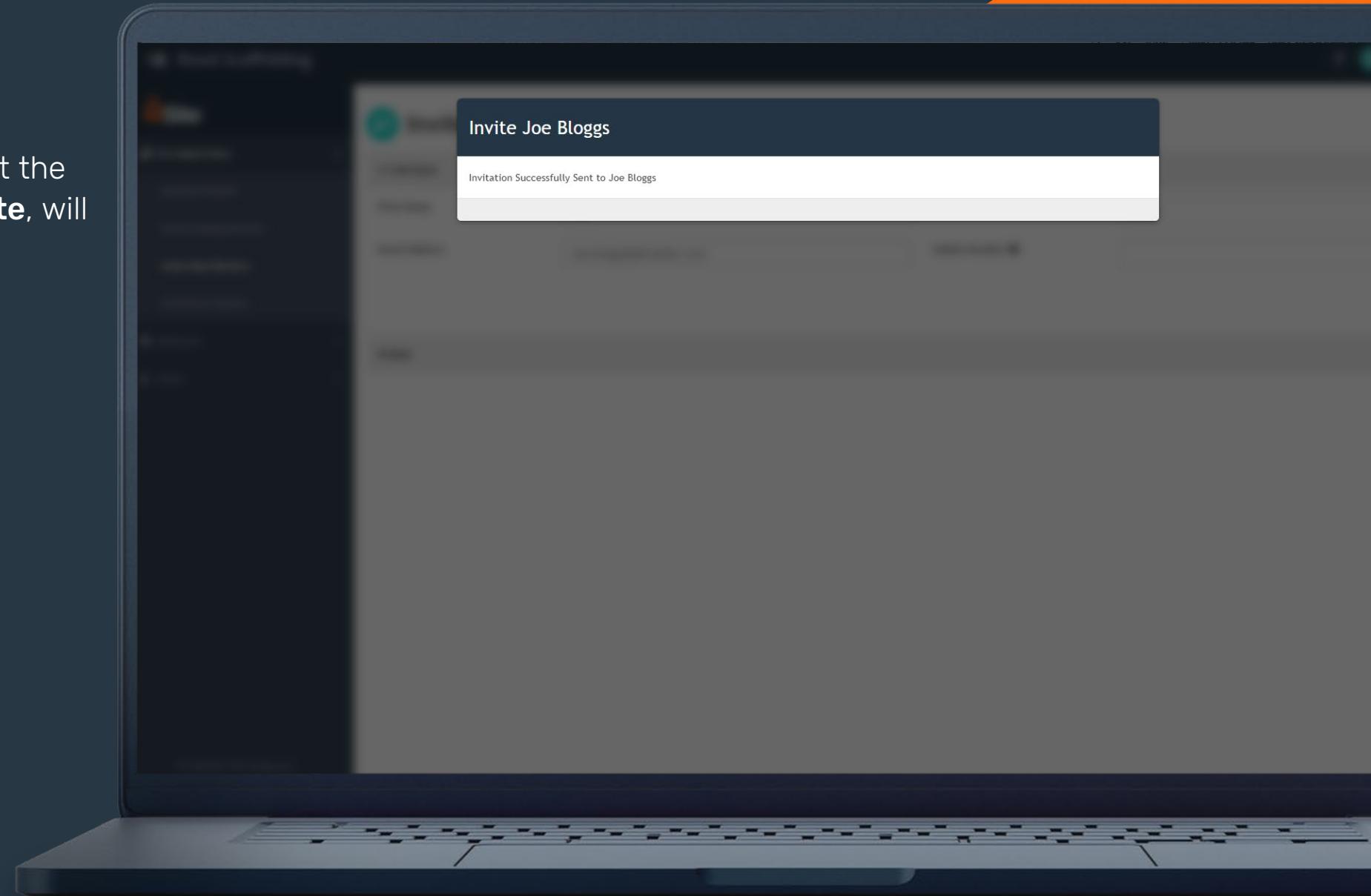
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Cancel **Save**

SENDING INDUCTION INVITATIONS

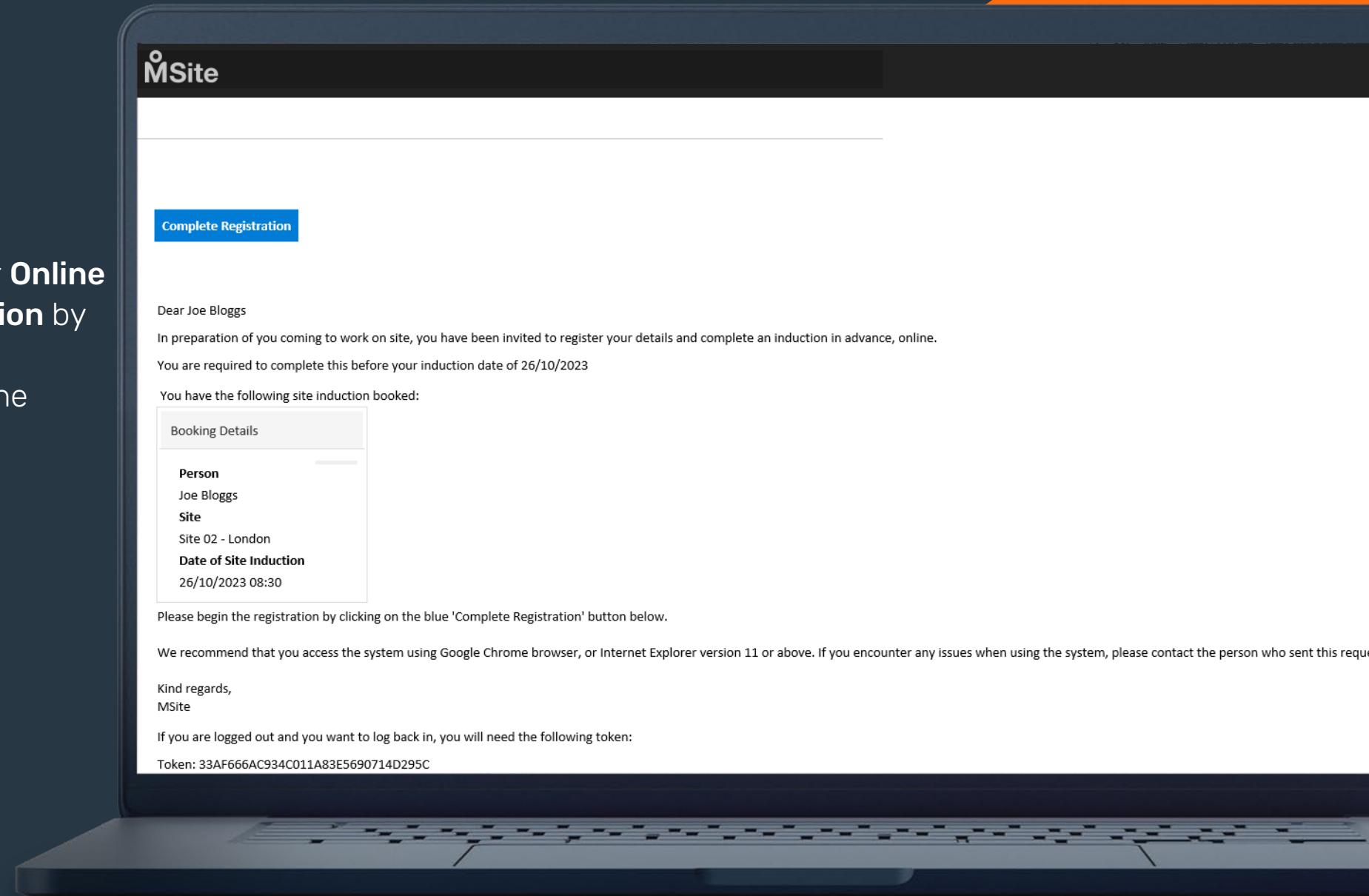
An **invitation** and **link**, to start the **“Online induction”** using **MSite**, will now be sent to the worker.



SENDING INDUCTION INVITATIONS

Complete Registration

The Worker will now start their **Online Induction and Pre-Registration** by selecting on **“Complete Registration”** and following the necessary steps.



THANK YOU

