

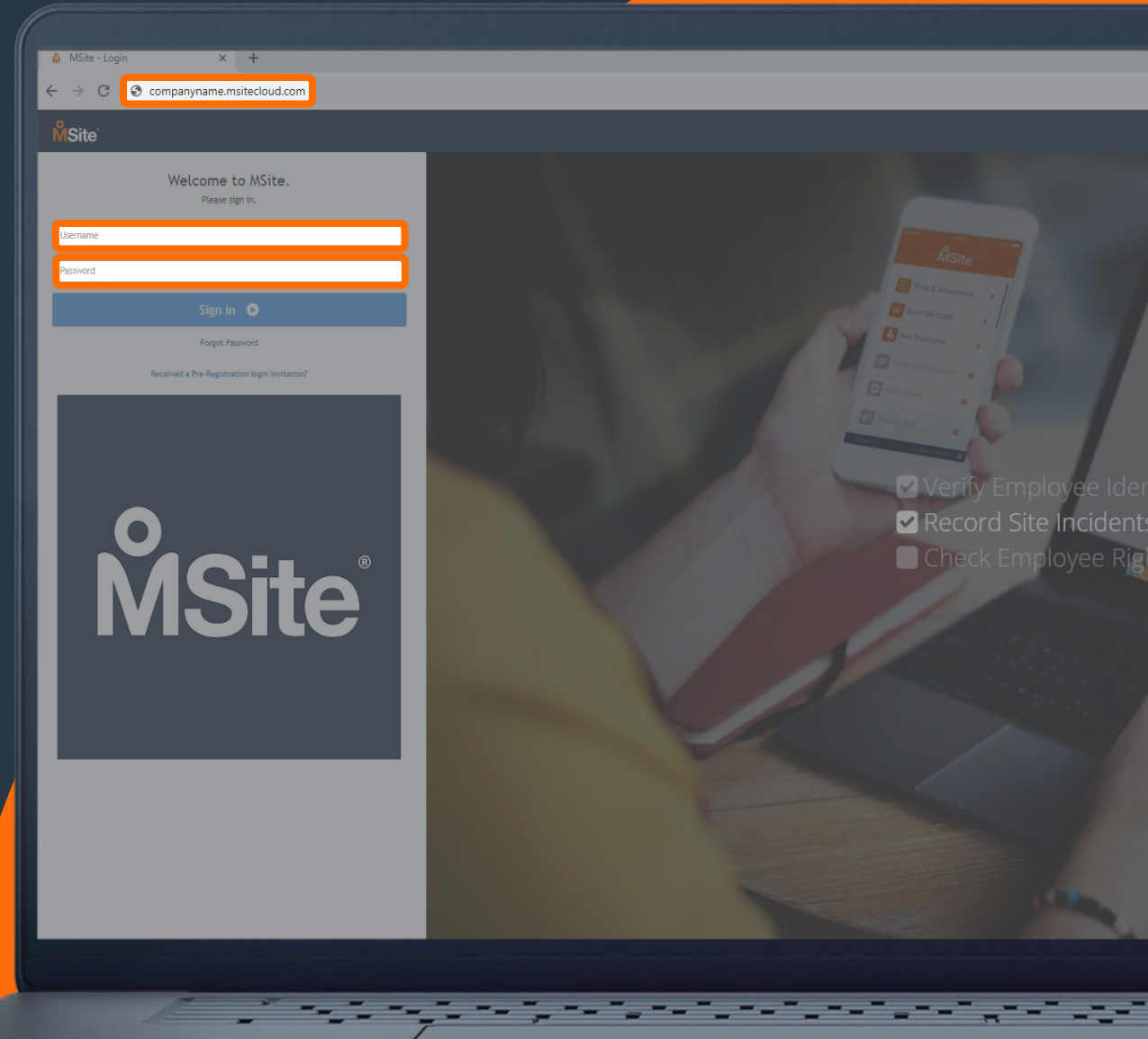


Inviting Workers as a **Subcontractor**

LOGGING IN (SUBCONTRACTORS)

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

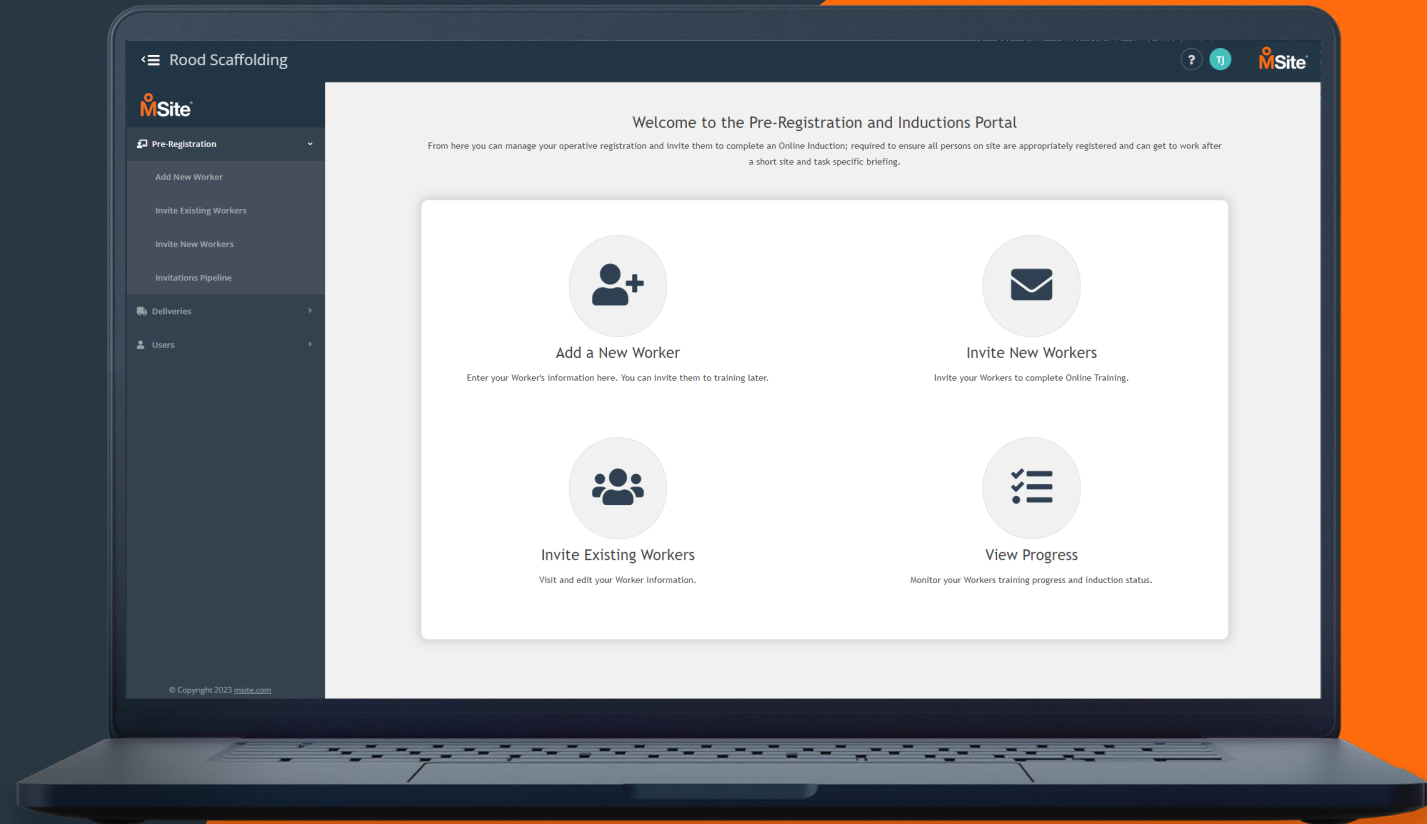
- Company: usually **YourCompanyName.msitecloud.com**
(Must not contain spaces. Is not case sensitive)
- Email Address: **You@youremail.com**
- Password: **Your password**



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

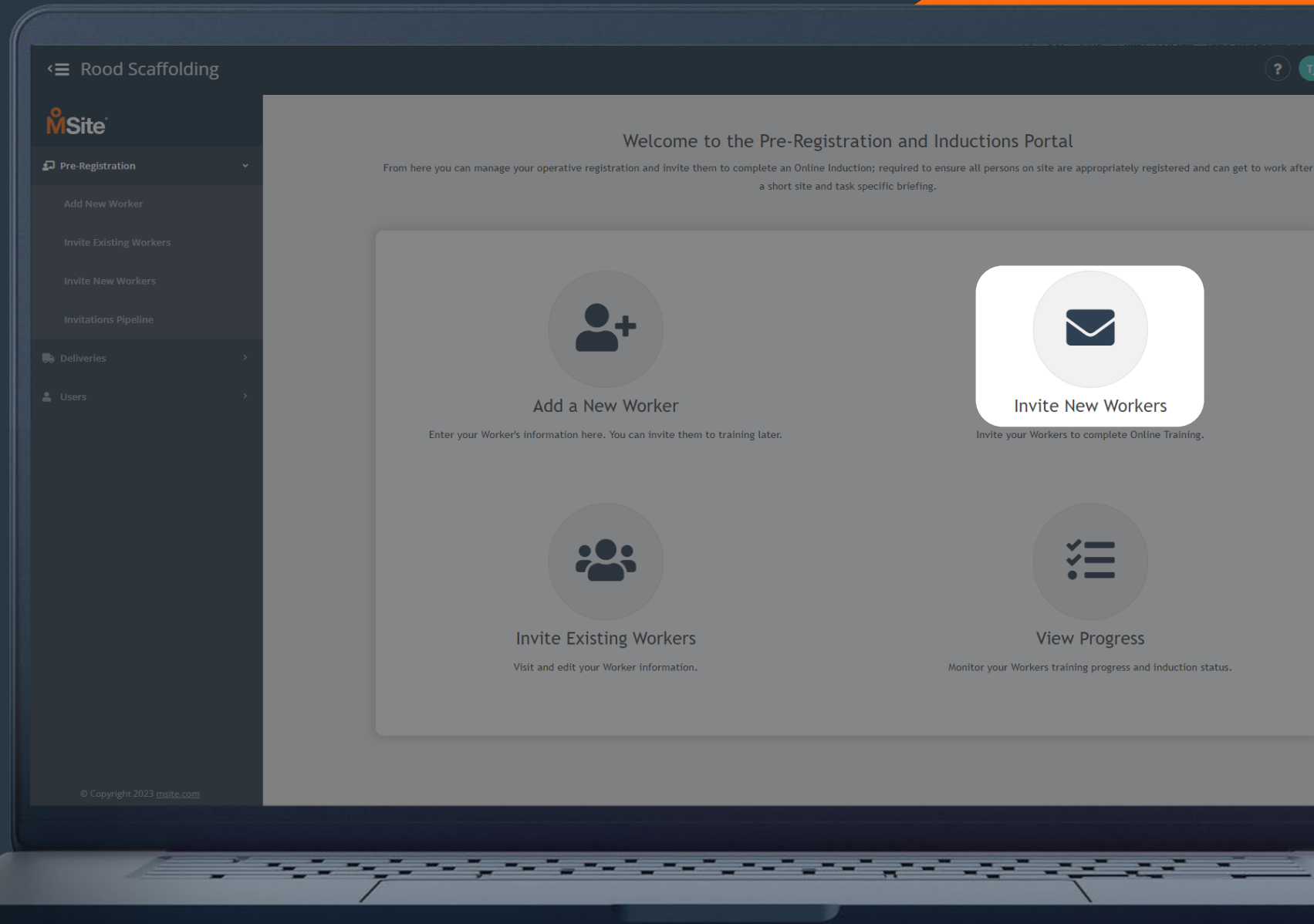


SENDING INDUCTION INVITATIONS

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.

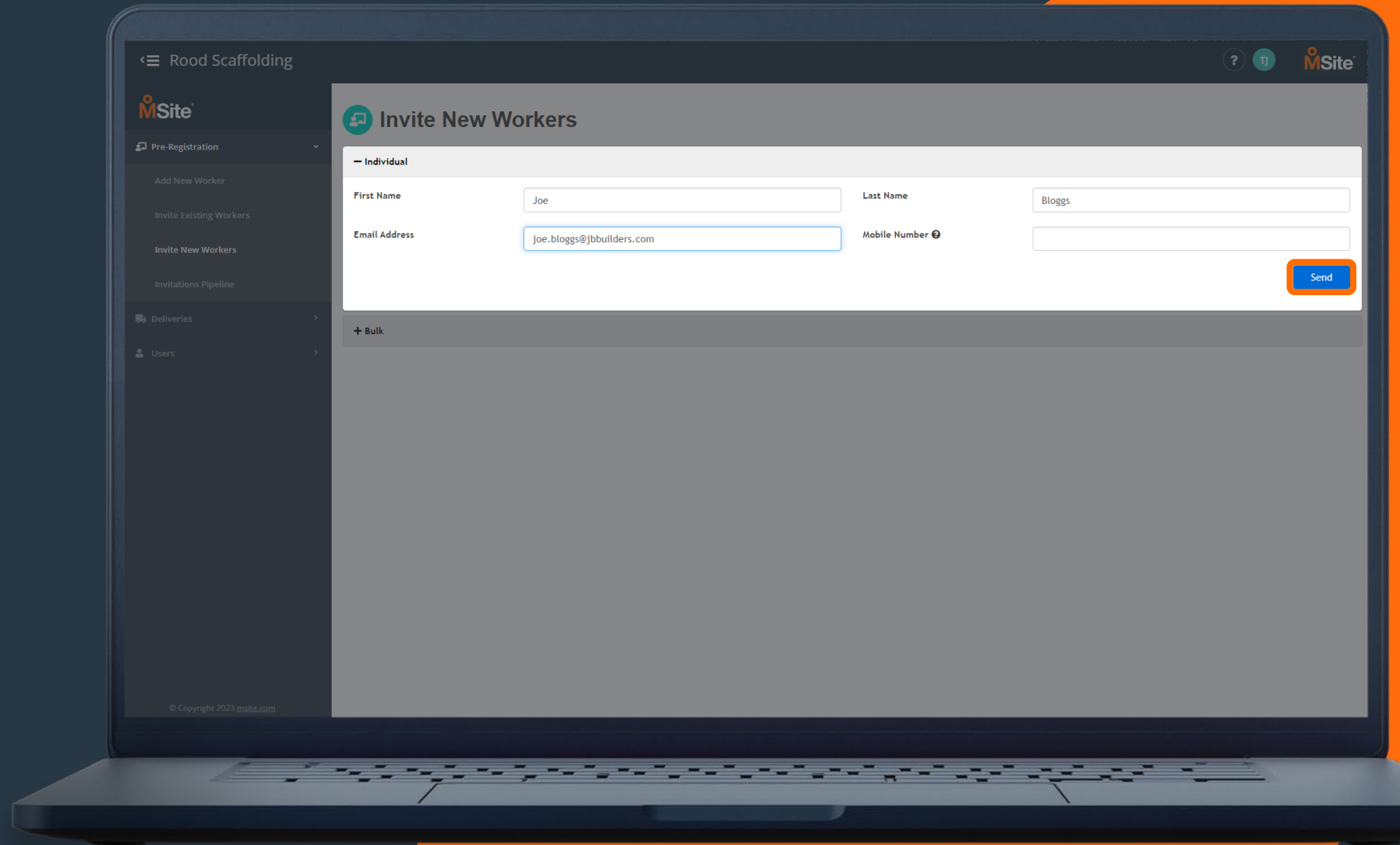
- Select **“Invite New Workers”**.



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"**



The screenshot shows a laptop displaying the MSite web application. The top navigation bar includes a hamburger menu, the text 'Rood Scaffolding', a user profile icon with initials 'TJ', and the MSite logo. A left sidebar contains a menu with options: 'Pre-Registration' (expanded), 'Add New Worker', 'Invite Existing Workers', 'Invite New Workers', 'Invitations Pipeline', 'Deliveries', and 'Users'. The main content area is titled 'Invite New Workers' and features a form for adding a new worker. The form has a tab labeled 'Individual' and contains four input fields: 'First Name' (filled with 'Joe'), 'Last Name' (filled with 'Bloggs'), 'Email Address' (filled with 'joe.bloggs@jbbuilders.com'), and 'Mobile Number' (empty). A blue 'Send' button is located at the bottom right of the form. Below the form is a section labeled '+ Bulk'. The footer of the page shows the copyright notice '© Copyright 2023 msite.com'.

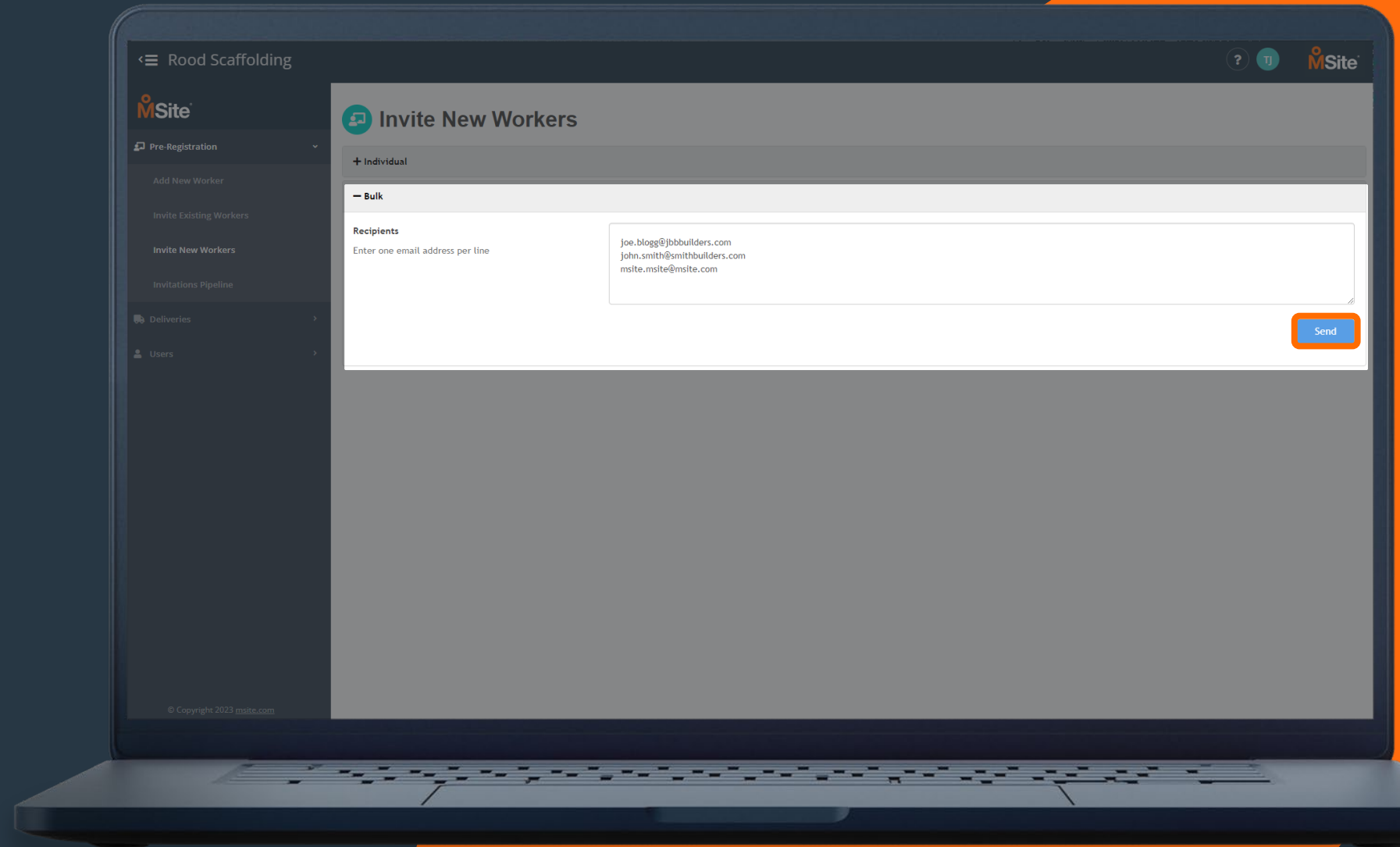
SENDING INDUCTION INVITATIONS

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 [X]

☒ **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: [Dropdown]

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 a software interface for sending induction invitations. The interface is displayed in a modal window titled "Invite Joe Bloggs".

The modal window has a dark blue header with the title "Invite Joe Bloggs" and a close button (X). Below the header, there is a light gray section titled "Update Profile" with a checked checkbox.

Under "Update Profile", there are two sections:

- Personal Details** (checked checkbox): Ensure personal details are up to date.
- Accreditations** (checked checkbox): Ensure any applicable Industry and Training accreditations are in place. You can also choose to ensure preparation for work at a specific site.

On the right side of the modal, there are three dropdown menus:

- Role**: Please Select
- Trade**: Please Select
- Intended Place of Work**: Please Select

The modal window is shown on a laptop screen, which is also displaying a blurred background of the same interface.

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 screenshot shows a laptop screen with a web application. A modal window titled "Invite Joe Bloggs" is open. It has two main sections: "Update Profile" and "Update Training". The "Update Training" section is currently active and expanded. It contains a blue header with a checkmark icon and the text "Update Training". Below this is an orange banner with an information icon and the text: "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". Underneath the banner are two checklist items, each with a checked checkbox. The first item is "Company Wide" followed by an orange information icon and the text "We'll make sure any applicable Company Wide training is also up to date." Below this is a paragraph: "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." The second item is "Site Specific" followed by a paragraph: "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."

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

☒ Update Training

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

☒ Company Wide

We'll make sure any applicable Company Wide training is also up to date.

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.

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.

Invite Joe Bloggs

☒ Book Site Induction

Site Induction is mandatory for the chosen site

Booked by ☒ Me ☐ Recipient

Date *

Email Details to Me ☐

☒ Book Site Induction

Site induction is mandatory for the chosen site

Booked by ☒ Me ☐ Recipient

Date *

Email Details to Me ☐

☐ Employer's Right to Work Declaration

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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.

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
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			
							30	31												

08:30

Date *

Email Details to Me ☐

☐ Employer's Right to Work Declaration

1 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

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".

Invite Joe Bloggs

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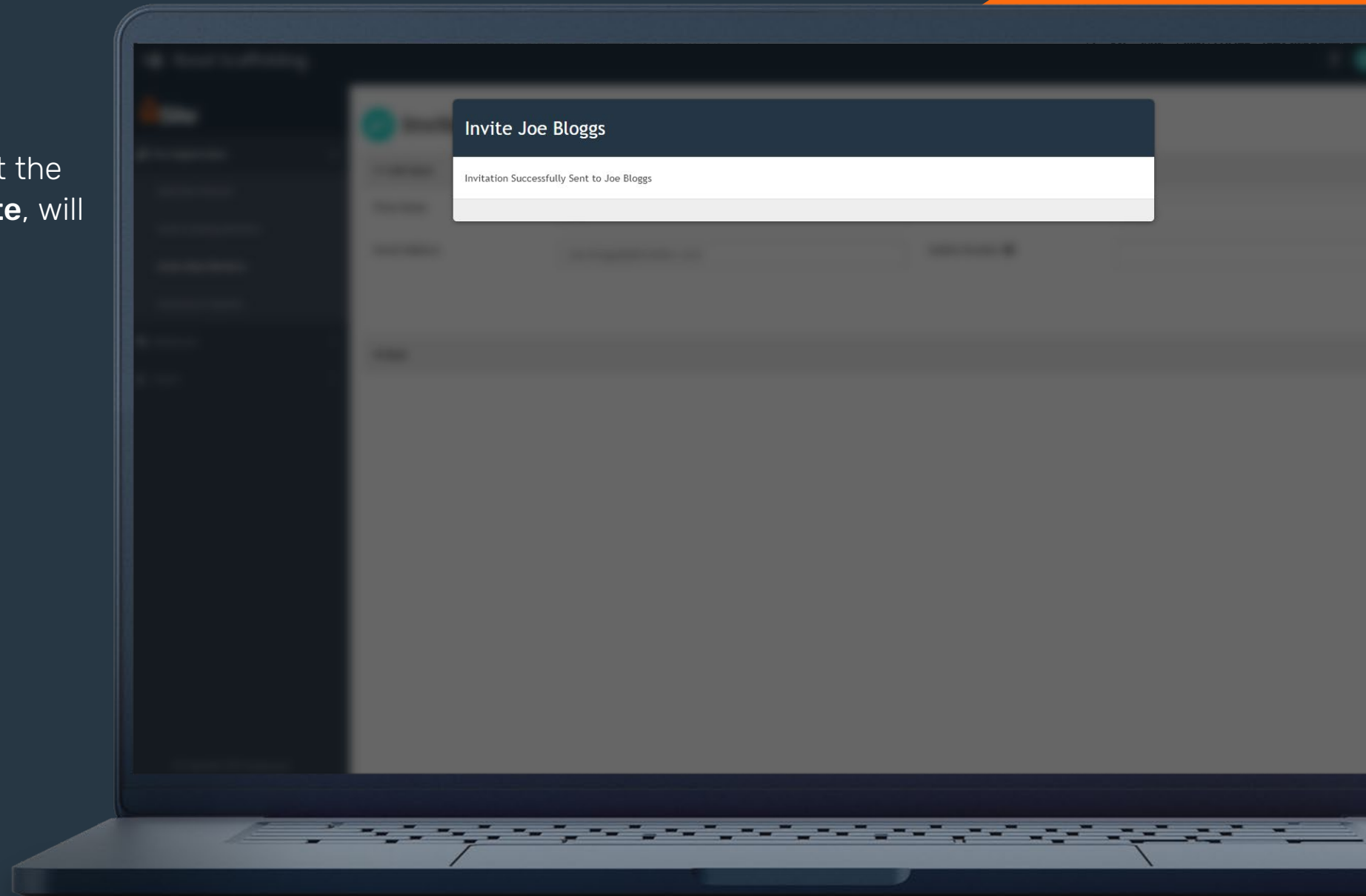
Further guidance can be found on the Gov.uk website at the following address: www.gov.uk/check-job-applicant-right-to-work

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

Cancel Save

SENDING INDUCTION INVITATIONS

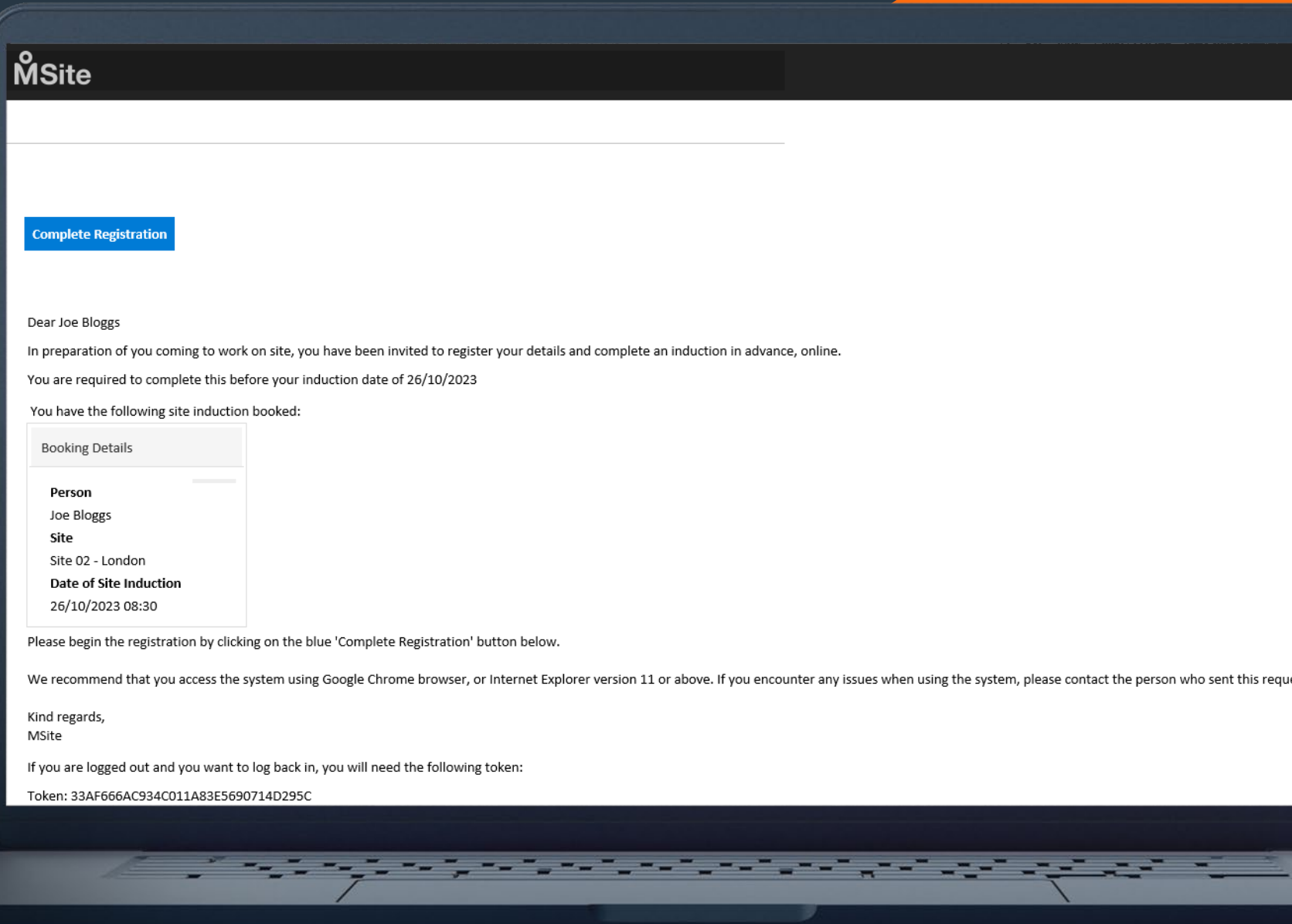
An **invitation** and **link**, to start the “**Online induction**” using **MSite**, will now be sent to the worker.



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

