



# FACE MINI / WORKFORCE APP TIME & ATTENDANCE

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# LINKING WORKFORCE APP

## Before Starting

Ensure the worker has downloaded the **MSite Workforce App** from their devices' **App Store**.



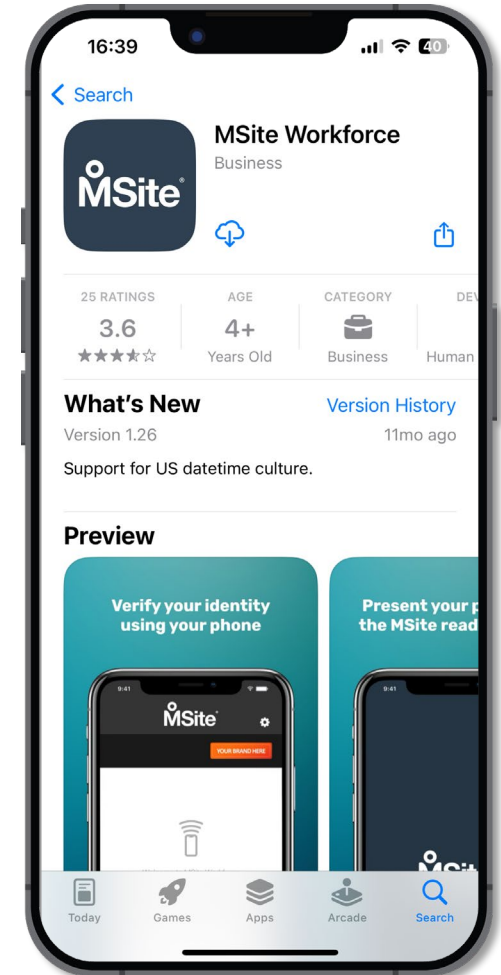
MSite  
Workforce App



iOS  
App Store



Android  
App Store



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# LINKING WORKFORCE APP

- Search the worker's name in the search bar.
- Select **Link Workforce App** in the MSite Toolbar on the left.
- The worker has **opted out** of using **biometric** data:
  - No **photo** captured
  - "Use face biometrics" not ticked

## Worker Profile

Search Bar

Link Workforce App

MSite

Joe Bloggs

Unsaved Changes Save Changes

Profile is up to date

Personal Details

First Name \* Joe

Last Name \* Bloggs

Contractor \* Asphalt Ltd

Role \* Operative

Trade Please Select

Date of Birth \* 31/01/2000

Postcode

Contact Number

Email Address

Vehicle Registration

Status

Last Transaction 11/11/2024 03:20:36 Site 02 - London - Accommodation Exit (Access Granted)

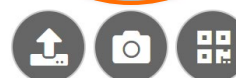
Last Known Location Off Site

Access Restrictions N/A

PIN Entry Status Enabled

Biometric Consent Status Unknown

No photo



Upload Capture Scan

Not ticked

☐ Use face biometrics



# LINKING WORKFORCE APP

- Link MSite Workforce App screen opens

Next, tick:

- Enable MSite Workforce App
- Biometric Exempt

## Link MSite Workforce App

Ensure **Ticked**

Ensure **Ticked**

QR Code


Link MSite Workforce App

☒ Enable MSite Workforce app

You can uncheck this box to disable the MSite Workforce app for this Worker at any time


☒ Biometric Exempt

Checking this box will allow the Worker to use Mobile ID on the workforce app without providing biometric identification  
Please note: This can take up to 10 minutes to take effect on the Worker's device and behaviour may vary depending on its make and model.



Linking the MSite Workforce app to a Worker's profile gives them access to Mobile ID. This allows the Worker to use the MSite Workforce app/device as a virtual access card, providing an alternative to fingerprint biometrics. This can be used on any MSite Touch device showing this symbol.

How to link a Worker's MSite Workforce app, in 3 simple steps:



1. Instruct the Worker to download the MSite Workforce app to their mobile device.

2. Open the MSite Workforce app and go to System > Link to a Principal Contractor.

3. Scan this QR Code or manually enter the following details:

Instance ID: sales10

Auth Code: semvjJY5ax


Close

Save

Download from:

Available on the App Store

ANDROID APP ON Google play



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# LINKING WORKFORCE APP

- Open **Workforce App** on smartphone
- Tap **Link to a Principal Contractor** button
- Scan **QR Code** on the screen
- The **Workforce App** will now be **linked** to the principal contractor for that **worker profile**
- Select **Save**

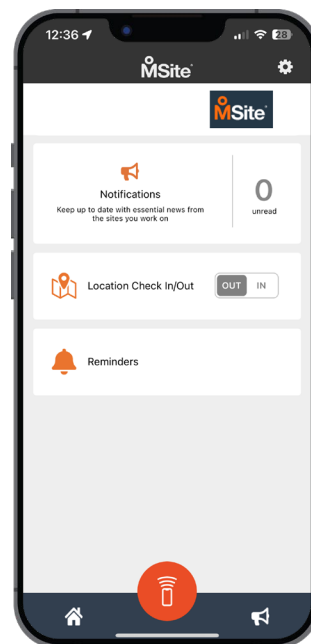
## Link MSite Workforce App



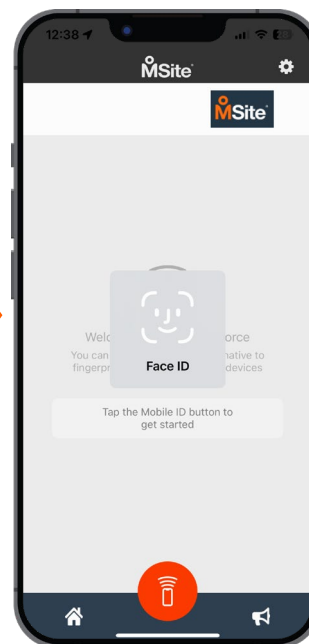
# USING WORKFORCE APP

- Open **Workforce App** on smartphone and press the **red button**. *(no need to hold)*
- When prompted, use **biometrics** or **PIN** on your smartphone to enable to **contactless entry**
- Select if you are clocking **IN** or **OUT** of site
- Hold smartphone near the **Face Mini**, you may need to hold in place for a few seconds

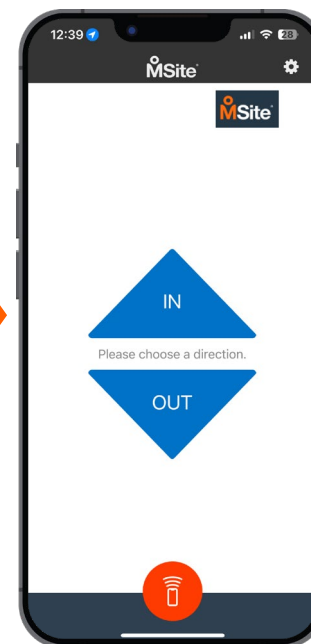
## Using Workforce App for Access to Site



Open the **MSite Workforce App**  
Press **Red Button**



Use **Biometrics** or **PIN** on Smartphone



Select **IN** or **OUT** of Site

Hold Smartphone near **Face Mini**



Make sure Bluetooth is turned on



Make sure location services are turned on

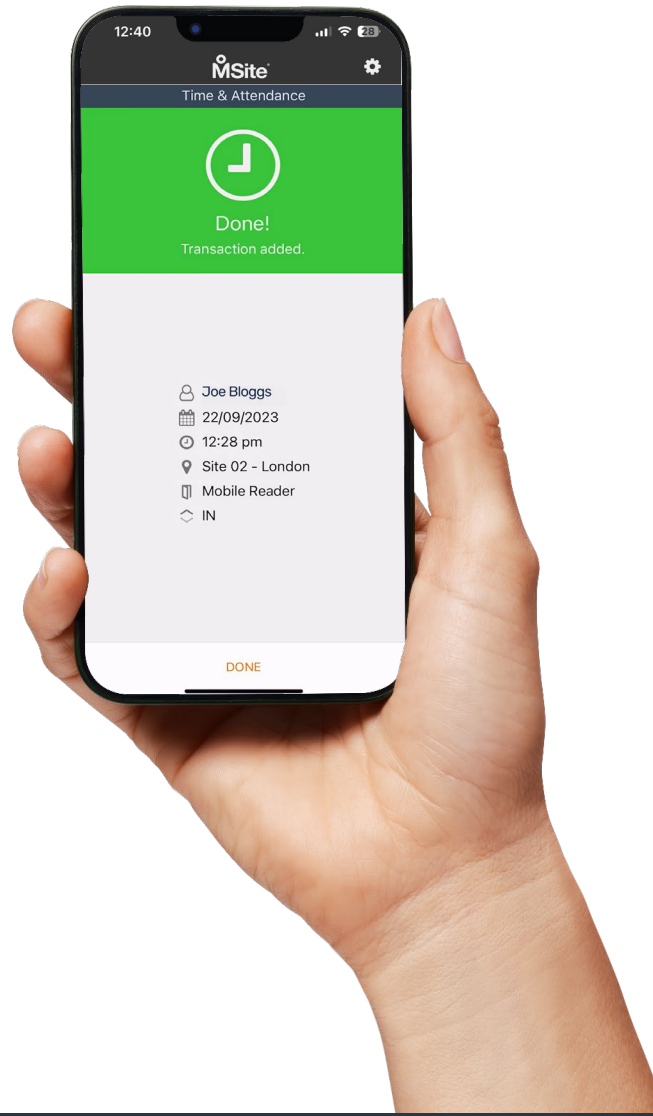
Be Safe. Be Productive. Be

# FACE MINI / WORKFORCE APP T&A

## Complete

You have now successfully clocked into site using the **MSite Workforce App** with the **MSite Face Mini** without the requirement to store and use **biometric data** on the **MSite** system.

## Complete



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