



FACE MINI / WORKFORCE APP TIME & ATTENDANCE



Be Safe. Be Productive. Be One.

LINKING WORKFORCE APP



Before Starting

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



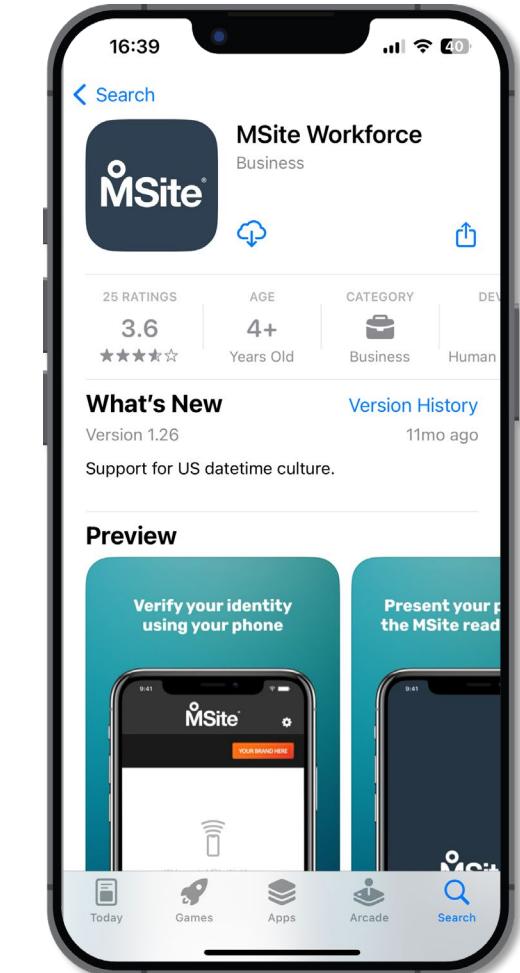
MSite
Workforce App



iOS
App Store



Android
App Store



Be Safe. Be Productive. Be One.

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

Search Bar: joe bloggs

Link Workforce App

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

MSite

Unsaved Changes Save Changes

Profile is up to date

Upload Capture Scan

Use face biometrics

No photo



Upload Capture Scan

Not ticked

Use face biometrics

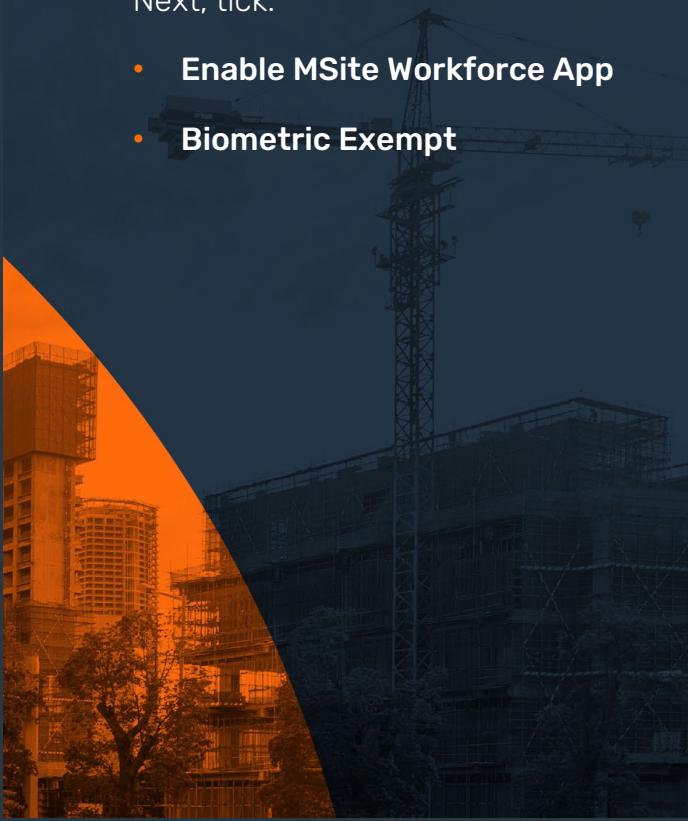
Be Safe. Be Productive. Be One.

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 in 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.
Download from:


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**

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**

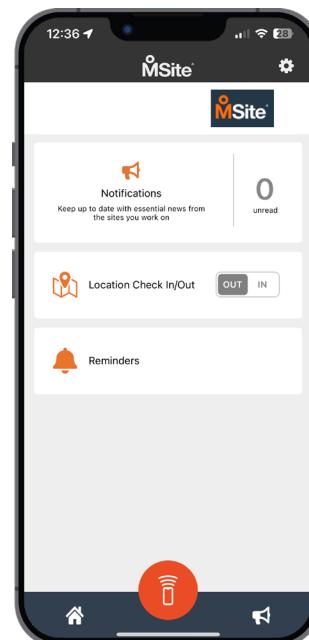
Link MSite Workforce App



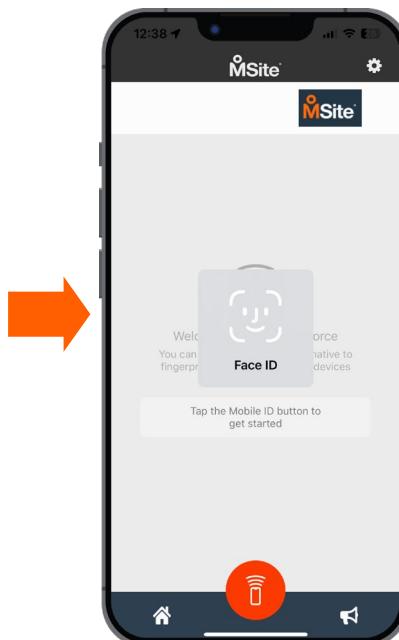
USING WORKFORCE APP

- 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

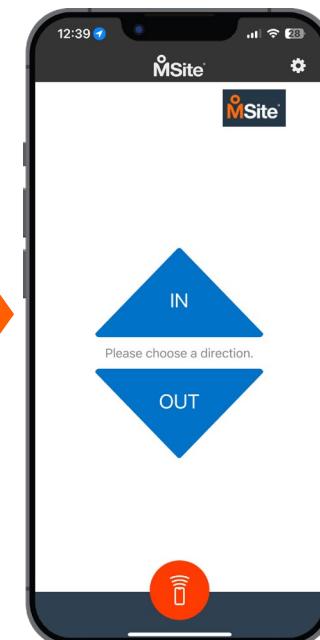
Using Workforce App for Access to Site



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

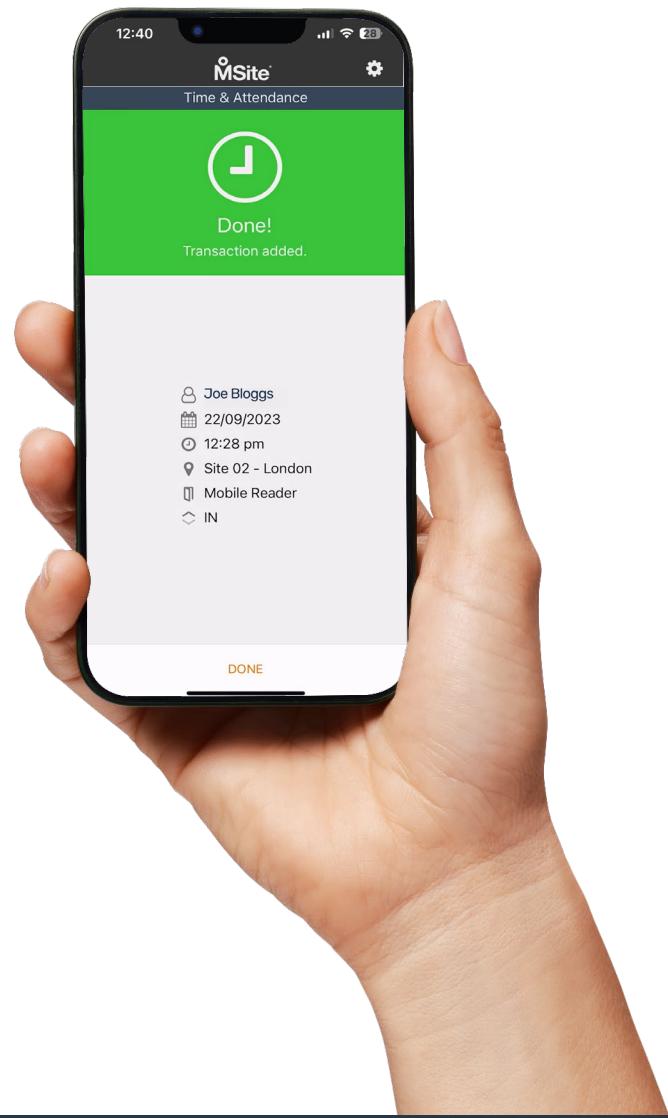
Be Safe. Be Productive. Be

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



Be Safe. Be Productive. Be One.



Be Safe. Be Productive. Be One.