



## ISSUING ACCESS CARDS

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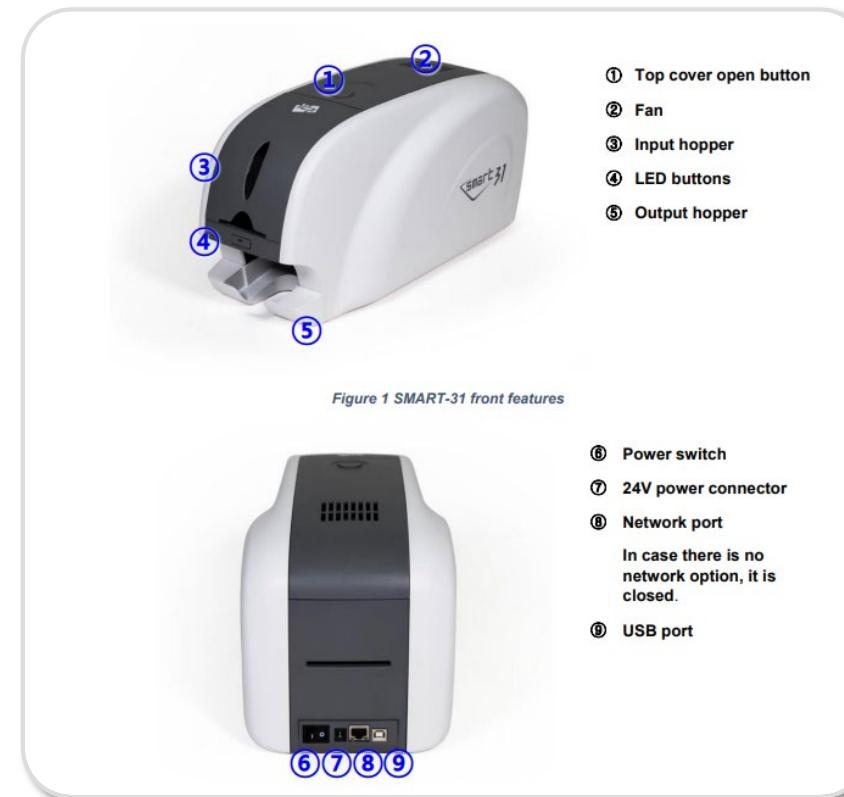
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## Card printer

- First, check to make sure that the card printer is **powered up**.
- If the printer is receiving power, the **LED** on the front of the printer will **light** up.

## Next

- Ensure all **correct cable connections** are in place.



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## Next

- On your company instance search for the worker **requiring** the **card** by:
- Select **Workers** on the left
- Enter **name** and **contractor** if needed
- Click **Search**
- Then select the **correct** worker

The image shows the MSite software interface. On the left is a dark sidebar with various menu items: Dashboards, Contractors, Workers (which is highlighted with an orange box), Add New Worker, Import Worker from CSCS, Pre-Registration, Access, Safety, Sustainability, Deliveries, Alerts & Notifications, Reports, and System. The main area is titled 'Workers' and displays a summary with icons and counts: 1,920 Workers, 0 Training Exceptions, 997 Accreditation Exceptions, 0 Induction Booking Exceptions, and 1,245 Access & Attendance Exceptions. Below this is a 'Search' section with fields for First Name (Joe), Last Name (Bloggs), Contractor (Asphalt Ltd), Bio ID, Email, and Assigned To (Anyone). There are checkboxes for 'Include Non-Associated Workers' (checked) and 'Include Archived Workers' (unchecked). Buttons for 'Reload' and 'Search' (which is also highlighted with an orange box) are at the bottom of the search section. The search results table shows one row for Joe Bloggs, with columns for Bio ID, First Name, Last Name, Email, Contractor, Accreditation, Validity, and Role. The table includes pagination at the bottom.

Bio ID	First Name	Last Name	Email	Contractor	Accreditation	Validity	Role
2589	Joe	Bloggs	joebloggs@blo ggs.com	Asphalt Ltd	(CSCS)	15/08/2025	Operative

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- The worker profile will now open.

## Next

- Select **Print Card** on the left



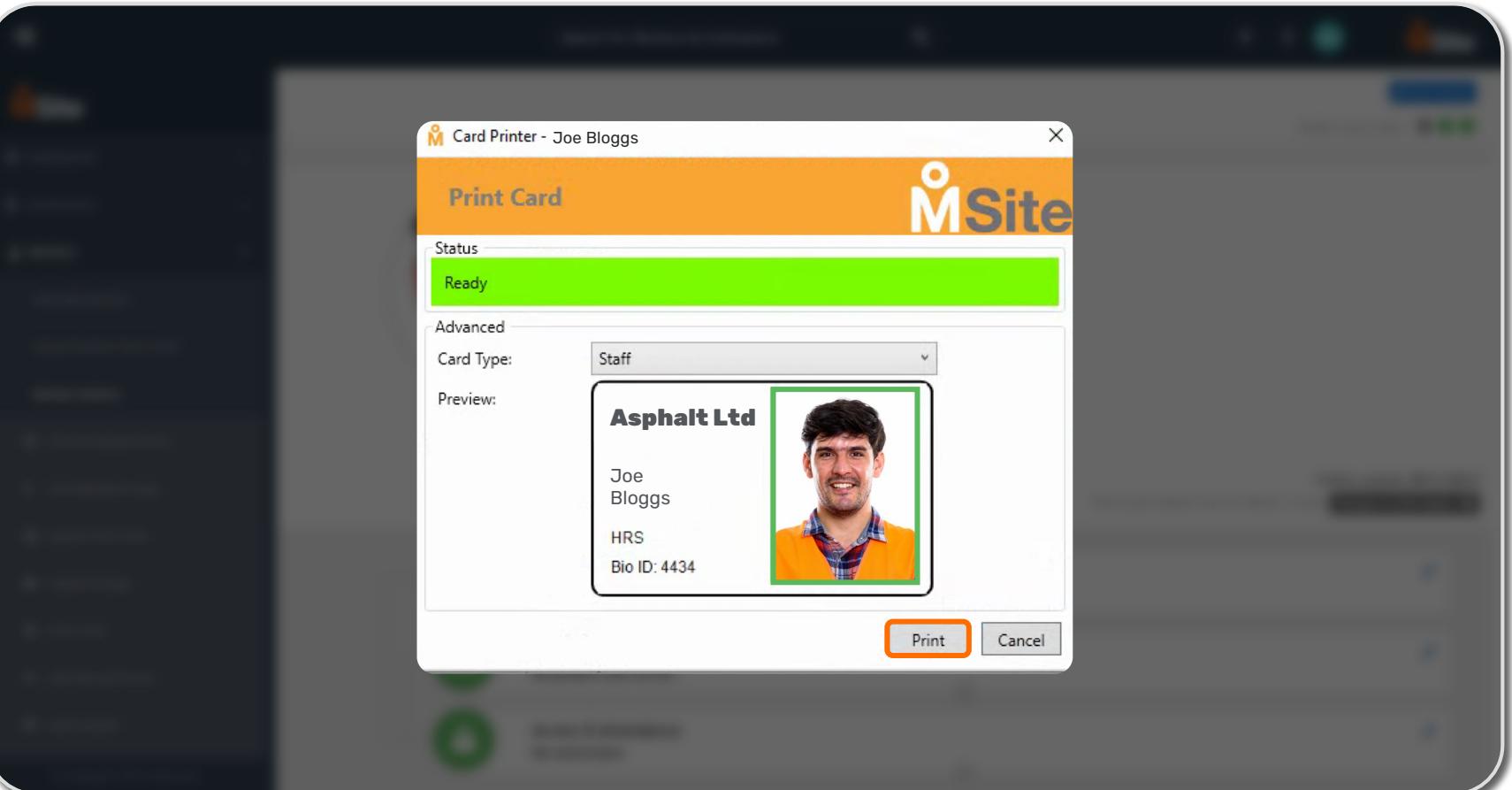
The image shows the MSite software interface. On the left, a sidebar menu is open, showing options like Dashboards, Contractors, Workers, Add New Worker, Import Worker from CSCS, Worker Actions, Print Enrolment Form (which is highlighted with an orange box), Link Workforce App, Import CSCS Card, Capture Image, and Print Card. At the bottom of the sidebar, it says "© Copyright 2024 msite.com". The main content area shows a worker profile for "Joe Bloggs". The profile includes a circular photo of a smiling man, his name "Joe Bloggs", his contractor "Asphalt Ltd", his role "Operative", and two site locations: "Site 01 - Liverpool" (Last Seen: Never) and "Site 02 - London" (Last Seen: 11/11/2024 03:11). A message at the bottom of the profile area says "Profile created: 09/11/2017" and "This is your default view for Worker records". Below the profile, there are three sections: "Training" (None required / None added), "Industry Accreditations" (All present and correct), and "Access & Attendance" (No restrictions). Each section has an edit icon (pencil) to its right. At the top of the main content area, there is a search bar "Search For Workers & Contractors" and a "Edit Profile" button. The top right corner of the interface shows the "MSite" logo and some status icons.

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- The **card preview** will show
- Then click **Print**

Done





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