



ISSUING ACCESS CARDS



Be Safe. Be Productive. **Be One.**

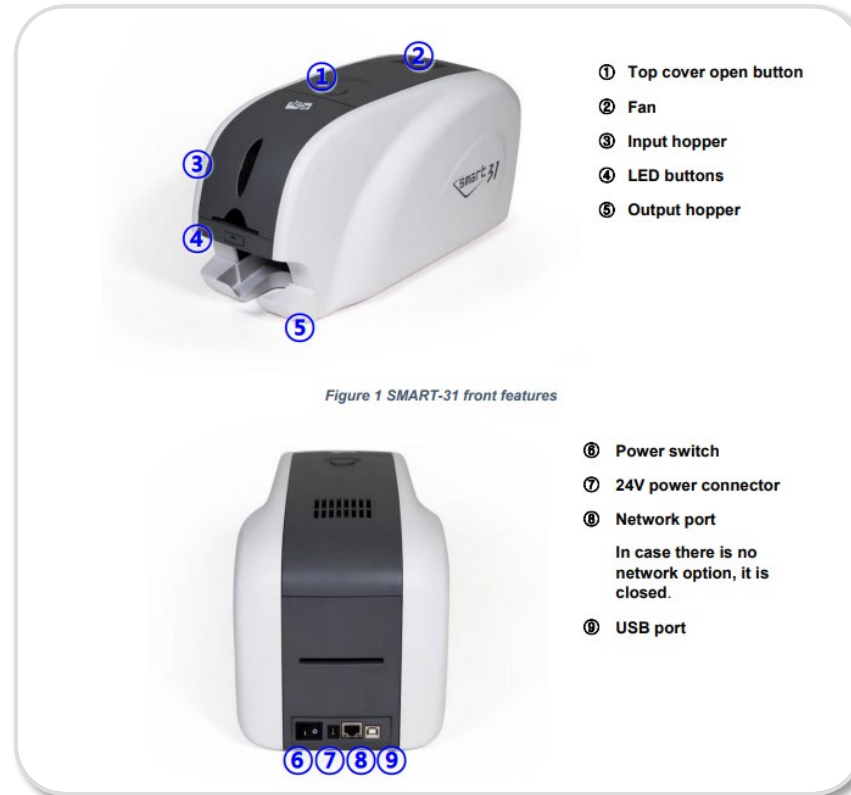
ISSUING ACCESS CARDS

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

MSite Workers

1,920 Workers
+ 0 archived and 979 non associated workers

Training Exceptions: 0

Accreditation Exceptions: 997

Induction Booking Exceptions: 0

Access & Attendance Exceptions: 1245

Search

First Name: Joe, Last Name: Bloggs, Email: [empty]

Contractor: Asphalt Ltd, Bio ID: [empty], Assigned To: Anyone

Include Non-Associated Workers ☒ Include Archived Workers ☐

Reload Search

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

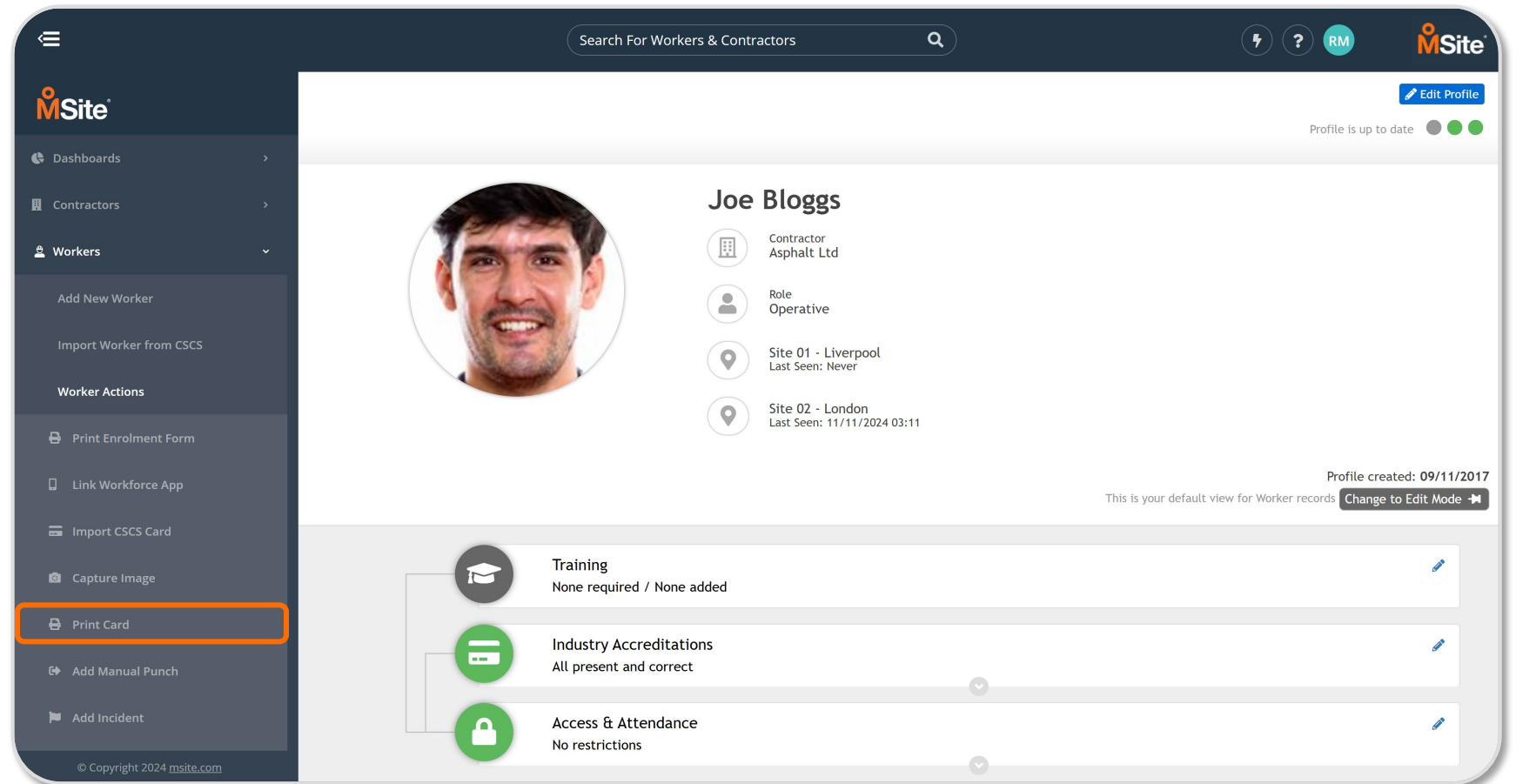
Show 10

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- The worker profile will now open.

Next

- Select **Print Card** on the left

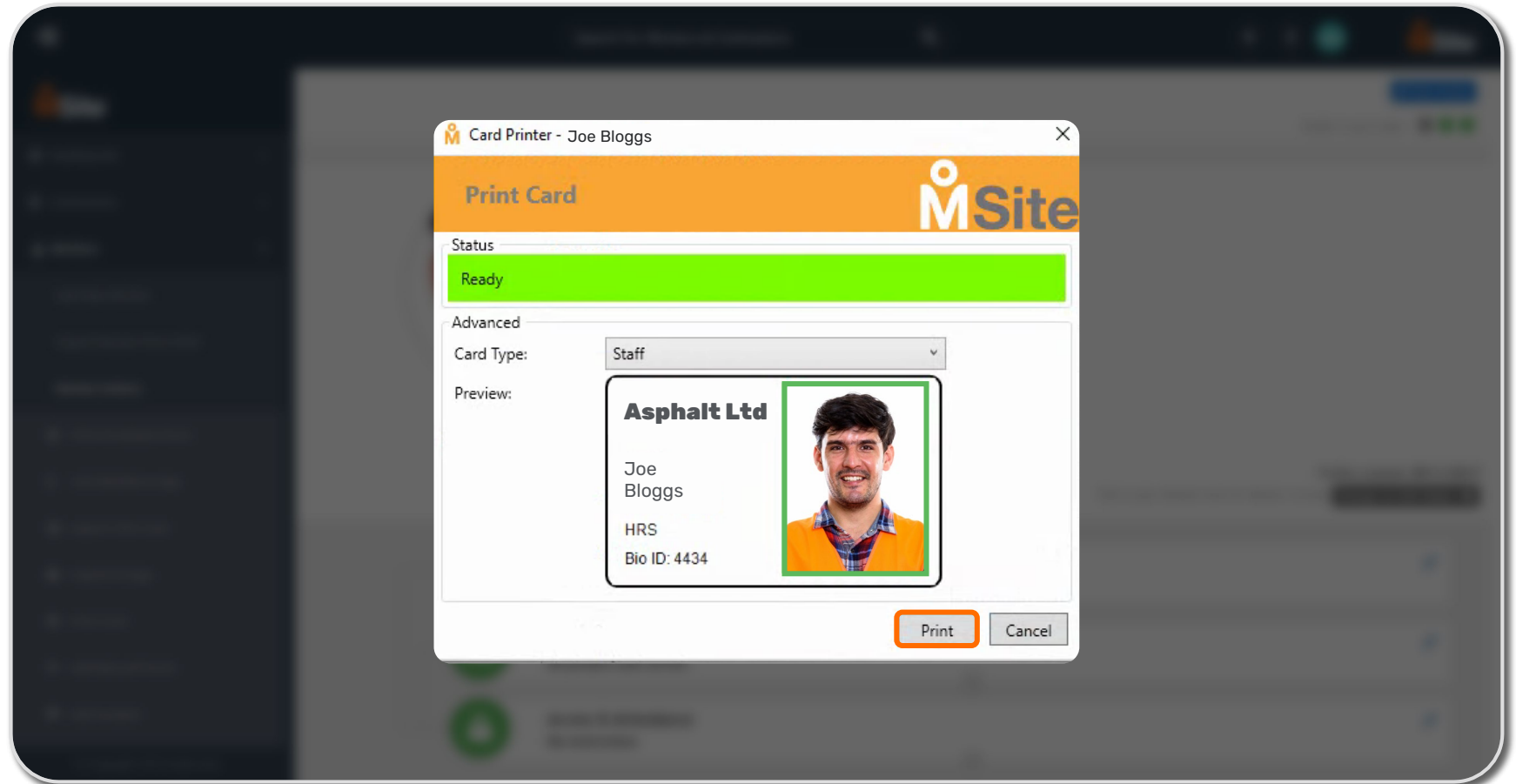


The screenshot shows the MSite web application interface. On the left, a dark sidebar contains a menu with options: Dashboards, Contractors, Workers, Add New Worker, Import Worker from CSCS, Worker Actions, Print Enrolment Form, Link Workforce App, Import CSCS Card, Capture Image, **Print Card** (highlighted with an orange box), Add Manual Punch, and Add Incident. The main content area displays the profile for 'Joe Bloggs', a Contractor at 'Asphalt Ltd' with the role of 'Operative'. It lists two sites: 'Site 01 - Liverpool' (Last Seen: Never) and 'Site 02 - London' (Last Seen: 11/11/2024 03:11). The bottom section shows 'Training' (None required / None added), 'Industry Accreditations' (All present and correct), and 'Access & Attendance' (No restrictions). The top right of the main area includes an 'Edit Profile' button and a status 'Profile is up to date' with three green dots. The bottom right corner of the main area shows 'Profile created: 09/11/2017' and a 'Change to Edit Mode' button.

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

Done





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