

Visitor Management – Add Visitors via Web.



The following steps will guide you through how to add Visitors directly from the MSite Dashboard.

1. Click the “Add New Visitor” option from the “**Workers**” section of the toolbar
2. Enter the **visitor information** and capture their **profile picture**
3. If using **visitor cards**, choose the temporary card to assign
4. Then, click **Save** to complete the process

Stop! Do you really need to add this profile? Please consider sending an invitation for online induction instead.

Personal Details

First Name *

Last Name *

Assignable as Visitor Card *

Visitor Card (Temporary)

Card Number

Fit for Role

Fit for Role

Not Checked

Fit for Role - Certificate

Upload Capture Scan

Use face biometrics

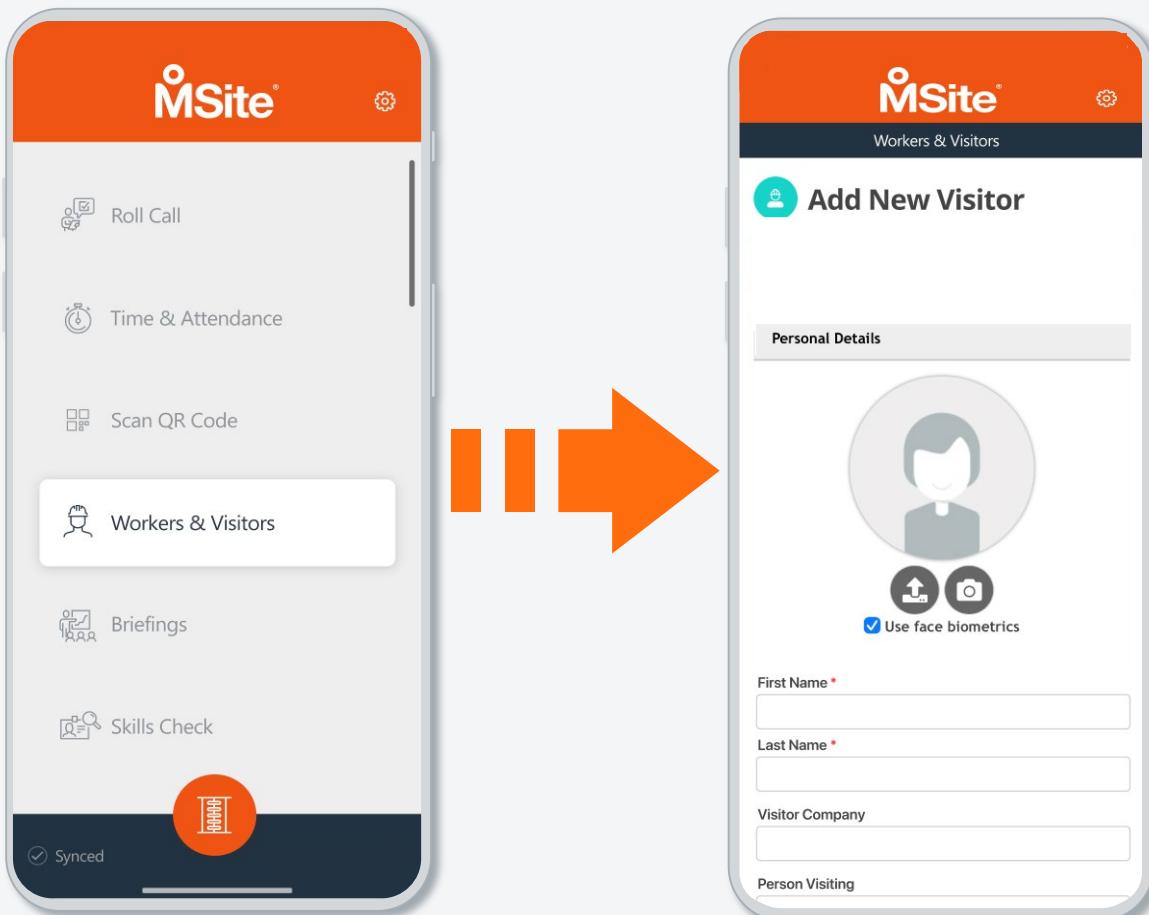
The Visitor will now be able to access site via the normal process.

Visitor Management – Add Visitors via App.



The following steps will guide you through how to add workers via the Supervisor App.

1. When on the Supervisor App, select “**Workers and Visitors**”
2. Select the “**Add +**” option in the top right and select “**Add Visitor**” from options that appear
3. If assigning a “**Temporary Visitor Card**”, this is done whilst completing the visitor profile
4. Next, fill in all **required fields** and click **Save** to complete the profile





Visitor Management – Pre-Registration.

The following steps will guide you through how to add Visitors using the Pre-Registration option within MSite.

1. Select, Pre-Registration ➔ Invitations ➔ Invite New Visitor
2. If inviting a sole visitor, enter their **Name** and **Email** address. If inviting multiple visitors, you can send a **bulk invitation**, requiring just their email addresses
3. Next, select the **Project / Site** that they are visiting and click **Save**

The visitor will now receive an **email** to **complete** their profile prior to arriving at site.



Visitor Management FAQ's.

Q. How long will the Visitor profile be linked to the site once associated.

A. **The profiles are automatically unassociated at the end of each day.**

Q. How long will the Visitor Card be linked to a profile?

A. **The cards are automatically removed from profiles at the end of each day.**