

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
4. Then, click **Save** to complete the process

The screenshot shows the MSite software interface. On the left, a sidebar menu is open with the 'Workers' section selected. Under 'Workers', the 'Add New Visitor' option is highlighted with a red box. The main content area is titled 'Add a New Visitor'. It contains a 'Personal Details' section with fields for First Name, Last Name, Assignable as Visitor Card (set to 'No'), Visitor Card (Temporary), and Card Number. To the right of these fields is a circular placeholder for a profile picture, with icons for Upload, Capture, Scan, and Use face biometrics. Below this is a 'Fit for Role' section with a status message 'Fit for Role Not Checked', a 'Status' field with the placeholder 'Please add details', and an 'Add' button. The top of the screen has a search bar 'Search for Workers & Contractors' and a 'MSite' logo. The bottom left corner of the sidebar has a copyright notice: '© Copyright 2025 msite.com'.

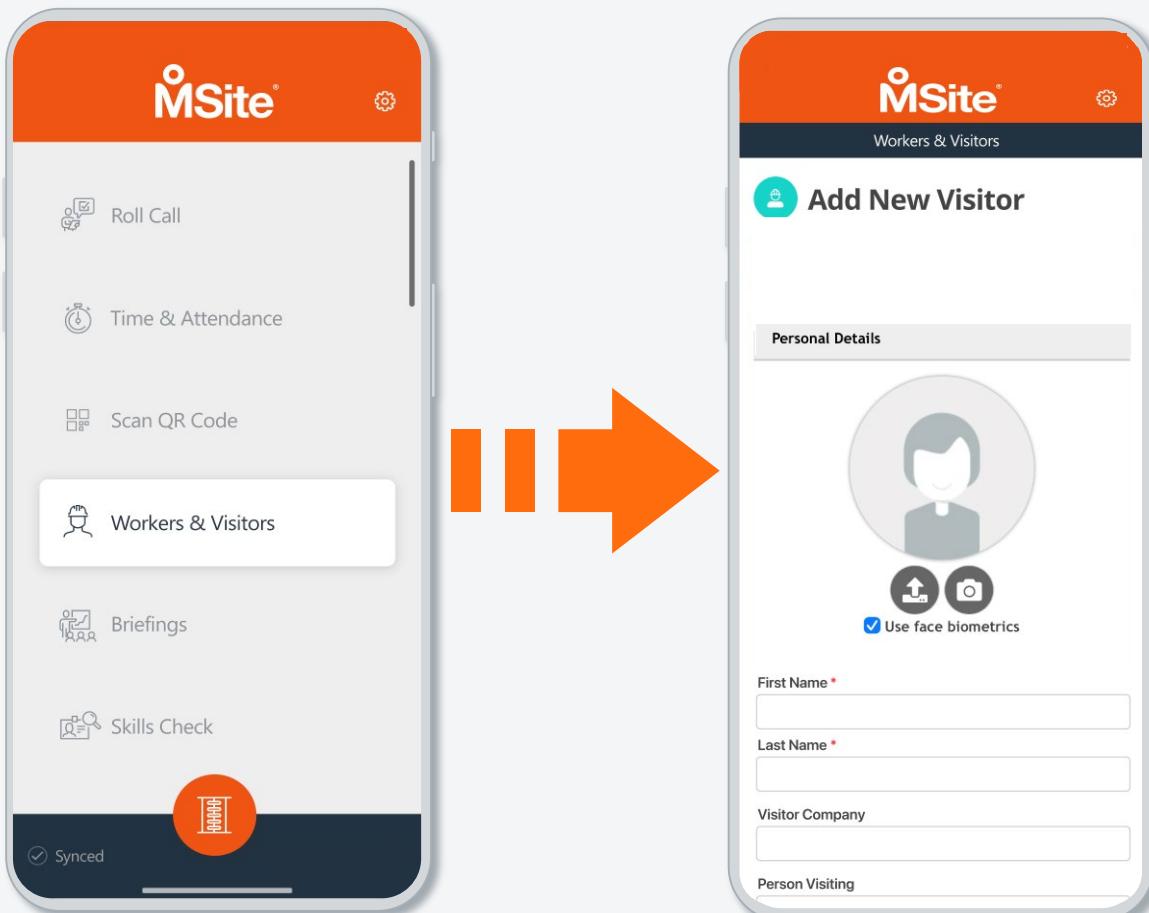
The Visitor will now be able to access site via the normal process.

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. 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.