



Training Hub

Navigating the Home Screen.

An introduction to the MSite home screen.



MSite Home Screen.

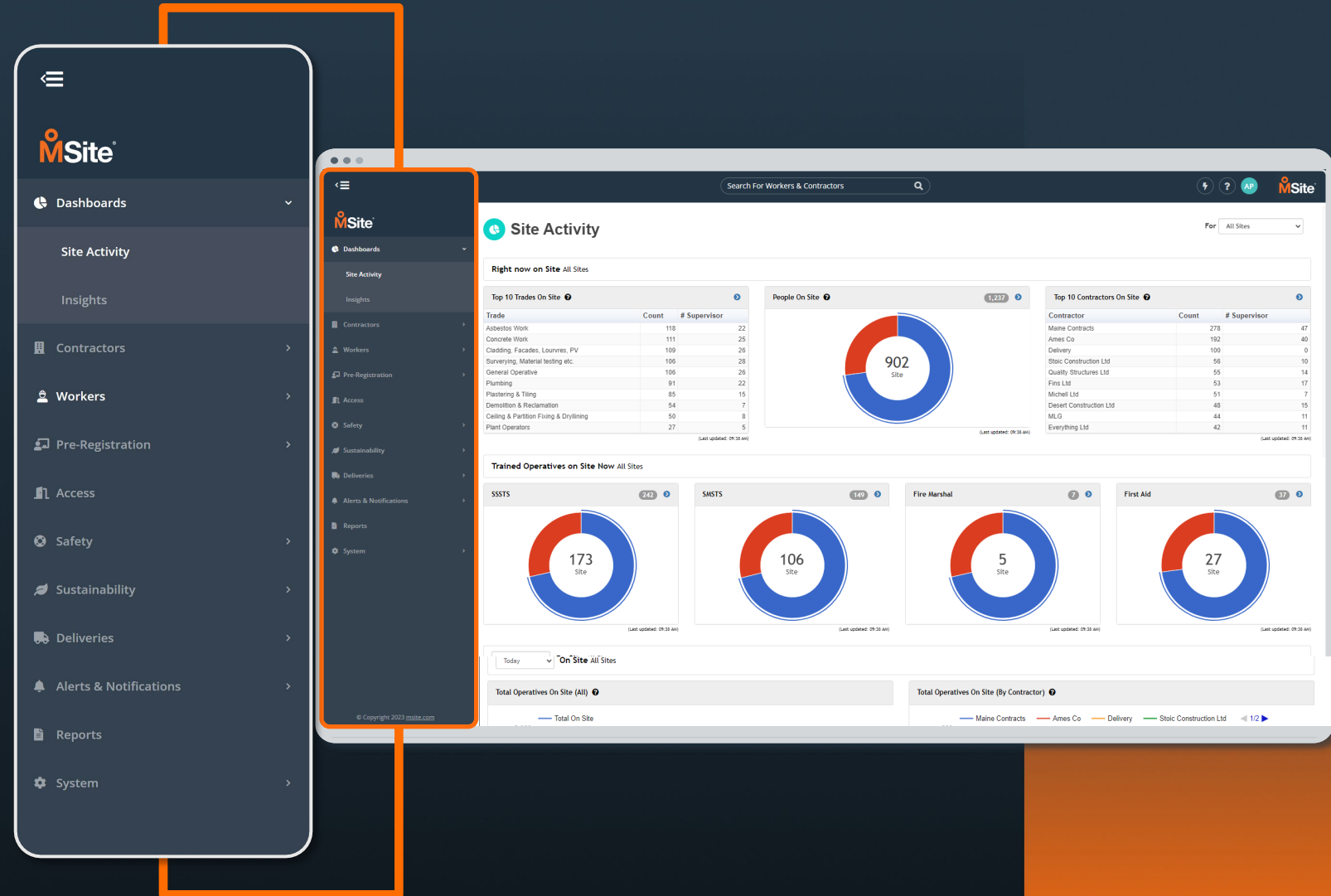
Navigating the home screen

Once you have logged in to your company's MSite home page, it is important to know where to find the tools you will need to use.

The MSite Toolbar

This is the section on the left of the screen where you can access all the features of the MSite system, such as:

- Contractors
- Workers
- Reports, plus more

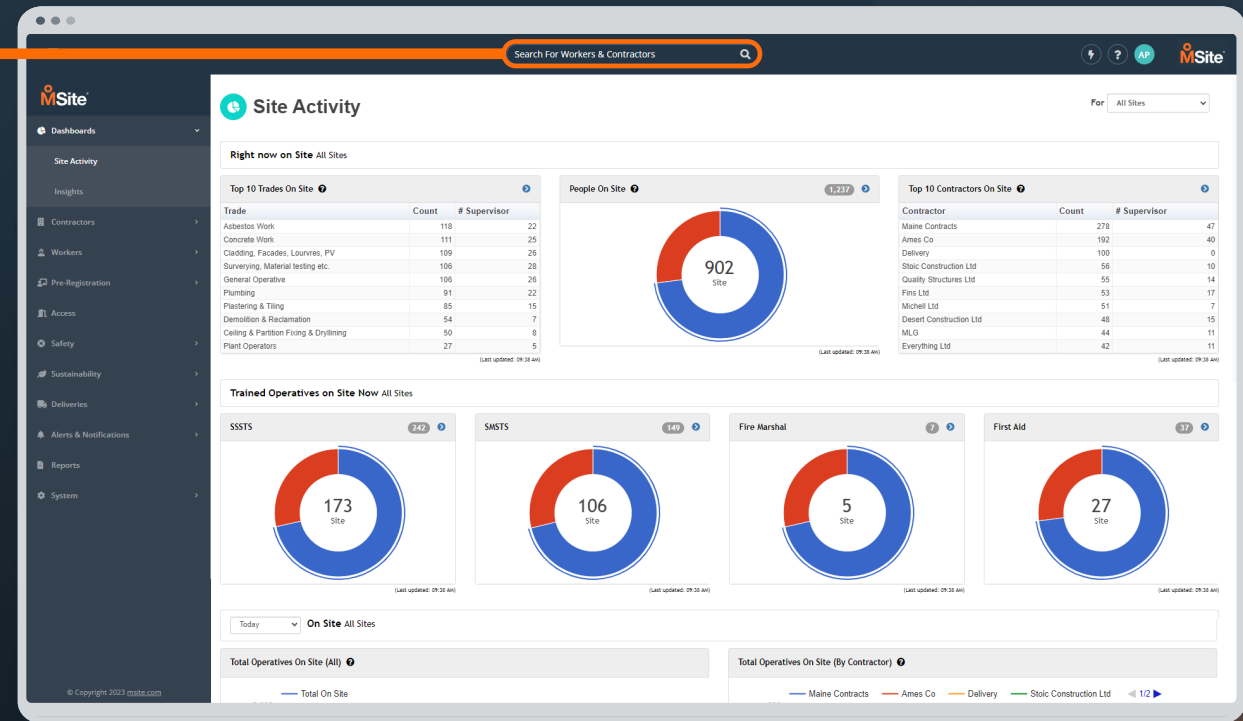


MSite Home Screen.

Search Bar

Here, you can directly search for workers and contractors already in the system by name.

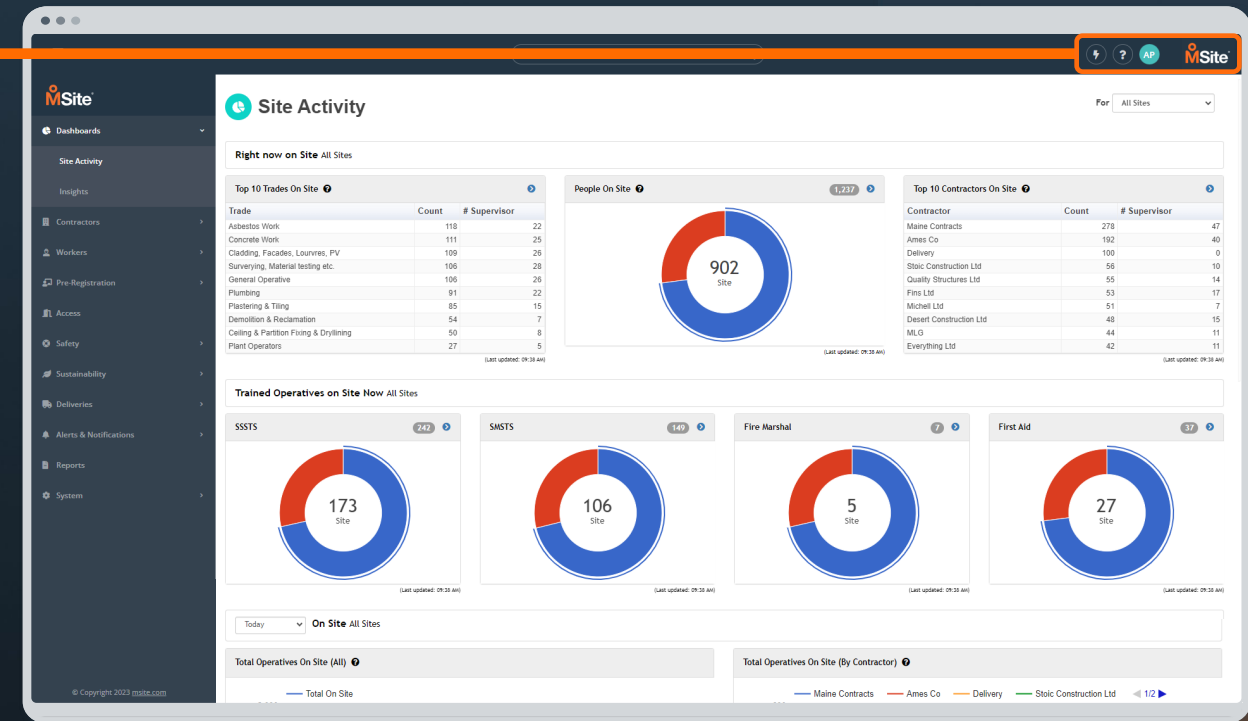
Search For Workers & Contractors



MSite Home Screen.

MSite Quick Links

Every page will have this set of symbols at the top right-hand side of the screen.

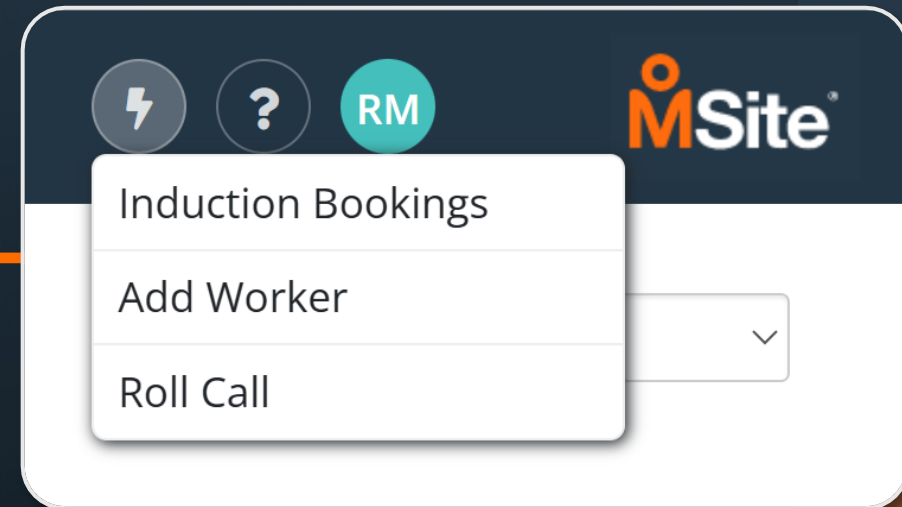
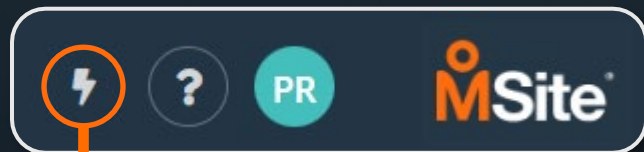


MSite Home Screen.

Popular Features

Here, you will find links to the 3 most popular features used in the MSite system:

- Induction Bookings
- Add Worker
- Roll Call

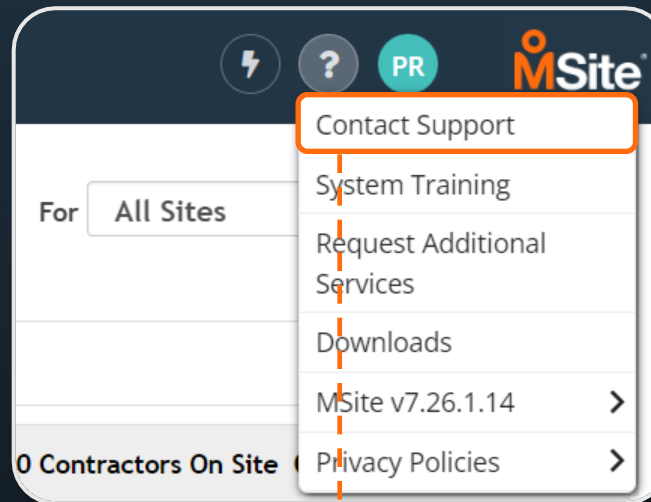


MSite Home Screen.

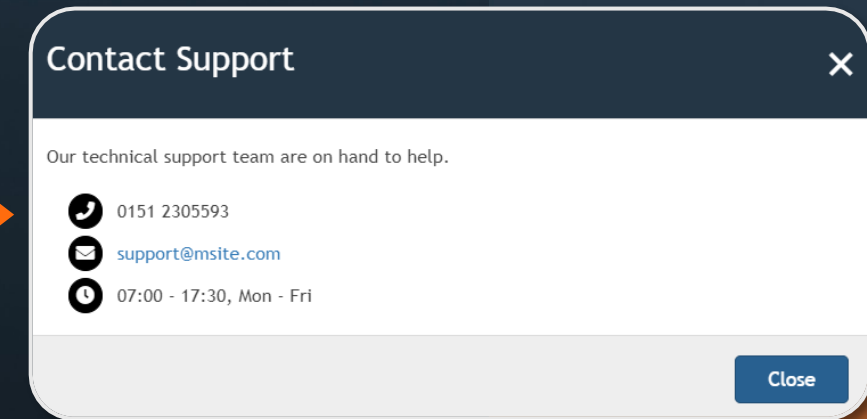
Customer Support Contact Information

Follow the below steps for the support information:

Top right-hand of MSite page
select the “?”



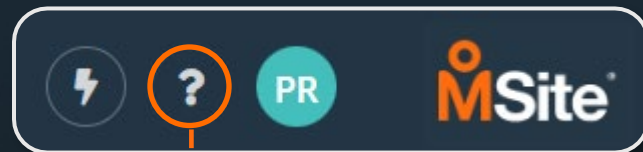
Select “Contact Support”



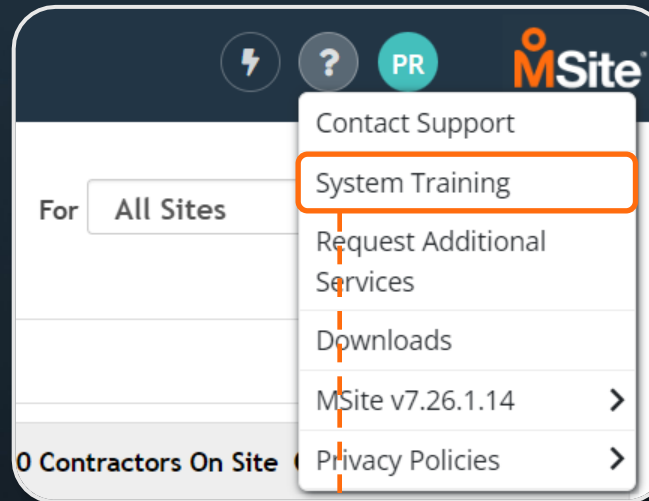
MSite Home Screen.

Where to find MSite Training Hub

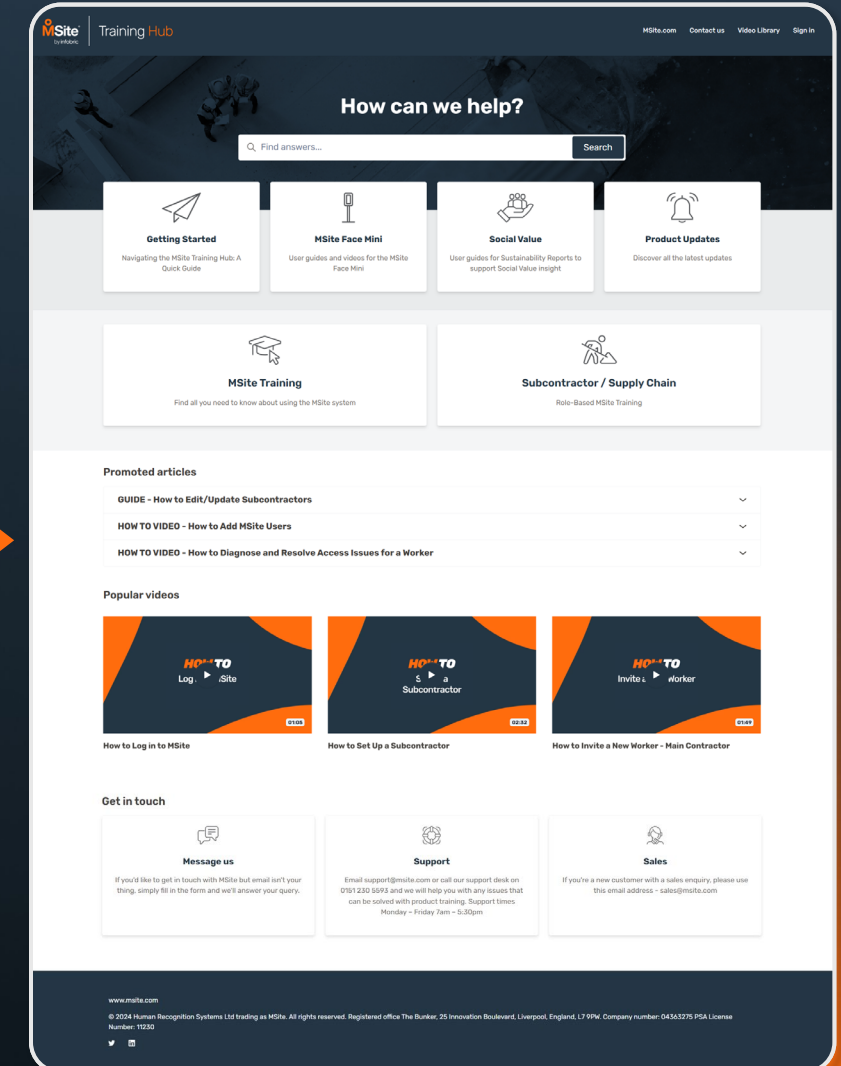
Follow the below steps to access your **Training Hub** for **Guides** and **How To Videos**:



Top right-hand of MSite page select the “?”



Select “System Training”





Be safe. Be productive. **Be one.**