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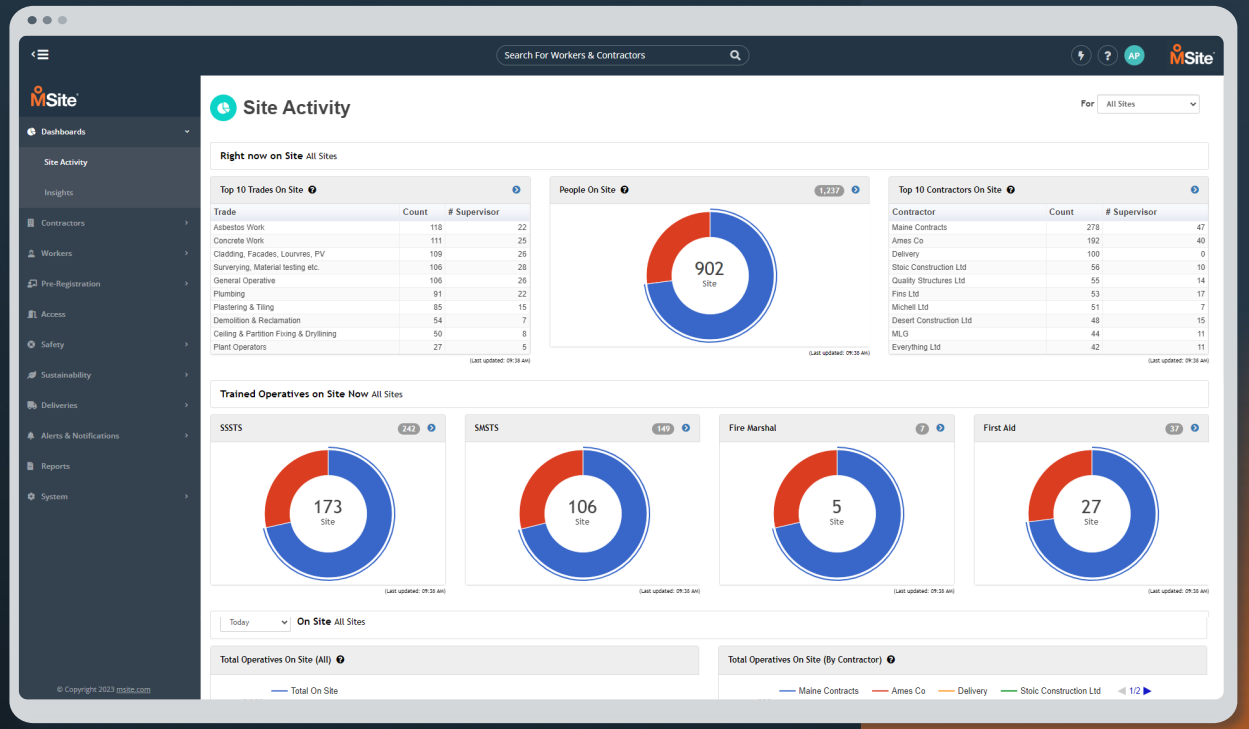
Daily Site Tasks.

Here are a group of common activities site teams undertake, during the day-to-day operation of the MSite system.

Daily Site Tasks.

In this part of the course, we will cover the most common **Daily Site Task's** we have identified whilst working with our customers.

- Induction Bookings
- Marking Workers as Inducted
- Capturing Worker Image
- Checking Accreditations
- Daily Site Numbers
- Transaction Diagnostics Report



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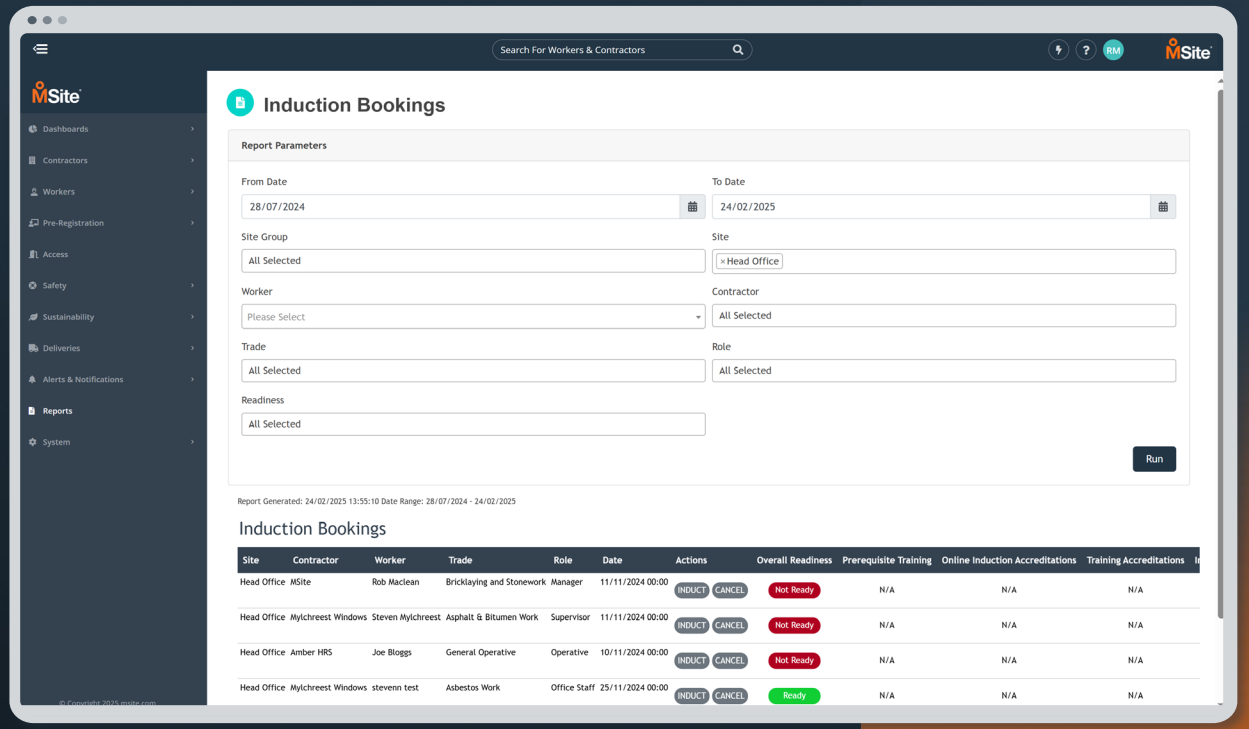
Daily Site Tasks.

- Induction Bookings

Is a **report** in MSite that allows site teams to view which workers have completed their online pre-registration and are ready to be **inducted on-site** in the MSite system. This is a useful tool when planning how many workers will be onsite for a given day to be inducted.

The **Induction Bookings** report can be found in the **Reports** section of MSite under the sub-section **Training and Accreditations**.



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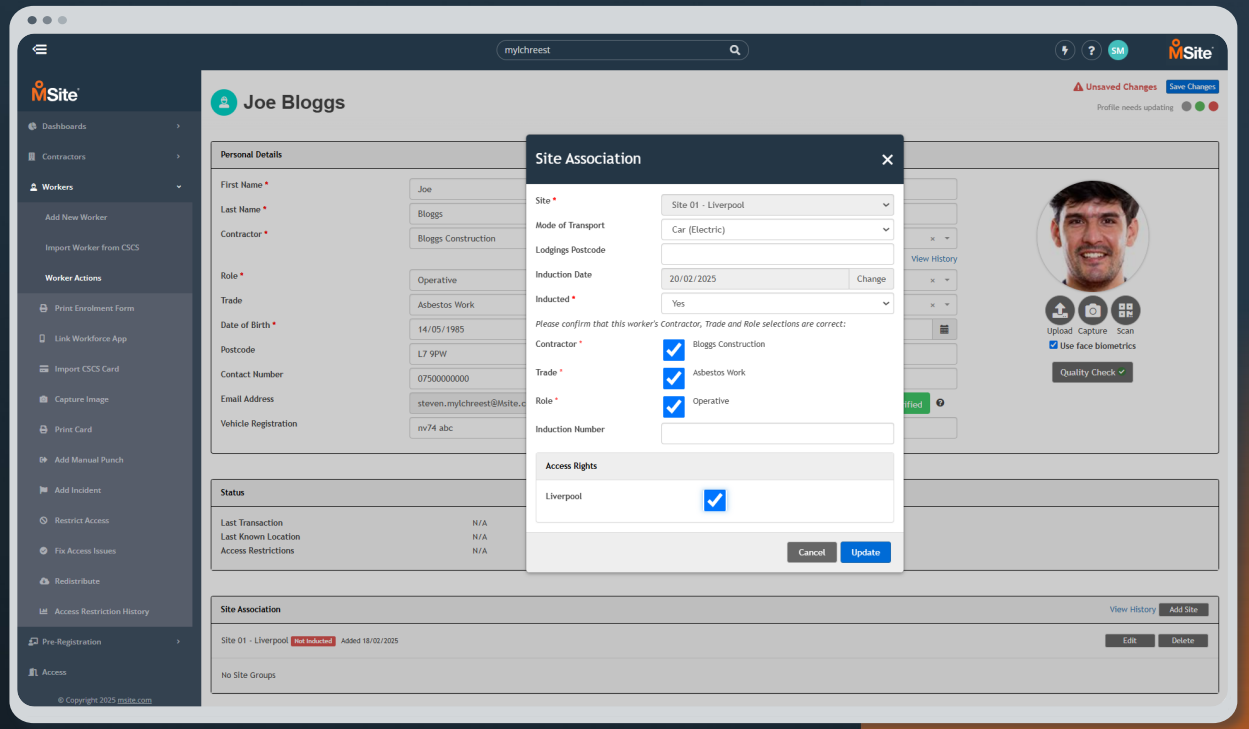
Daily Site Tasks.

- Marking Workers as Inducted

Marking workers as inducted is the process the site team must complete for **any workers** arriving to site for the **first time**.

This is required to give the worker **access to site** through any of MSite's **Access and Attendance** functions, such as:

- Pods / Turnstiles
- MSite Face Mini
- Supervisor App
- Workforce App



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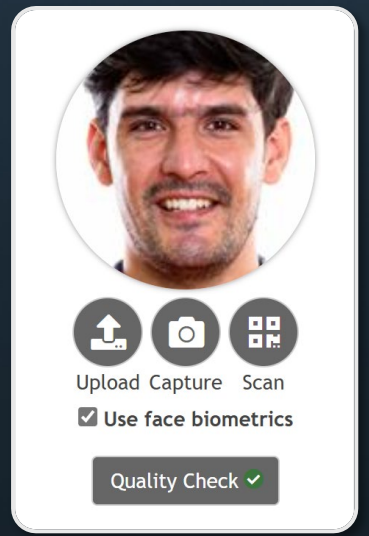
Daily Site Tasks.

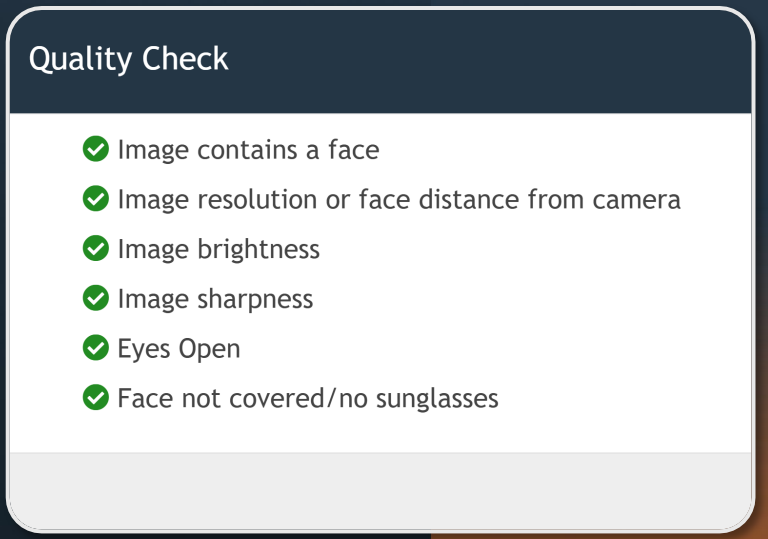
- Capturing Worker Image

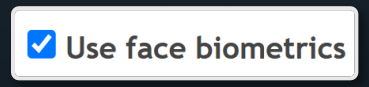
If facial recognition is being used with your **chosen Access & Attendance** MSite products, a worker image will be required to complete the profile. The worker will need to give **consent** for the use of their **biometrics** during the pre-registration process.

To capture the image:

- Select the camera icon
- Follow the **Quality Check** guidelines when capturing the image
- Ensure the "**Use face biometrics**" box is ticked
- **Save** the profile







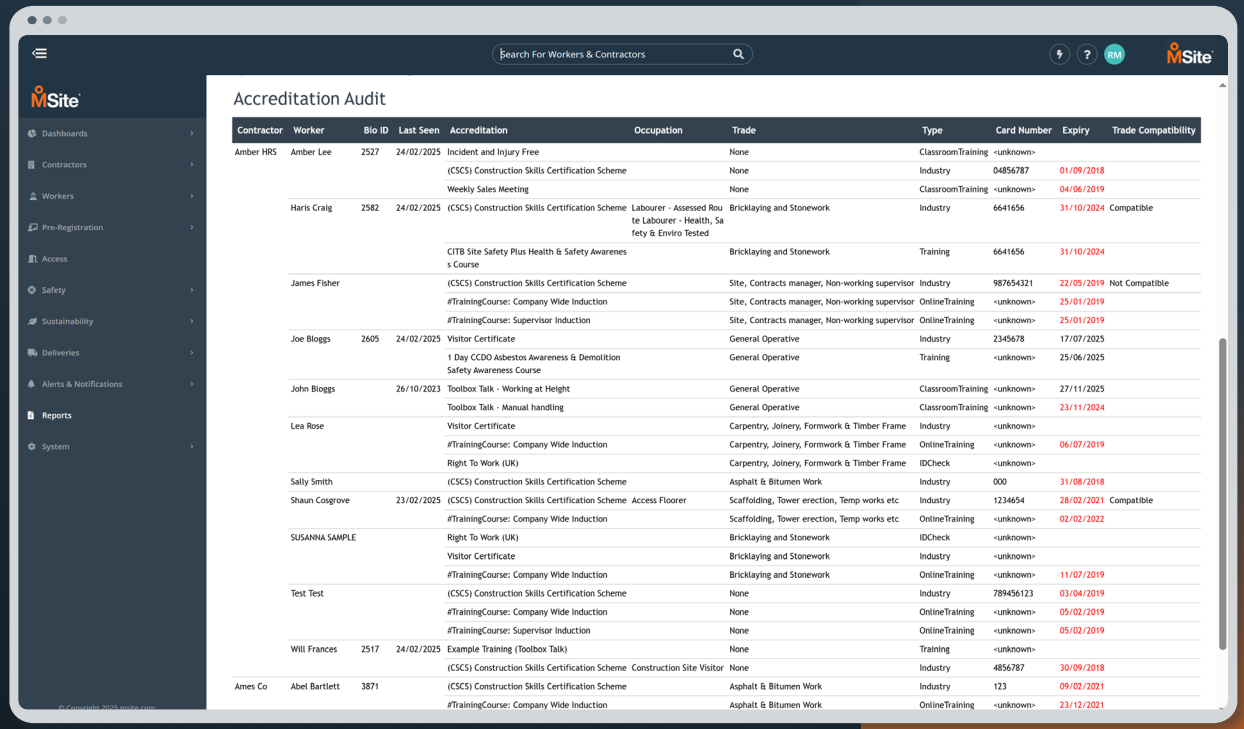
Daily Site Tasks.

- Checking Accreditations

To check that your workers have a valid and in date accreditation to work on-site, you can use MSite's **Accreditation Audit Report**.

The Accreditation Audit Report, can be found in the **Reports** section of MSite under the sub-section **Training and Accreditations**.

You can also spot-check a workers accreditations using **Skills Check** on the MSite **Supervisor App**.



Contractor	Worker	Bio ID	Last Seen	Accreditation	Occupation	Trade	Type	Card Number	Expiry	Trade Compatibility
Amber HRS	Amber Lee	2527	24/02/2025	Incident and Injury Free		None	ClassroomTraining	<unknown>		
				(CSCS) Construction Skills Certification Scheme		None	Industry	04856787	01/09/2018	
				Weekly Sales Meeting		None	ClassroomTraining	<unknown>	04/06/2019	
	Haris Craig	2582	24/02/2025	(CSCS) Construction Skills Certification Scheme	Labourer - Assessed Route Labourer - Health, Safety & Enviro Tested	Bricklaying and Stonework	Industry	6641656	31/10/2024	Compatible
				CITB Site Safety Plus Health & Safety Awareness Course		Bricklaying and Stonework	Training	6641656	31/10/2024	
	James Fisher			(CSCS) Construction Skills Certification Scheme		Site, Contracts manager, Non-working supervisor	Industry	987654321	22/05/2019	Not Compatible
				#TrainingCourse: Company Wide Induction		Site, Contracts manager, Non-working supervisor	OnlineTraining	<unknown>	25/01/2019	
				#TrainingCourse: Supervisor Induction		Site, Contracts manager, Non-working supervisor	OnlineTraining	<unknown>	25/01/2019	
	Joe Bloggs	2605	24/02/2025	Visitor Certificate		General Operative	Industry	2345678	17/07/2025	
				1 Day CCDO Asbestos Awareness & Demolition Safety Awareness Course		General Operative	Training	<unknown>	25/06/2025	
	John Bloggs		26/10/2023	Toolbox Talk - Working at Height		General Operative	ClassroomTraining	<unknown>	27/11/2025	
				Toolbox Talk - Manual handling		General Operative	ClassroomTraining	<unknown>	23/11/2024	
	Lea Rose			Visitor Certificate		Carpentry, Joinery, Formwork & Timber Frame	Industry	<unknown>		
				#TrainingCourse: Company Wide Induction		Carpentry, Joinery, Formwork & Timber Frame	OnlineTraining	<unknown>	06/07/2019	
				Right To Work (UK)		Carpentry, Joinery, Formwork & Timber Frame	IDCheck	<unknown>		
	Sally Smith			(CSCS) Construction Skills Certification Scheme		Asphalt & Bitumen Work	Industry	000	31/08/2018	
	Shaun Cosgrove		23/02/2025	(CSCS) Construction Skills Certification Scheme	Access Floorer	Scaffolding, Tower erection, Temp works etc	Industry	1234654	28/02/2021	Compatible
				#TrainingCourse: Company Wide Induction		Scaffolding, Tower erection, Temp works etc	OnlineTraining	<unknown>	02/02/2022	
	SUSANNA SAMPLE			Right To Work (UK)		Bricklaying and Stonework	IDCheck	<unknown>		
				Visitor Certificate		Bricklaying and Stonework	Industry	<unknown>		
				#TrainingCourse: Company Wide Induction		Bricklaying and Stonework	OnlineTraining	<unknown>	11/07/2019	
	Test Test			(CSCS) Construction Skills Certification Scheme		None	Industry	789456123	03/04/2019	
				#TrainingCourse: Company Wide Induction		None	OnlineTraining	<unknown>	05/02/2019	
				#TrainingCourse: Supervisor Induction		None	OnlineTraining	<unknown>	05/02/2019	
	Will Frances	2517	24/02/2025	Example Training (Toolbox Talk)		None	Training	<unknown>		
				(CSCS) Construction Skills Certification Scheme	Construction Site Visitor	None	Industry	4856787	30/09/2018	
Ames Co	Abel Bartlett	3871		(CSCS) Construction Skills Certification Scheme		Asphalt & Bitumen Work	Industry	123	09/02/2021	
				#TrainingCourse: Company Wide Induction		Asphalt & Bitumen Work	OnlineTraining	<unknown>	23/12/2021	

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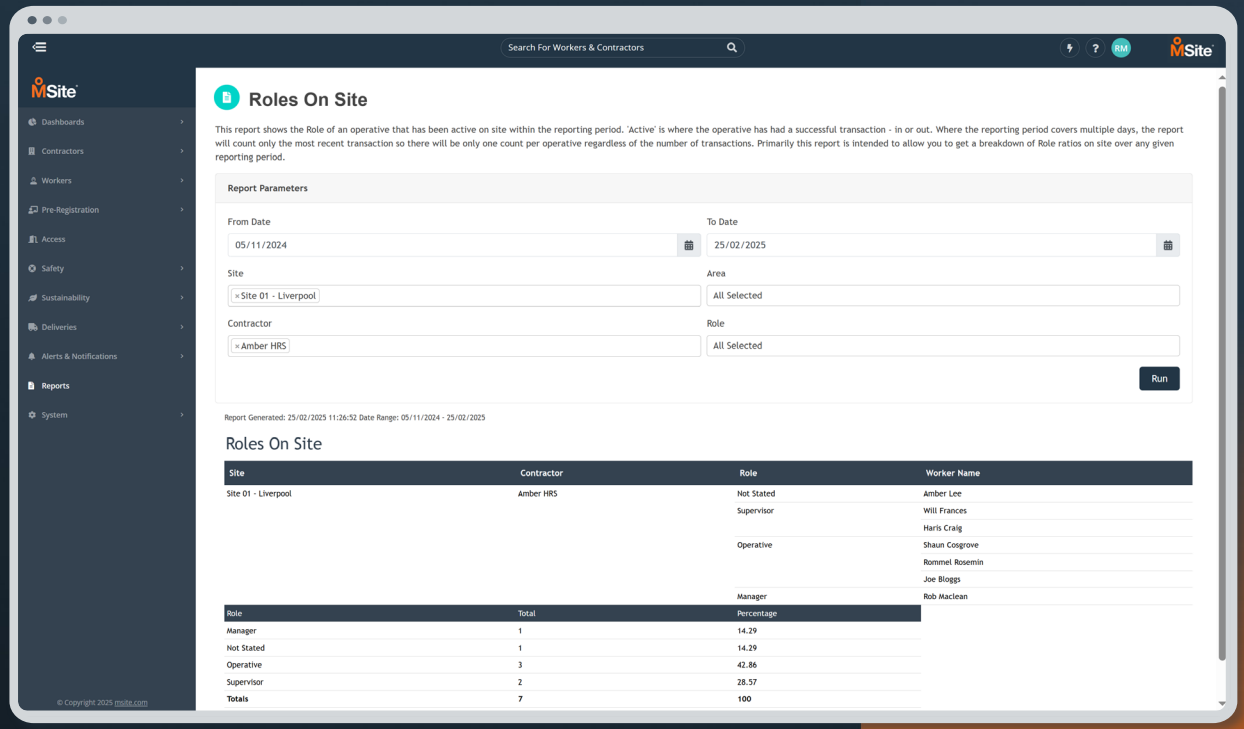
Daily Site Tasks.

- Daily Site Numbers

Reporting on **Daily Site Numbers** is a common practice and enables site teams to understand the scale of the **workforce on-site** and is also vital for Health and Safety.

As well as the previously mentioned reports like **Roll Call** and **Induction Bookings**, we also have the **Roles On Site Report**. This report is the most accurate way of knowing daily site numbers and displays headcount by role.

The **Roles On Site Report** can be found in the **Reports** section of MSite under the sub-section **Time and Attendance**.



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Be safe. Be productive. Be one.