



Training Hub

# Daily Site Tasks.

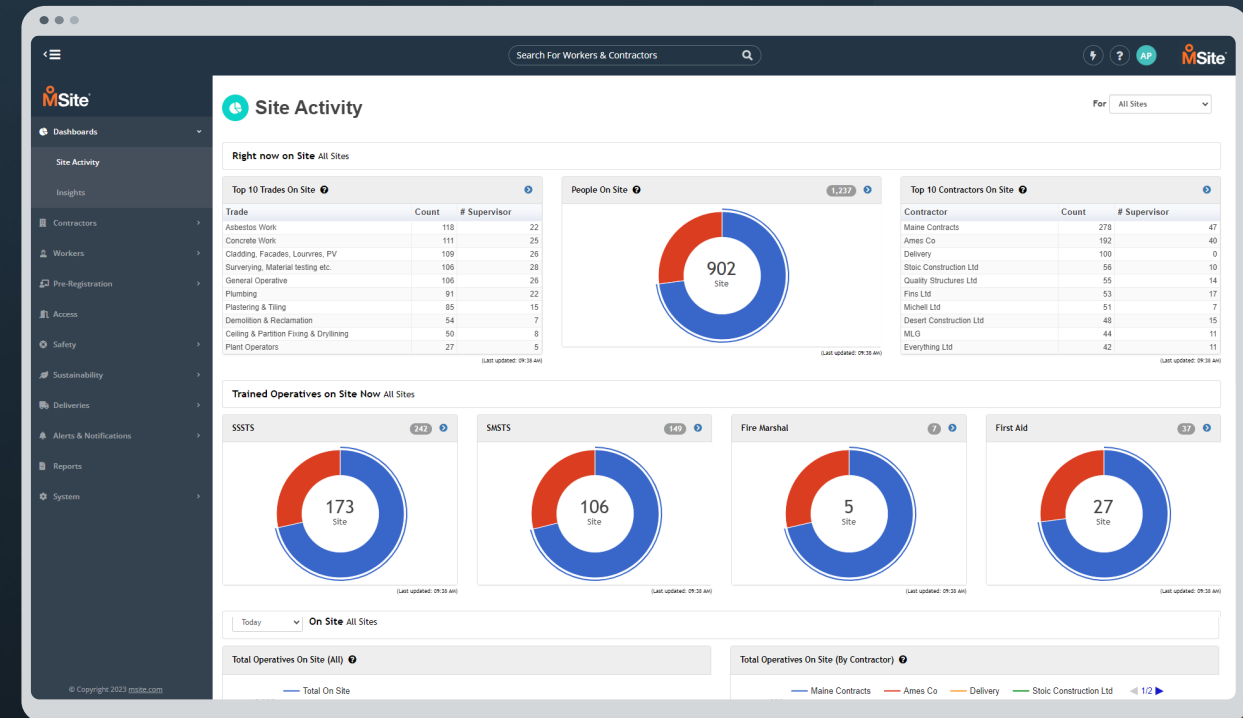
Here are a group of common activities site teams undertake, during the day-to-day operation of the MSite system.



# 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



# 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**.

The screenshot shows the MSite web application interface. On the left is a dark sidebar with a menu containing: Dashboards, Contractors, Workers, Pre-Registration, Access, Safety, Sustainability, Deliveries, Alerts & Notifications, Reports, and System. The main content area is titled 'Induction Bookings'. It features a 'Report Parameters' section with filters for 'From Date' (28/07/2024), 'To Date' (24/02/2025), 'Site Group' (All Selected), 'Site' (x Head Office), 'Worker' (Please Select), 'Contractor' (All Selected), 'Trade' (All Selected), 'Role' (All Selected), and 'Readiness' (All Selected). A 'Run' button is at the bottom right of the filter section. Below the filters, a message states 'Report Generated: 24/02/2025 13:55:10 Date Range: 28/07/2024 - 24/02/2025'. The main data is presented in a table titled 'Induction Bookings'.

Site	Contractor	Worker	Trade	Role	Date	Actions	Overall Readiness	Prerequisite Training	Online Induction Accreditations	Training Accreditations
Head Office	MSite	Rob Maclean	Bricklaying and Stonework	Manager	11/11/2024 00:00	INDUCT CANCEL	Not Ready	N/A	N/A	N/A
Head Office	Myhreest Windows	Steven Myhreest	Asphalt & Bitumen Work	Supervisor	11/11/2024 00:00	INDUCT CANCEL	Not Ready	N/A	N/A	N/A
Head Office	Amber HRS	Joe Bloggs	General Operative	Operative	10/11/2024 00:00	INDUCT CANCEL	Not Ready	N/A	N/A	N/A
Head Office	Myhreest Windows	stevenn test	Asbestos Work	Office Staff	25/11/2024 00:00	INDUCT CANCEL	Ready	N/A	N/A	N/A

# 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

The screenshot displays the MSite web application interface. On the left is a sidebar menu with options like Dashboards, Contractors, Workers, and Worker Actions. The main area shows the profile for 'Joe Bloggs'. A 'Site Association' modal is open, allowing the user to select a site (Site 01 - Liverpool), mode of transport (Car (Electric)), and induction date (20/02/2025). It also includes checkboxes for 'Inducted' (Yes) and 'Access Rights' (Liverpool). The background shows the worker's personal details, status, and a list of site associations.

Personal Details		
First Name *	Joe	
Last Name *	Bloggs	
Contractor *	Bloggs Construction	
Role *	Operative	
Trade	Asbestos Work	
Date of Birth *	14/05/1985	
Postcode	L7 9PW	
Contact Number	07500000000	
Email Address	steven.mylchreest@msite.com	
Vehicle Registration	nv74 abc	

Status		
Last Transaction	N/A	
Last Known Location	N/A	
Access Restrictions	N/A	

Site Association		
Site 01 - Liverpool	Inducted	Added 18/02/2025
No Site Groups		

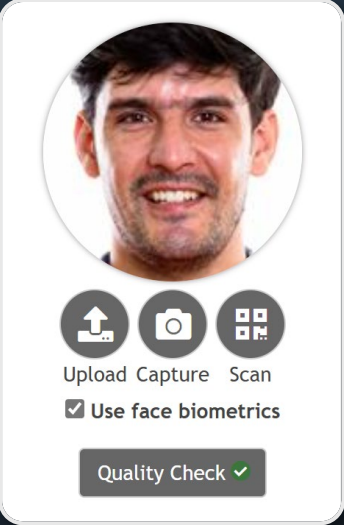
# Daily Site Tasks.

- 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



The interface shows a circular photo of a man. Below the photo are three icons: an upload arrow, a camera, and a scan grid. Under the camera icon is the text 'Capture'. Below the scan icon is the text 'Scan'. Below these icons is a checkbox labeled 'Use face biometrics' which is checked. At the bottom is a 'Quality Check' button with a green checkmark.

**Quality Check**

- ✓ Image contains a face
- ✓ Image resolution or face distance from camera
- ✓ Image brightness
- ✓ Image sharpness
- ✓ Eyes Open
- ✓ Face not covered/no sunglasses

☒ Use face biometrics

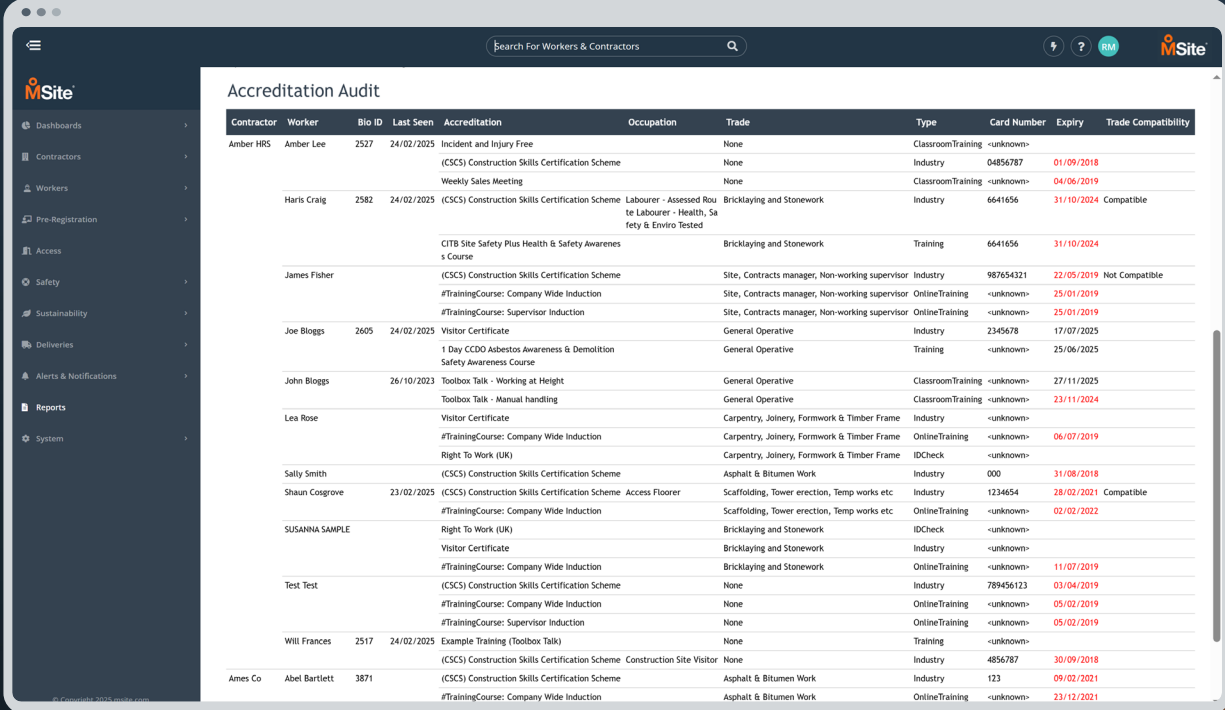
# Daily Site Tasks.

- 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	
Harris 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		
				(CSCS) Construction Skills Certification Scheme	Site, Contracts manager, Non-working supervisor	Industry	987654321	22/05/2019	Not Compatible	
James Fisher				#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		
				Visitor Certificate	General Operative	Industry	2345678	17/07/2025		
Joe Bloggs	2605	24/02/2025		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		
				Visitor Certificate	Carpentry, Joinery, Formwork & Timber Frame	Industry	<unknown>			
Lea Rose				#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>			
				(CSCS) Construction Skills Certification Scheme	Asphalt & Bitumen Work	Industry	000	31/08/2018		
Shaun Cosgrove	23/02/2025			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		
				Right To Work (UK)	Bricklaying and Stonework	IDCheck	<unknown>			
SUSANNA SAMPLE				Visitor Certificate	Bricklaying and Stonework	Industry	<unknown>			
				#TrainingCourse: Company Wide Induction	Bricklaying and Stonework	OnlineTraining	<unknown>	11/07/2019		
				(CSCS) Construction Skills Certification Scheme	None	Industry	789456123	03/04/2019		
Test Test				#TrainingCourse: Company Wide Induction	None	OnlineTraining	<unknown>	09/02/2019		
				#TrainingCourse: Supervisor Induction	None	OnlineTraining	<unknown>	05/02/2019		
				Example Training (Toolbox Talk)	None	Training	<unknown>			
Will Frances	2517	24/02/2025		(CSCS) Construction Skills Certification Scheme	Construction Site Visitor	None	Industry	4856787	30/09/2018	
				(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		
Ames Co	Abel Bartlett	3871								



# 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**.

**Roles On Site**

This report shows the Role of an operative that has been active on site within the reporting period. 'Active' is where the operative has had a successful transaction - in or out. Where the reporting period covers multiple days, the report will count only the most recent transaction so there will be only one count per operative regardless of the number of transactions. Primarily this report is intended to allow you to get a breakdown of Role ratios on site over any given reporting period.

**Report Parameters**

From Date: 05/11/2024 To Date: 25/02/2025

Site: Site 01 - Liverpool Area: All Selected

Contractor: Amber HRS Role: All Selected

Run

Report Generated: 25/02/2025 11:26:52 Date Range: 05/11/2024 - 25/02/2025

**Roles On Site**

Site	Contractor	Role	Worker Name
Site 01 - Liverpool	Amber HRS	Not Stated	Amber Lee
		Supervisor	Will Frances
		Operative	Haris Craig
			Shaun Cosgrove
			Rommel Rosemin
			Joe Bloggs
		Manager	Rob Maclean

Role	Total	Percentage
Manager	1	14.29
Not Stated	1	14.29
Operative	3	42.86
Supervisor	2	28.57
Totals	7	100



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