

How to Update a Worker Profile.



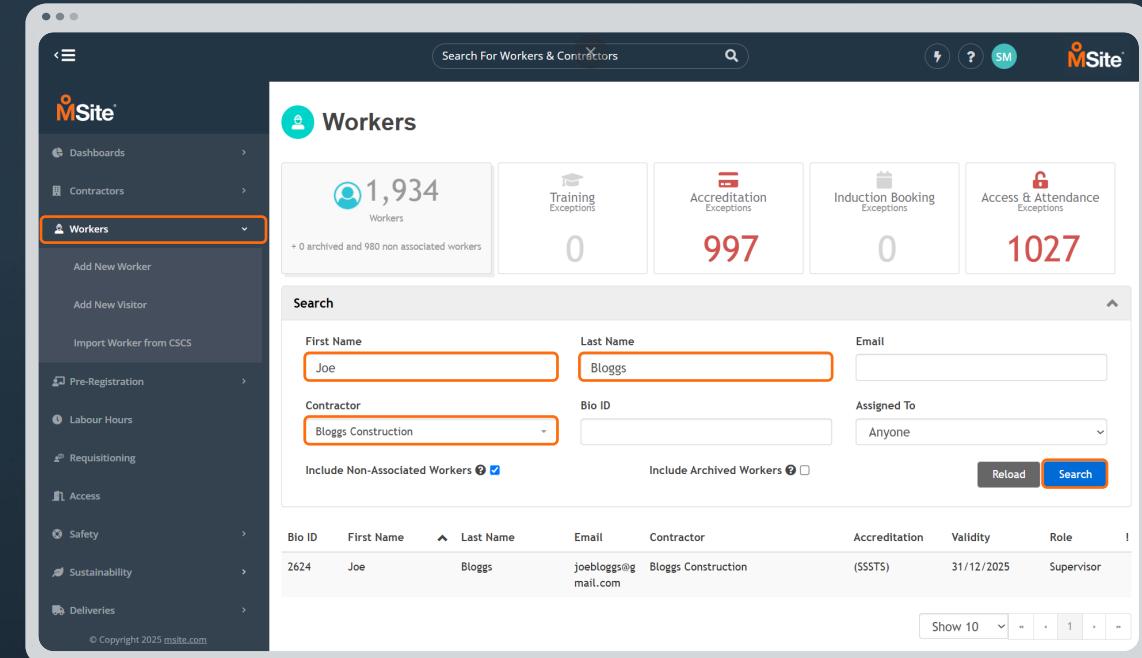
How to Update an Existing Workers Profile.

To update elements of an existing worker's profile you will first need to locate their profile within MSite.

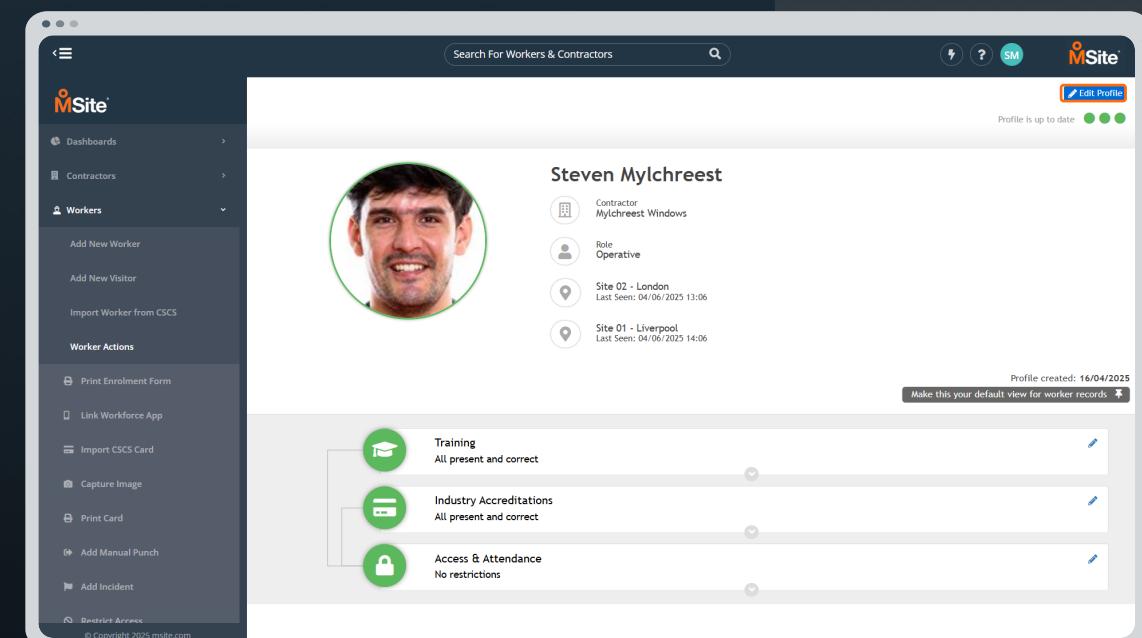
To do so:

- Select **Workers** from the toolbar
- Enter the individuals' **name** and **contractor** information
- Then, **click**  **Search**

If you are greeted with the bottom screen view, select,  **Edit Profile**



The screenshot shows the MSite software interface. On the left is a sidebar with various menu items: Dashboards, Contractors, Workers (which is selected and highlighted with an orange border), Add New Worker, Add New Visitor, Import Worker from CSCS, Pre-Registration, Labour Hours, Requisitioning, Access, Safety, Sustainability, and Deliveries. Below the sidebar is a copyright notice: © Copyright 2025 msite.com. The main content area is titled 'Workers' and displays a summary with counts: 1,934 Workers, 0 Training Exceptions, 997 Accreditation Exceptions, 0 Induction Booking Exceptions, and 1027 Access & Attendance Exceptions. Below this is a search bar with fields for First Name (Joe), Last Name (Bloggs), Contractor (Bloggs Construction), and Bio ID. There are checkboxes for 'Include Non-Associated Workers' and 'Include Archived Workers'. At the bottom is a table with columns: Bio ID, First Name, Last Name, Email, Contractor, Accreditation, Validity, and Role. One row is shown: 2624, Joe, Bloggs, joebloggs@g, Bloggs Construction, (SSSTS), 31/12/2025, Supervisor. At the bottom right are buttons for 'Reload' and 'Search'.



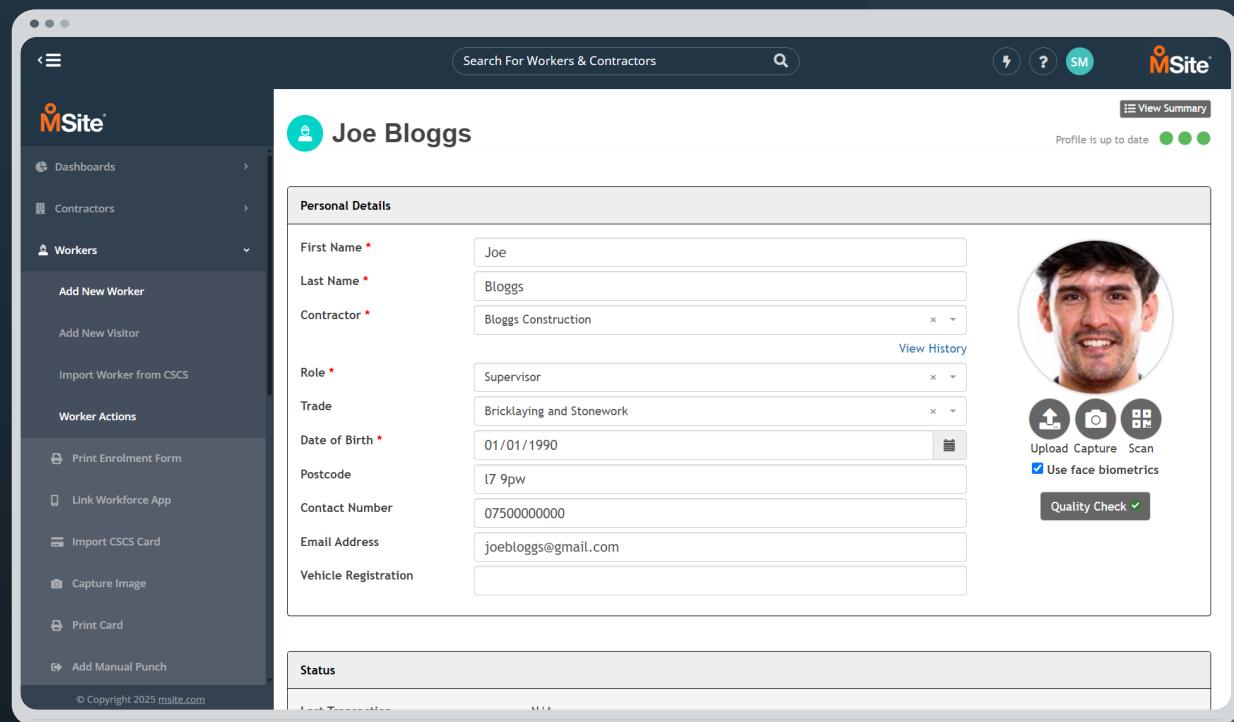
The screenshot shows the MSite software interface. On the left is a sidebar with various menu items: Dashboards, Contractors, Workers (selected and highlighted with an orange border), Add New Worker, Add New Visitor, Import Worker from CSCS, Worker Actions (which is selected and highlighted with an orange border), Print Enrolment Form, Link Workforce App, Import CSCS Card, Capture Image, Print Card, Add Manual Punch, Add Incident, and Restrict Access. Below the sidebar is a copyright notice: © Copyright 2025 msite.com. The main content area shows a worker profile for 'Steven Mylchreest'. It includes a circular profile picture, the worker's name, and details: Contractor (Mylchreest Windows), Role (Operative), Site 02 - London (Last Seen: 04/06/2025 13:06), and Site 01 - Liverpool (Last Seen: 04/06/2025 14:06). At the bottom, there are sections for Training (All present and correct), Industry Accreditations (All present and correct), and Access & Attendance (No restrictions). A button at the bottom right says 'Make this your default view for worker records'. The top right corner shows the MSite logo and a copyright notice: © Copyright 2025 msite.com.

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Once the worker profile has loaded, you can update and edit areas such as:

- **Personal Details** – Name, Contact and Medical information
- **Industry Accreditations** – CSCS and Affiliated Cards
- **Critical Role Details** – First Aid and Fire Marshall
- **Professional Details** – SSSTS and SMSTS (where applicable)

To finalise the changes made, scroll to the **bottom of the page** and click, **Save**



The image shows the MSite software interface. On the left is a sidebar with 'MSite' logo, 'Dashboards', 'Contractors', 'Workers' (selected), 'Add New Worker', 'Add New Visitor', 'Import Worker from CSCS', and 'Worker Actions' (sub-options: 'Print Enrolment Form', 'Link Workforce App', 'Import CSCS Card', 'Capture Image', 'Print Card', 'Add Manual Punch'). The main area shows a worker profile for 'Joe Bloggs'. The 'Personal Details' section includes fields for First Name (Joe), Last Name (Bloggs), Contractor (Bloggs Construction), Role (Supervisor), Trade (Bricklaying and Stonework), Date of Birth (01/01/1990), Postcode (L7 9pw), Contact Number (07500000000), Email Address (joebloggs@gmail.com), and Vehicle Registration. To the right is a circular profile picture of a man, and below it are buttons for 'Upload', 'Capture', 'Scan', and 'Use face biometrics' (checked), and a 'Quality Check' button.



Be safe. Be productive. Be one.