MSITE SUPERVISOR APP

User Manual

Date: 07/10/2024

Version 6.41

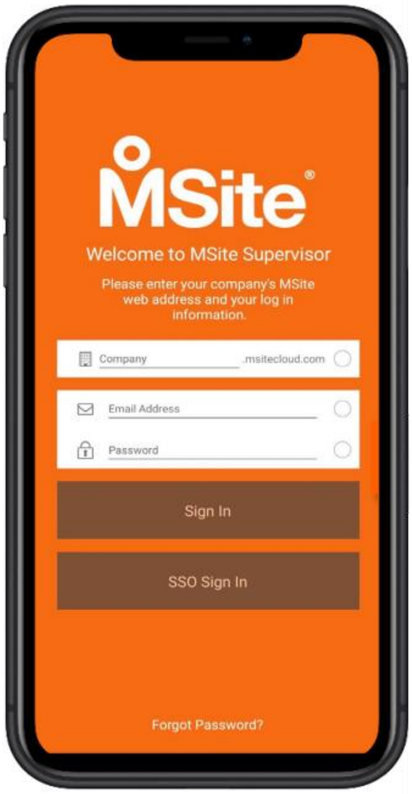
Contents

Logging in

Non SSO Users:

To login into the app, as a **non SSO user** enter the following details:

Company	*usually your company name*
Email Address	*you@youremail.com*
Password	*your password*



SSO Users:

To login into the app, as **an SSO user (Single Sign-on must be enabled)** enter the following details:

Company	*usually your company name*
Email Address	*you@youremail.com*

When signing in as an SSO User, you will be required to go through the authentication process, using the an authenticator app. The steps are highlighted below:

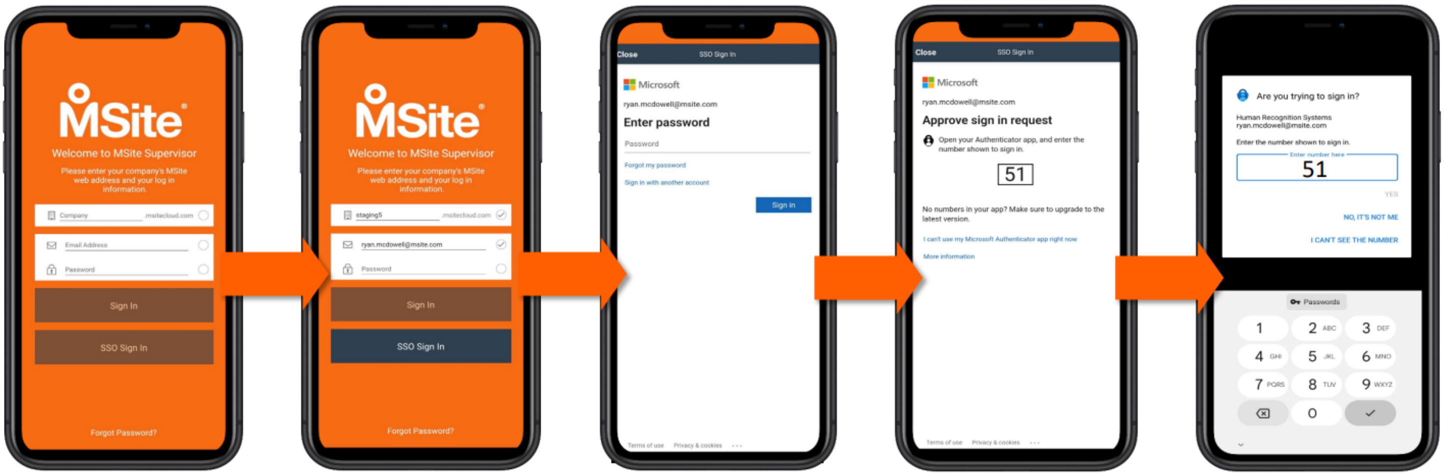
The Supervisor log in page now displays **SSO** as a sign in option.

If **SSO** is enabled for your business, the **SSO** sign in option will highlight, once a valid email address is entered.

If using **Microsoft Authenticator**, you will be required to submit your password for the account.

You will now be required to complete your **authentication** by entering the **number** shown on screen, into the **Microsoft Authenticator** app.

And then **confirm** the authentication number to sign in. Once authenticated, you will be able to access the **Supervisor App**.



Your company will likely have its own MSite instance and therefore its own MSite web address, which will look something like the following:

YourCompanyName.msitecloud.com

(Must not contain spaces. Is not case sensitive)

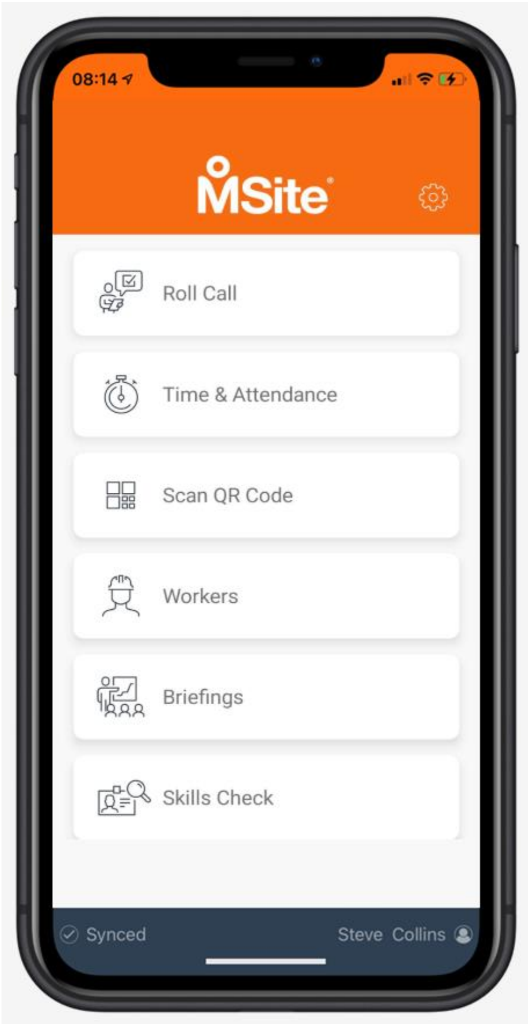
If you cannot remember your password, you can use the 'Forgot Password' link at the bottom of the page to reset it. You will need to know your company's MSite web address and your email address to use this.

When logging in for the first time you will be welcomed with a sync screen. The initial sync may take several minutes to complete as a full dataset will need to be downloaded from the server. Subsequent syncs will only upload or download data that has changed since the previous sync and will therefore take significantly less time.

When the app syncs it will download all workers, courses, sites, and the app configuration

relevant to your user permissions. This is done to allow you to operate the app in areas without an internet connection.

Main Menu



Time & Attendance: This allows you to create MSite transactions with the option of including the device's GPS location. Any transactions created will be sent to the server on the next sync and will not be available for reporting before that.

Briefings: Log which workers have attended in person training. This may require a signature from attendees. Any transactions will be sent on the next sync to the server and will not be available for reporting before that.

Skills Check: This will allow for the user to check if an worker's accreditations are valid. The data displayed is correct at the time of the last successful sync.

Scan QR Code: This feature links the camera on the mobile device to your MSite website, by scanning a QR Code displayed on the website.

Workers: Allows a worker record to be added, edited and deleted, using just the MSite Supervisor App.

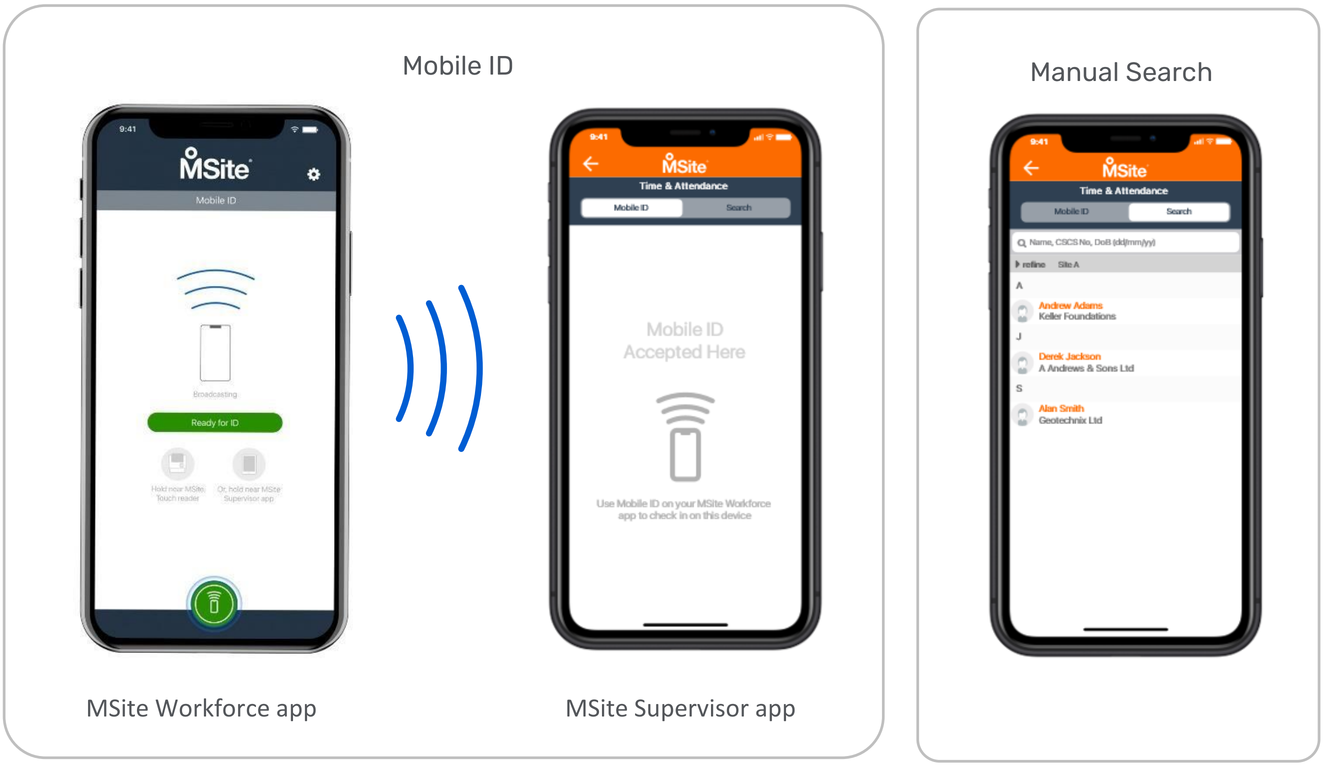
Roll Call: Displays a list of all workers currently on site and allows them to be logged as off site for the purposes of controlling evacuation events.

The main menu option labels can be changed in configuration and therefore may vary. Additionally, features that are available will be displayed at the top of the menu and features that are not available will be displayed at the bottom.

The modules you have access to will depend on:

- Your company's MSite license
- The user roles your MSite administrator has given you

Searching for people



The following modules in the MSite Supervisor App depend on finding an worker record before being able to do something with it:

- Time & Attendance
- Briefings
- Skills Check

Worker records can be searched by worker name, date of birth, CSCS card and Bio ID. Results can be further refined by two options: Site and Contractor. This allows them to narrow down the search results to specific Site and/or Contractor. Both options are multiselect, allowing multiple sites and/or contractors to be included in the search. The user will only be able to see sites and contractors they have permission to use. Please note, only workers who are associated to the site(s) selected will be available here.

The introduction of the MSite Workforce App also allows the Supervisor App to interact with the Workforce App using the 'Mobile ID' function and now provides an alternative search mechanism. The new ‘ID’ function can be used for all of the modules where worker search is supported (as listed above).

When using the ID option to search, the worker will need to activate the MSite Workforce App – Mobile ID function on their phone and this will communicate with the MSite Supervisor App, bringing up their worker record for the functions highlighted previously.

In addition to this, the ID option also facilitates face recognition as a method of searching for an worker record. A successful match will result in the worker matching against their profile in MSite.

Time and Attendance (Supervised Mode)

All time and attendance transaction data generated on the MSite Supervisor App contributes to MSite’s time & attendance reports. To log attendance in the MSite Supervisor App, you will first select a location from the list. This will enable the door field. Follow this by selecting a door which will enable access to the people field. Upon clicking the people field you will be shown the search page or ID which you can toggle between.

ID –

If ‘ID’ is selected, workers can initiate a transaction by either activating the MSite Workforce App ,with any relevant interactions being carried out by the worker on their own device, or, by using the built in face recognition feature. With both these options, the following can be achieved:

- Specifying the direction In/Out
- Fatigue data such as travel times or lodgings post codes (where Fatigue Management is enabled for a site)
- Enable / Disable Social Distancing (where Social Distancing is enabled for a site)

To log attendance using Facial Recognition in the MSite Supervisor App, first select a location from the list. This will enable the door field. Follow this by selecting a door which will enable access to the people field.

To complete a transaction, place your face in front of the device. When the face is recognised, it will be matched against the workers MSite profile. A successful match will result in the worker being asked for a direction. Once a direction is selected the transaction will be saved, displayed on screen and the app will be prepared to sync. (See 'Syncing' for more information).

Figure 1- Time & Attendance Transaction using Mobile ID

Using Manual Search

For manual search, where selecting a person from the list, you will be asked for a direction (In/Out). Once a direction is selected the transaction will be saved and prepared to sync the next time the user returns to the main menu (see 'Syncing' for more information).

Depending on system settings, you may be presented with the option to capture a photo of the worker. The configuration of this feature may be set (via settings in the MSite website) to operate as follows:

Mandatory	App user must capture a photo of the worker for evidence of attendance
Optional	App user decides whether to capture a photo, or not
Off	App user is not presented with an option to capture a photo

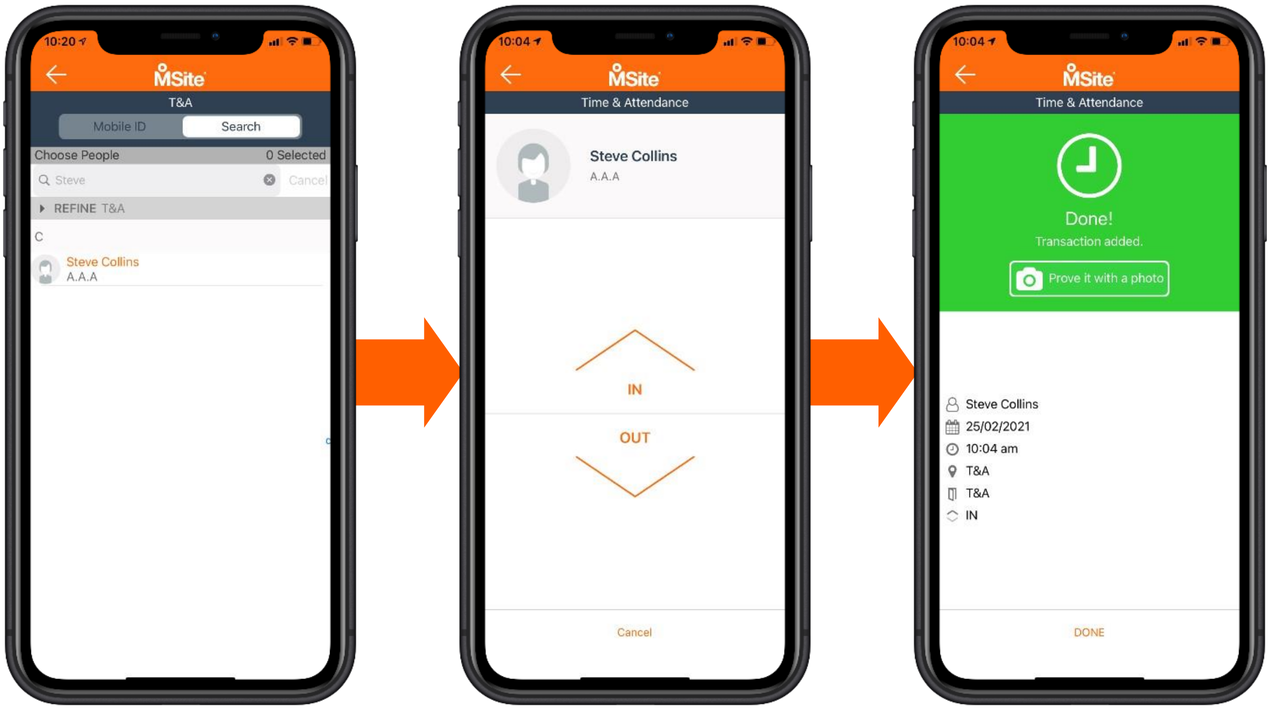


Figure 2 -Time & Attendance transaction using manual search

Fatigue Management with Manual Search

Where fatigue management is enabled for a site and you are using manual search to initiate a transaction, you will be required to complete some additional information relating to travel times and post codes. Once complete, you will be able to finalise the transaction as shown previously and the data collected facilitates accurate fatigue reporting in MSite.

Please note that if fatigue management is enabled and the worker uses Mobile ID, these questions will be directly asked of the worker on the MSite Workforce App.

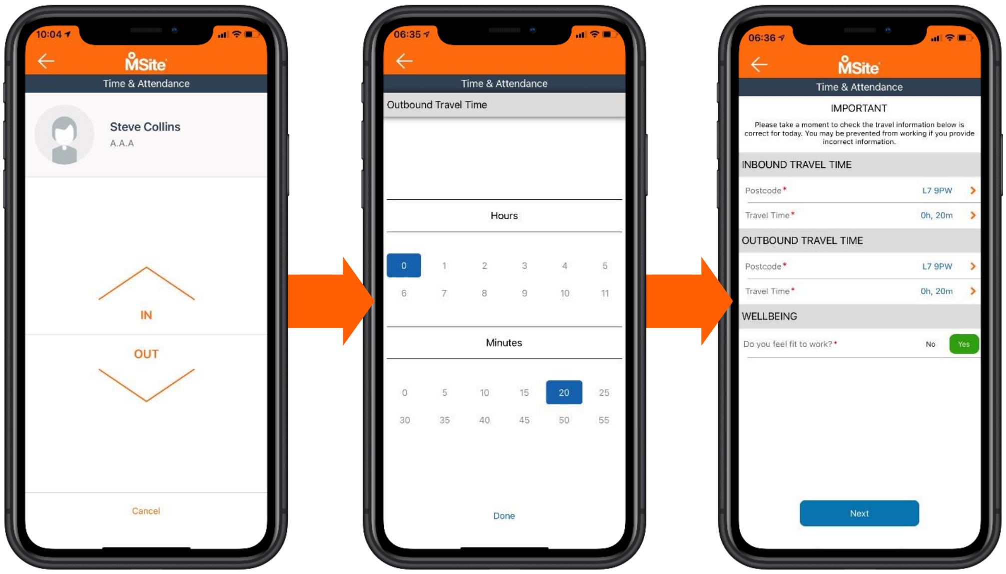
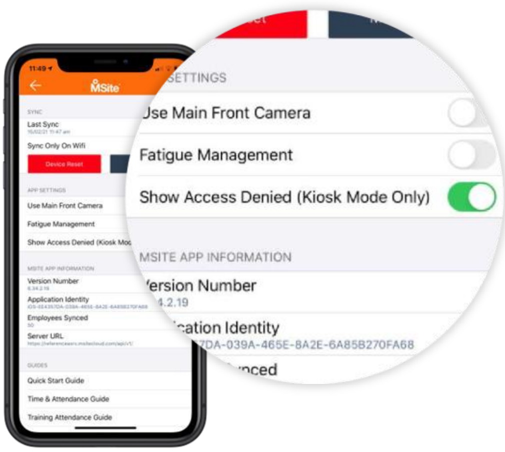


Figure 3 – Manual Time & Attendance transaction with fatigue management enabled

Note – Where you have Fatigue Management enabled for your site, you will need to enable this option in the settings page (shown below) to see this workflow.

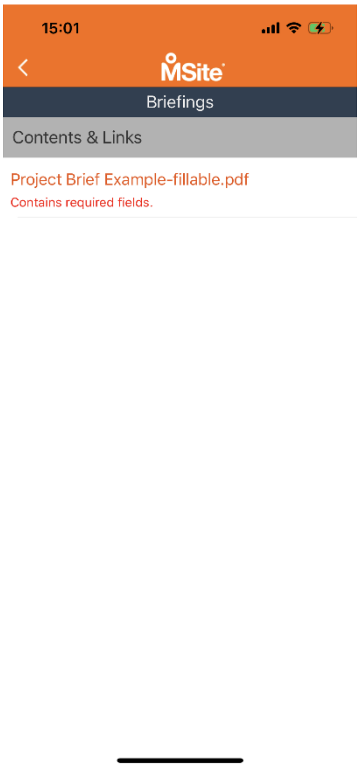


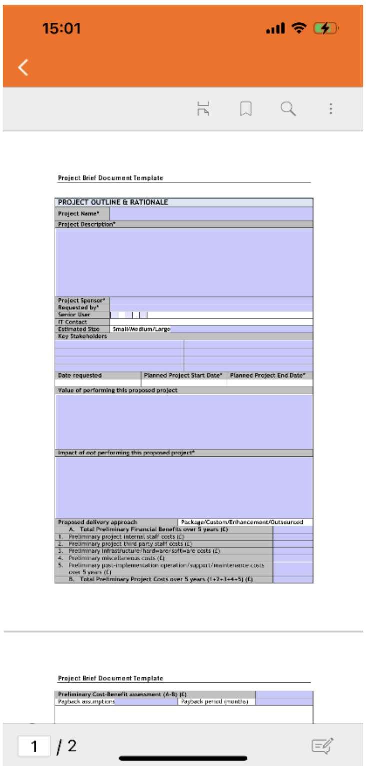
Briefings

To log a training session or briefing, first select a Site/Project. This will then enable the Course field, allowing selection of a module from the course. Upon selecting a module, the Contents & Links label will display the number of contents available for the chosen module. The people field will be also be enabled at this point. Upon clicking the people field the you will be shown the search page. For more information see 'Searching for People'.

Fillable PDFs

The MSite Supervisor App supports fillable PDF files. These can be found under the Contents & Links section of the Briefings menu. You will need to preconfigure any PDF files that you wish to make fillable and/or format any required fields with a *, this will indicate clearly that the field is required. You will be required to do this before uploading them to the Briefings module on your MSite instance.





Briefings Autofill

Using the briefings feature within the Supervisor App also allows the user to autofill the current fillable PDF in a briefing, with content that was added to that exact same PDF at a previous time.

For example, a briefing may take place in the morning and the same briefing again in the afternoon. The supervisor can make notes or add content to the morning briefing and submit it.

When they come to conduct the afternoon briefing, they can use the autofill feature to populate the PDF with the content added during the morning briefing and make any amendments necessary.

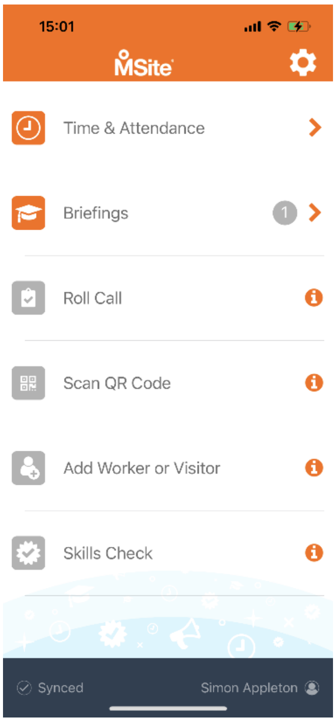
To autofill a briefing with previous content, click the autofill icon in the top right corner. If no content is available, the button will be disabled

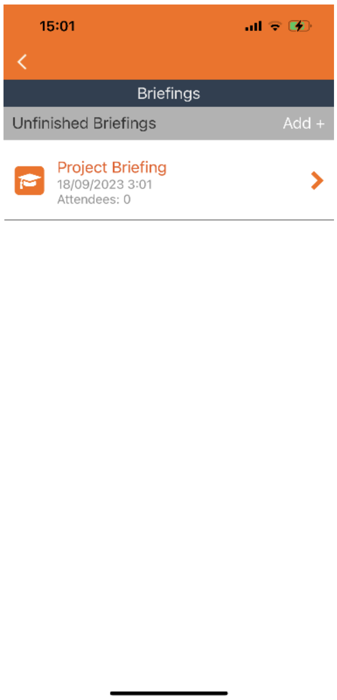
Note: the Autofill feature only works when using the exact same briefing and module, with the same PDF.

Unfinished Briefings

The Supervisor App allows the user to have multiple concurrent, unfinished/incomplete/unsubmitted Briefings. Unfinished briefings will be displayed on an intermediate menu when opening the Briefings menu, before landing on the page where the user will choose a site, course and module. The Briefings menu item will display a count of how many unfinished briefings a user has.

Note: The unfinished Briefings count & intermediate menu/page will only display when one or more Briefings are in an unfinished state.





ID

If using the ID option, the app will launch the Face Recognition, where the user will be able to toggle between the front and rear camera. If an operative opts to capture attendance via signature, then you will need to search for the worker manually via the Search tab.

Manual Search

If using the manual search the results will be populated with all the workers associated with the chosen site. You can also search a term in the search box that is specific enough to reduce the results found to a manageable amount (see 'Searching for People' for more info). When selecting a person using this mechanism you will be taken to the signature screen. The worker should provide a signature in the box provided and click 'OK'. This will mark the worker as 'attended' on the training session and you will be returned to the Search page where more workers can be added to the attendee list.

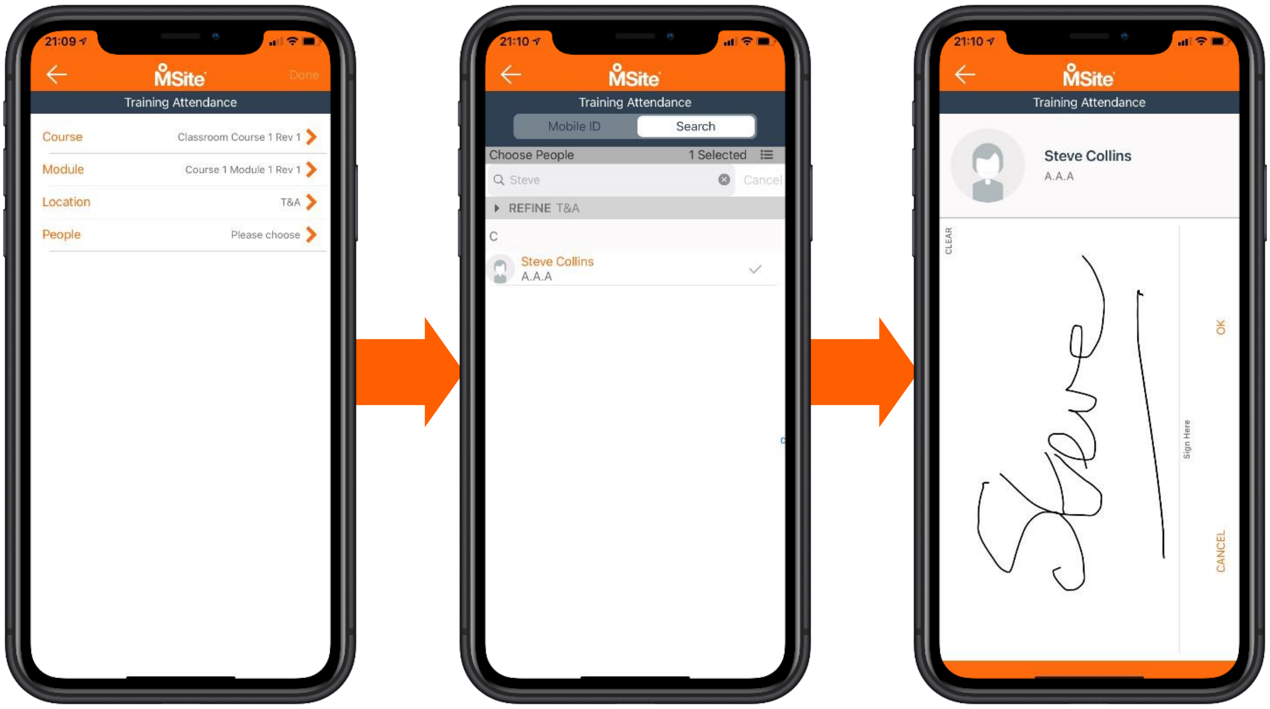


Figure 4 - Manually adding employee for Training Attendance (includes signature)

Removing Workers from Training Attendance Lists

The Search page behaves slightly differently when used in the Briefings module, in that it keeps a list of selected workers as you progress through the process of selecting people and capturing their signatures. Therefore, it also allows for editing of that list.

The number of workers currently on the list is shown in the top right of the screen. To remove an worker from the list (if for example they left the training session early):

- Tap on 'People' (e.g. 'Steve Collins' as show below) to view the workers currently listed as in attendance
- Tap on an worker to review their attendance record and signature (no signature will be present if added via Mobile ID)
- Tap on 'Remove from List' to remove the worker from the list

Note: The list is not displayed or editable in Kiosk mode

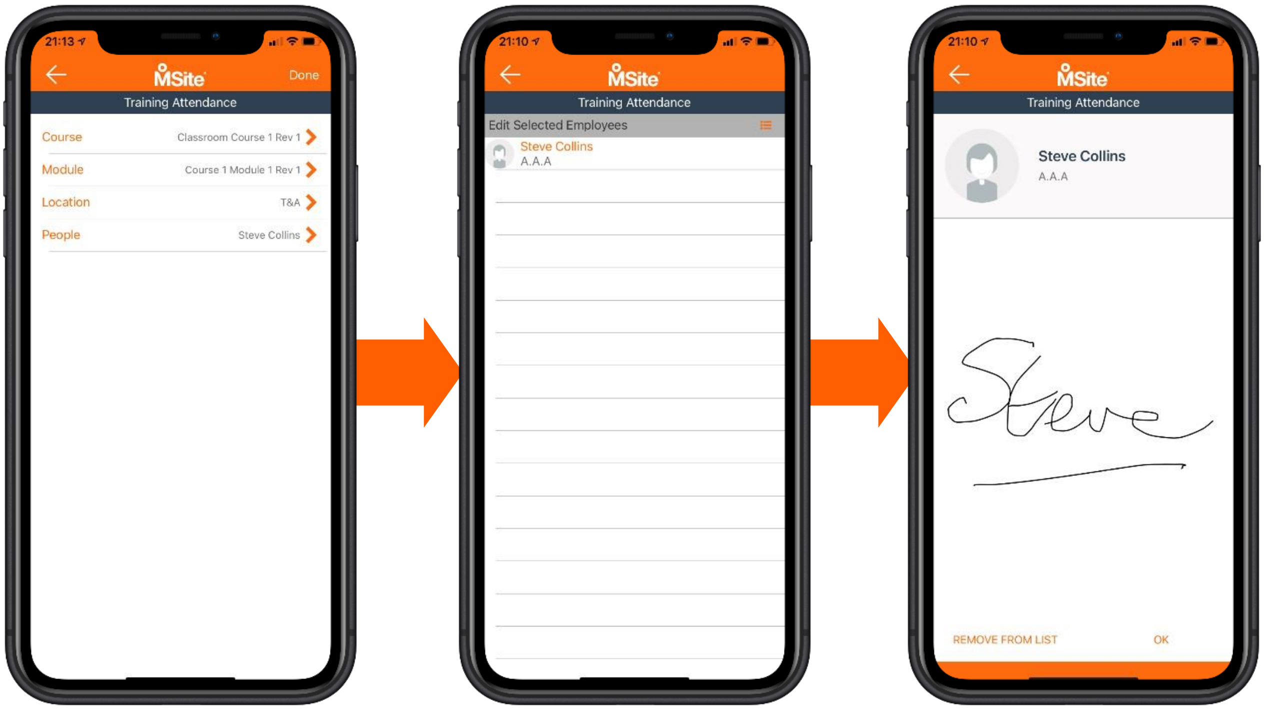


Figure 5 - Managing the existing attendance list

Logging Attendance

With all necessary workers added either through face recognition or signature, click the 'Back' button in the upper left. Click 'OK' on the alert that pops up and then select a duration. Click 'Done' followed by 'OK' on the next alert.

This information will then be prepared for sync to the server the next time the user returns to the main menu with an internet connection available.

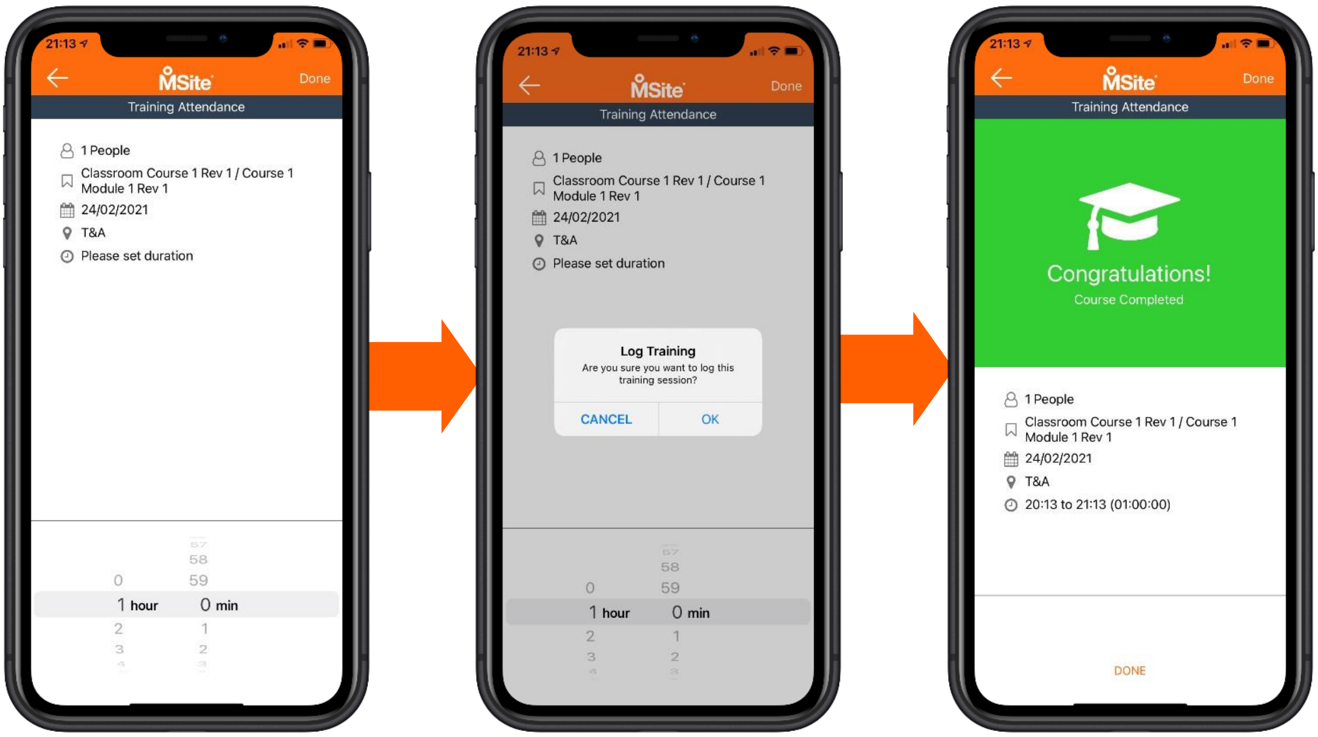


Figure 6 – Logging attendance

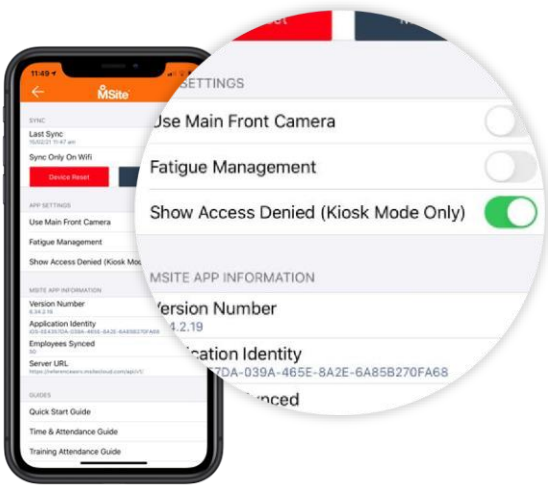
Restrictions

In Time & Attendance, the MSite Supervisor App has the ability to support enforcement of worker restrictions. This is disabled by default and applies whether using Mobile ID, manually searching for an worker or using Kiosk mode.

Supported ban types include:

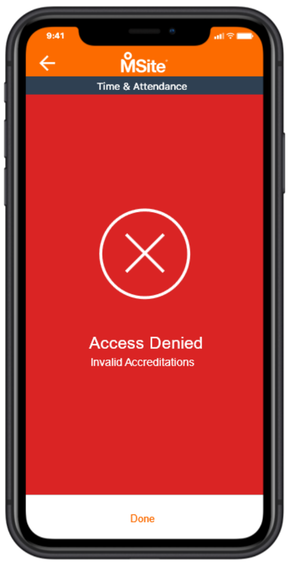
- Manual Ban
- Dormancy Ban
- Working Time Directive Ban (WTD)
- Accreditation Ban
- Incident Ban
- Unanswered Notification Ban
- Adverse Response Ban

Note – Anti-Pass Back (APB) restrictions are not possible on the Supervisor App



Enabled by default under app settings – can be disabled

Employee is restricted



Kiosk Mode

The introduction of Kiosk Mode allows the MSite Supervisor App to operate as an unsupervised Time & Attendance or Training Attendance station, by removing access to the Search feature and allowing workers to authenticate via Mobile ID and/or Face Recognition (if enabled).

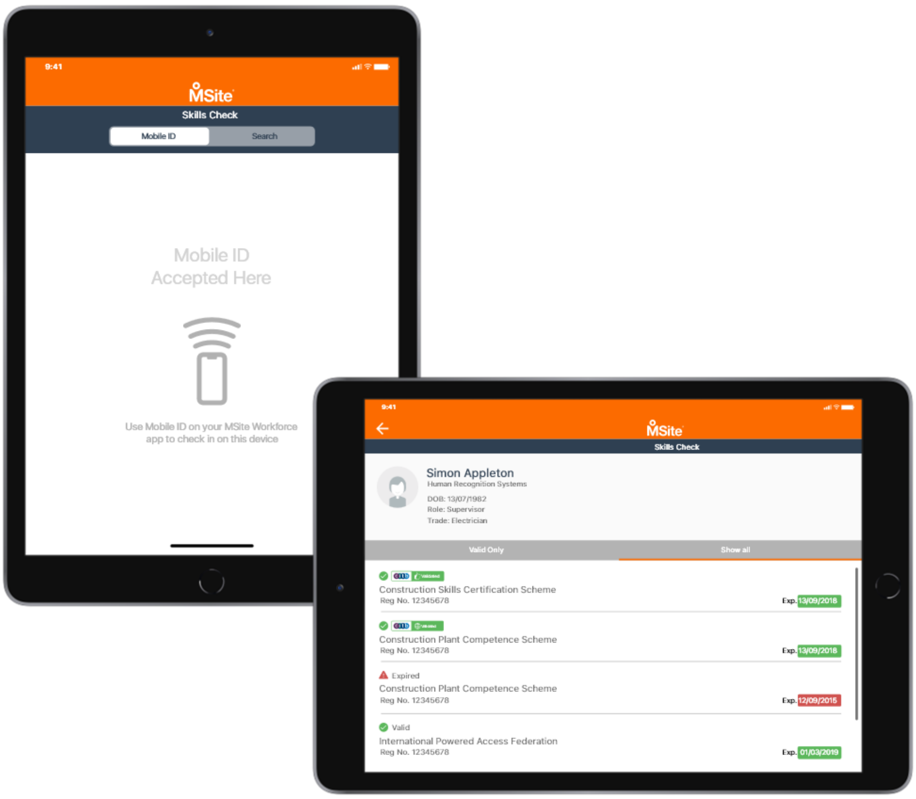
To use Kiosk mode, it is necessary to log into the MSite Supervisor app with a user account that does NOT have the user role *Mobile – Manual Search*. It is also recommended that this user account is created specifically for its intended purpose and does not have any other app user roles provisioned. For example, if you wish to use the MSite Supervisor app as a Time & Attendance terminal, you should create a user account with a single user role; *Mobile – Time & Attendance*. This is to prevent unauthorised access to other app features whilst the app is unattended.

To exit Kiosk mode, tap the MSite logo 3 times.

Skills Check

To check an worker's skills, search their name and select them. This includes all accreditation types and includes specific card occupations (e.g. CSCS 'Labourer'). As with Time & Attendance and Training Attendance, you will be able to search using the ID option where an worker has the choice of using face recognition or the MSite Workforce App.

If this screen is set to only display 'valid only' the user will only be presented with valid accreditations for the selected worker. If this is set to 'show all' the user will see all accreditations including invalid ones.

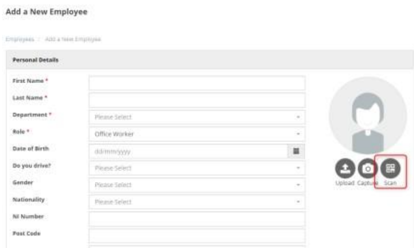


Scan QR Code

The Scan QR Code feature uses QR codes displayed in the MSite website to link the camera on the mobile device for simple capture of images, for various uses:

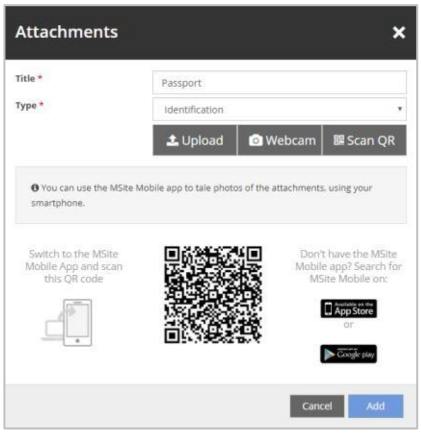
Add Worker Profile Picture

Clicking on the QR Code icon beneath the worker profile picture allows a picture of the worker to be captured, returned to the website and stored against the worker profile.



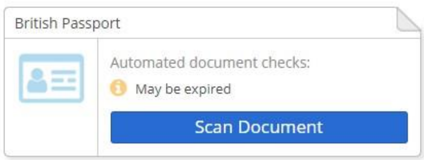
Add Attachments and Accreditations Attachments

Documents can be photographed and stored as attachments. A4 documents will be automatically captured when presented within view of the camera.



The manual photo capture button can be used to manually capture the picture if necessary. Please note, this feature only captures photographs of documents and does not extract any data from them.

Add ID Check Documents



Where documents are required to complete an ID Check for an worker, the Scan QR Code feature can be used to capture a range of document types including Visas, Passports and ID Cards. Click on a *Upload Document* button in the ID Checks section of the Worker profile, then select Scan QR to capture an image of an ID Check document via the Supervisor App.

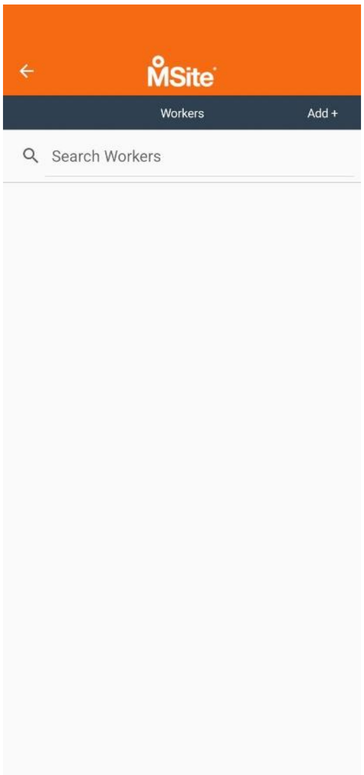
NB: The user must have the *Mobile: Scan QR Code* user role. The QR codes are only displayed on the website if the logged in user has this user role.

Workers

The Workers feature allows a worker record to be created, edited or deleted, using just the MSite Supervisor App. The feature allows for the entire worker profile to be setup and edited in the app, just as you would on the desktop browser. All the same fields will be present.

Adding a new worker –

To add a new worker, you must select the workers option from the main menu. From here you will be directed to the workers search page, where you should also see an 'Add+' option in the top right corner. Clicking this button will direct you to a blank worker profile where you can begin the process of creating a new worker.



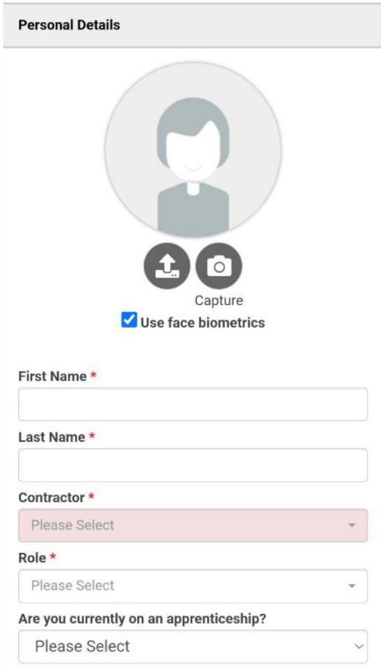
Searching for an existing worker –

To search for an existing worker profile, you must select the workers option from the main menu. From here you will be directed to the workers search page, where you should also see a search bar at the top of the page. To search for a worker, simply type their name into the search bar and click the search icon on the device keypad. A successful search will return a list of worker profiles that match the name(s) you have searched for. Clicking on any of the search results, will direct you to that workers profile where you will then be able to edit any of the fields, just as you would when using the desktop application.

Please note that search results and worker visibility are dependant on the users site associations. Only workers associated to the same sites as the user, will show up in the search results.

Profile Picture & Personal Details

The profile picture can be either uploaded from the device storage, or captured via the device camera. As the profile is being created within the app, the option to capture an image via the Scan QR feature is not supported.



Any of the fields found in the Personal Details section can be completed, including Name, Date of Birth, Worker Role and any other custom fields assigned to the Personal Details section. Please note, any fields marked as required, will need to be completed before you can save the worker profile.

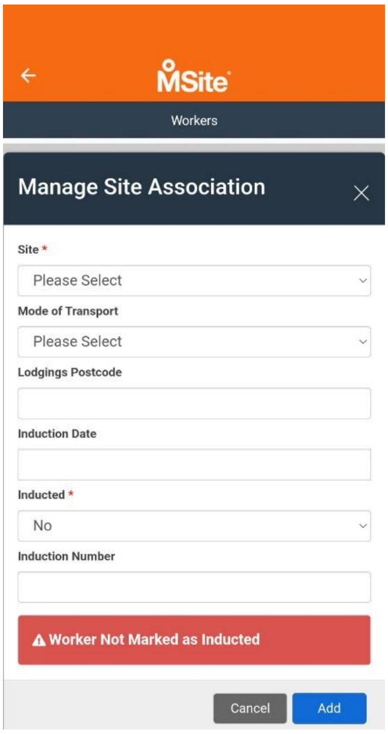
ID Checks - Right to Work (UK)

Right to work checks can be completed as part of the Add & Edit Worker process, if the worker is deemed to require one based on the information entered on the Personal Details screen. A series of questions and answers help to determine the document requirements and the 'Upload' button then allows the necessary document to be captured either through Webcam or file upload.

Completing a right to work check may result in instant approval, or may need to be approved by another MSite user, in which case, it will show as Pending. In the case of the latter, please monitor your email (this is the email address used to log into MSite) and/or the ID Checks dashboard on the MSite website for results.

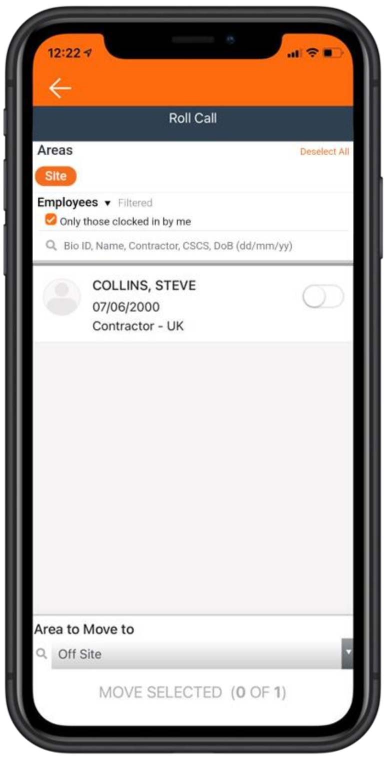
Site Association

If the app user is associated to more than one site, the worker profile will allow the user to add one of those site associations to the worker. This can be done through the add site group or add site options.



Roll Call

The Roll Call feature displays a list of all workers currently on site and allows them to be logged as 'off site' for the purposes of controlling evacuation events.



Choosing a Site

If you have permissions to access data for more than one site, you will be asked to specify which site you wish to run a roll call for. Otherwise, if you only have permissions for one site, this step will be automatically skipped, and you will be presented with a list of all workers currently on site.

Selecting Area

You will need to choose the area(s) you wish to run the roll call for. In most cases you will have the one option 'Site' although on some larger projects you may have more. This function allows the user to see only workers in the selected area(s) rather than the whole site.

Choosing Workers

Once the worker list has been populated, select workers to be logged out of site by tapping anywhere in the row that contains their name. Selected rows are highlighted with a green bar to the left of the row and a green switch icon to the right.

Continue selecting workers until you have selected all the workers who you know to have left or are present at your muster point.

You can also search for workers by name or their contractor, using the search bar at the top of the page. The search feature can be used at any time without affecting selections that have already been made.

Additionally, there is an option to filter the search results by workers clocked in by the user. To do this, simply tick the checkbox labelled 'Only workers clocked in by me'. This will narrow down the results, making it easier to locate the workers you have clocked in.

Note: The most up-to-date list of workers on site is retrieved from the MSite servers when Roll Call is run. For this reason, your device must be online to use this feature.

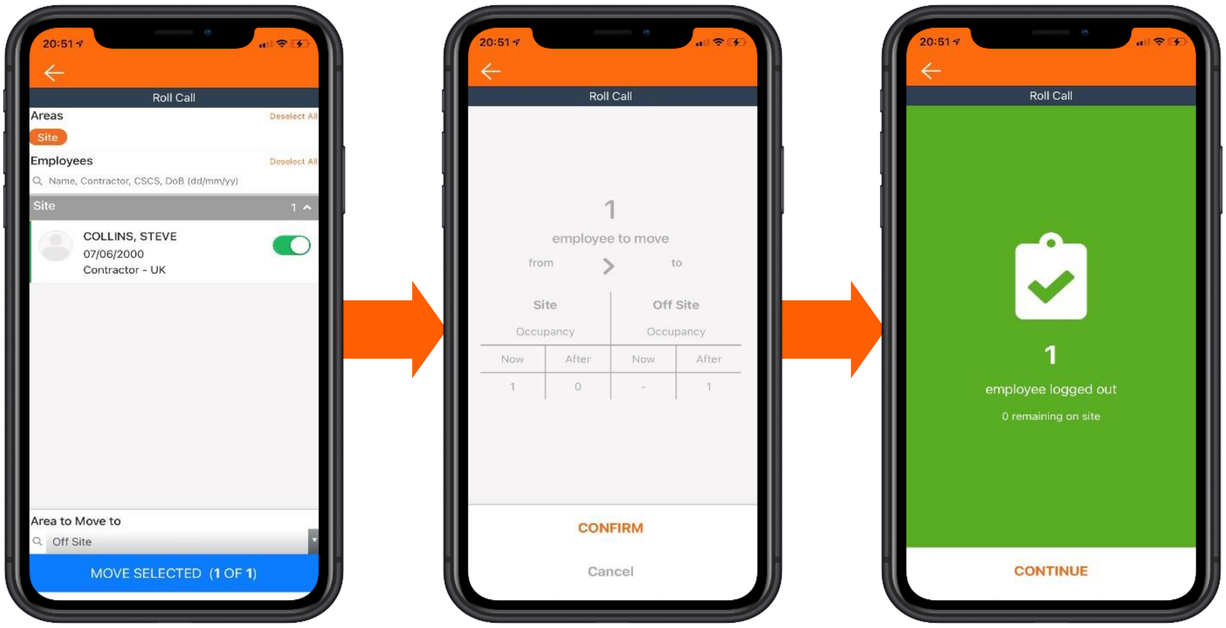
Logging Workers out

You will need to select the area you will be moving the workers to. This is located just above 'Move Selected' which will be greyed out until an area to move to is selected. Typically, this will be 'Off Site'. However, this function allows you to move people from one area to another in bulk if you are only partially evacuating a site (e.g. Site to Welfare).

With your workers selected, click on the 'Move Selected' button at the bottom of the screen. This will then ask for confirmation and provide an overview of the numbers of workers being moved and the area they are being moved from and to.

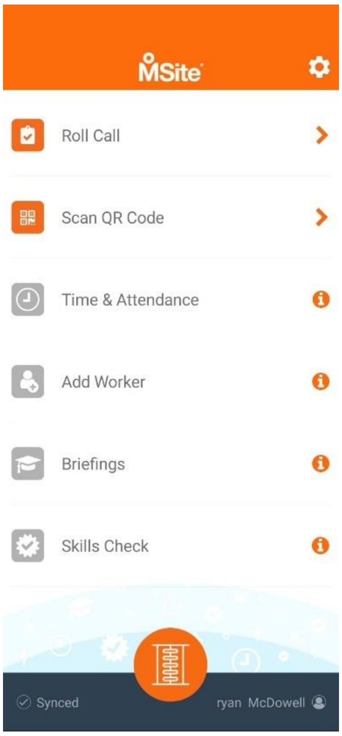
When the workers have been logged out, the updated Roll Call list will be displayed, with the previously selected workers removed. To ensure the site has been evacuated successfully, repeat the steps until the Roll Call list is empty.

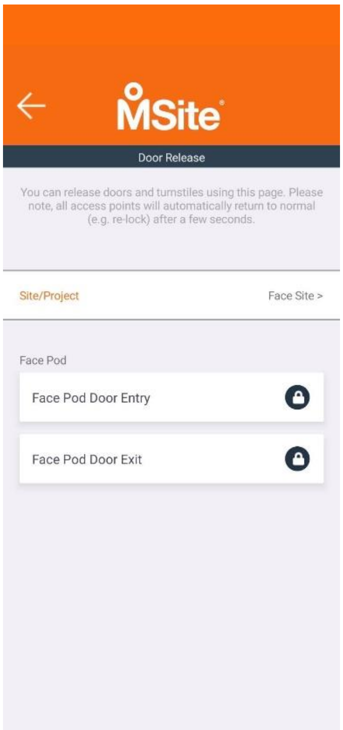
NB: it may be possible that workers who show in the list on your mobile device have already been logged off site by other means. For example, they may have been logged off site by other MSite Supervisor app users or at MSite access points. To fully update the list of workers currently on site, you must return to the main menu and select Roll Call again.

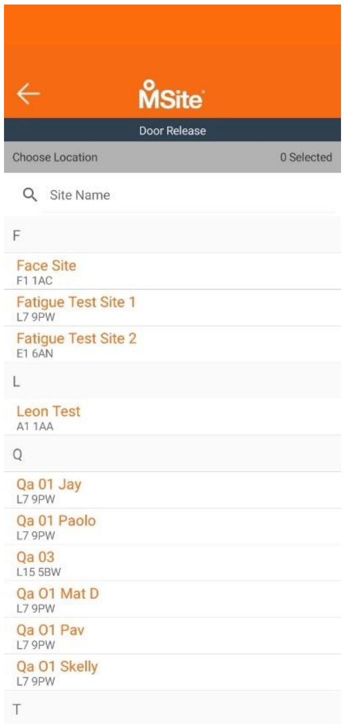


Door Release

The Door Release feature allows the Supervisor to remotely unlock a door or turnstile, granting entry to whoever requires it. This feature is accessible directly from the App, for those users who have been given the ‘Door Release’ user role. This feature enables the App to become the primary method of allowing access through site perimeter turnstiles for delivery drivers and visitors, as an alternative to traditional intercom solutions.







Tapping the turnstile icon will proceed to allowing the user to select a site, once a site has been selected, They can then choose a door to release. The doors will be grouped by Door Group, as per the MSite web application. Only groups containing access control doors will be included in the list of available doors.

Displayed beside each door, is a padlock icon. Tapping this icon will generate the request to release/unlock that door. Whilst the request is being sent, a spinner icon will be displayed. Once the request has been acknowledged and successfully actioned, the icon will update to a green unlocked padlock icon, before automatically closing the door release feature and returning the user to the main app menu.

Syncing

Some features of the MSite Supervisor App support offline operation, meaning they can be used while there is no internet connection available. In this case, the app will attempt to send any data collected since the previous sync to the website. The features that support offline operation are as follows:

Feature	Offline Mode Supported
Time & Attendance	Yes
Briefings	Yes
Skills Check	Yes
Scan QR Code	No
Add Worker	No
Roll Call	No

Data sent FROM device	Data sent TO device
Attendance Transactions (including photos and GPS coordinates where applicable) Training Session Attendance (including signatures) Lodgings Post Code (where Fatigue Management is included)	Sites Contractors Courses (including Modules) Workers: • Name • Contractor • DOB (for manual search functionality) • Accreditations • Image • Access rights • Biometric face template (if enabled) App configuration: • Which features are enabled/disabled • Feature labels • Attendance Photo Capture (Mandatory/Optional/Off) • User Permissions

On returning to the Main Menu from a feature that operates in an offline mode, the app will try to sync data with the MSite servers. The only exception to this is returning to the main menu from Skills check as no data is generated by this feature. The bottom bar will have the status of the devices last sync, or the status of the devices connectivity if it cannot perform a sync.

By clicking on the bottom blue bar, you will be presented with two options, 'Log Out' and 'Sync Now'. If the device has a stable internet connection, you can use this to force a sync with the server.

The supervisor app now automatically syncs when in Kiosk mode every 60 seconds. In addition to this the app will also perform a sync after every successful transaction recorded through modules such as Time & Attendance.

App Settings

Sync Only on Wi-Fi

This disables the ability to sync over a cellular network. By default, this is off, and the app can sync over cellular networks.

Device Reset

Purge all the Data currently stored by the app.

Manual Sync

Forces a sync to the server if a connection is available.

Use Front Camera

Will use the front facing or 'Selfie' camera rather than the main device camera.

Fatigue Management

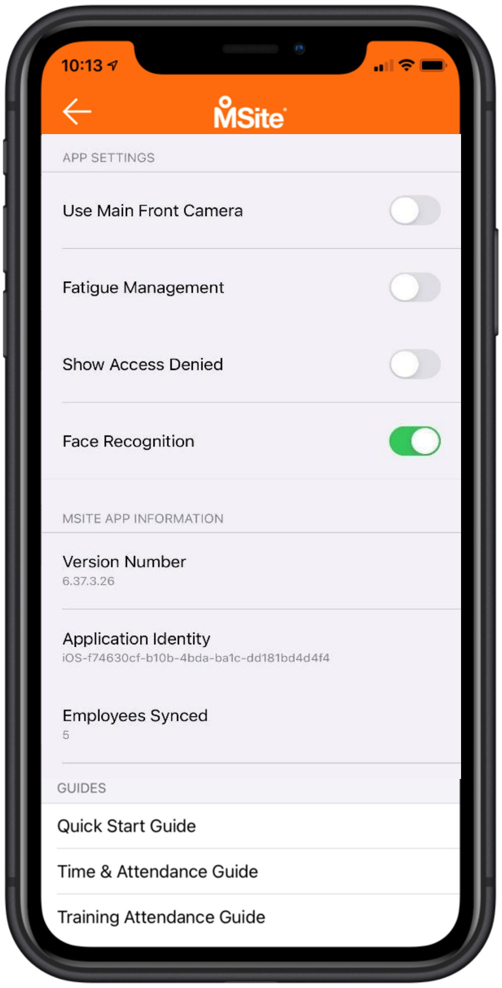
Enable the relevant Fatigue Management data capture (where Fatigue Management is enabled for a site).

Show Access Denied (Kiosk Mode Only)

Where the device is in Kiosk Mode, and where an worker is denied access (e.g. Expired Accreditations) show a 'Denied Access' screen to the worker.

Face Recognition

Enables face recognition on the supervisor app for all compatible modules. This setting is locked unless face recognition has been enabled for the device via the Mobile Devices page in MSite.



Guides

In-app guides are available at any time by visiting the Settings screen and choosing a guide from the Guides section at the bottom of the screen.

Logging Out

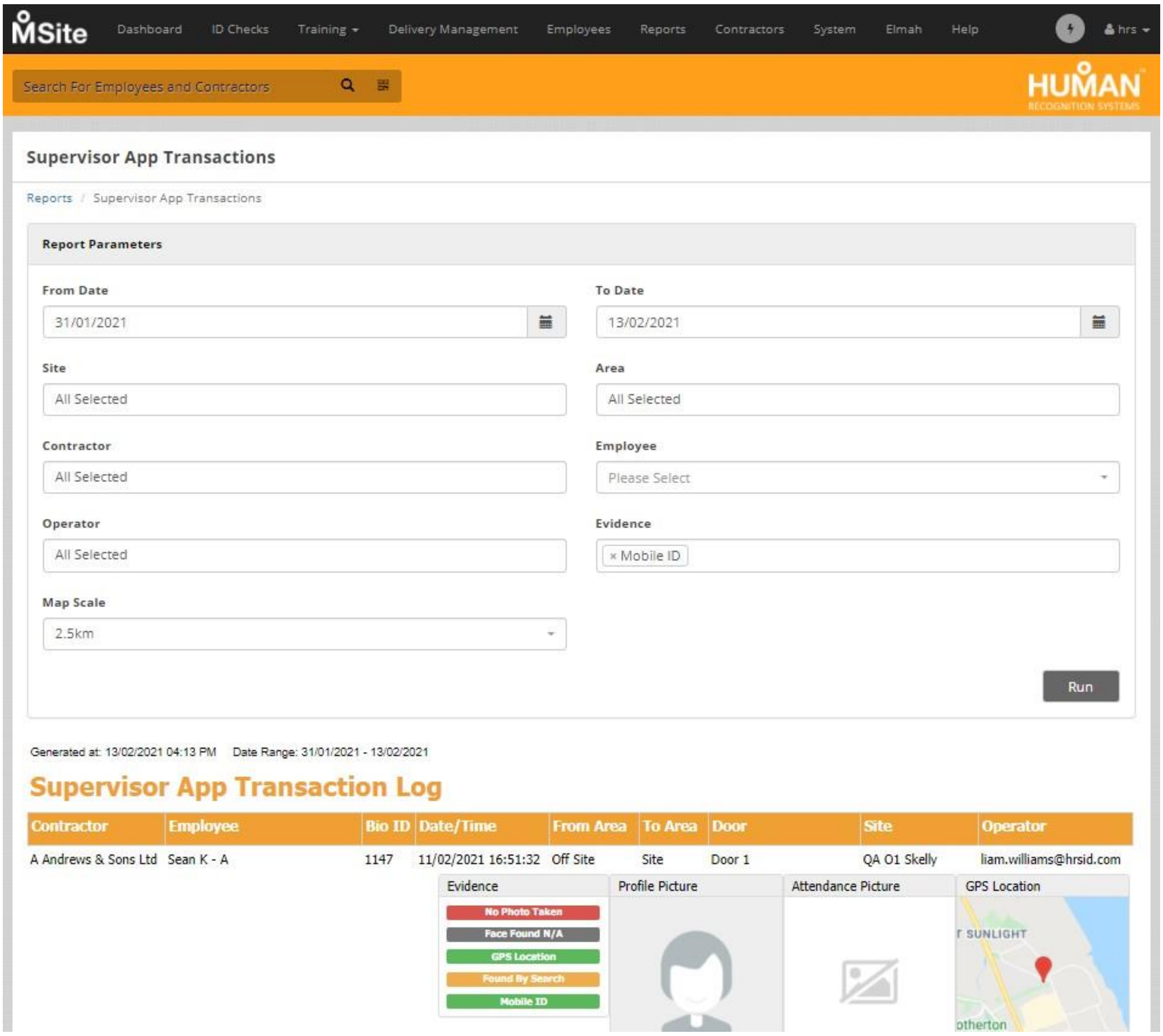
By clicking on the bottom blue bar, you will be presented with two options. Clicking *log out* will log you out and return you to the login screen. The next time you login your device will need to perform a full sync.

Reporting

All time and attendance transaction data generated on the MSite Supervisor App contributes to MSite's existing Time & Attendance reports and Fatigue Management or ID Check reports (where enabled). In order to view these reports, you will need the correct user roles set up for your MSite user account.

Please speak to your MSite system administrator if you would like to access these reports.

NB: Reporting on mobile transactions is only available once a sync has been performed. (For more information see 'Sy ncing').



MSite Supervisor App Minimum Requirements

	Android ARM64	iOS
CPU	Snapdragon 845 minimum Snapdragon 865 recommended	Apple A11 minimum Apple A13 recommended
Storage	4 GB	
OS	Latest 3 versions	
RAM	4 GB	
Certified Devices *	Google Pixel 7, Samsung Galaxy S23, OnePlus 11	iPhone 11, 11 Pro Max, 12 and 13

* Certified devices have been tested by MSite Quality Assurance. Other devices may be used, subject to the customer performing their own testing.