MSite Navigator.

How-to guide for everything MSite.
Click the buttons below to take you to the relevant guides.

MSite Basics

Training Hub Home

| Logging into MSite | MSite Home Screen | MSite Dashboard |

Day-to-Day

Daily Site Tasks

| Adding Contractors / Subcontractors | Contractor Verification | Inviting Workers |

Worker Profile Completion	Worker Image Capture	Reports
	Check Accreditations	
	Mark as Inducted	

More…

Admin Users

Subcontractors

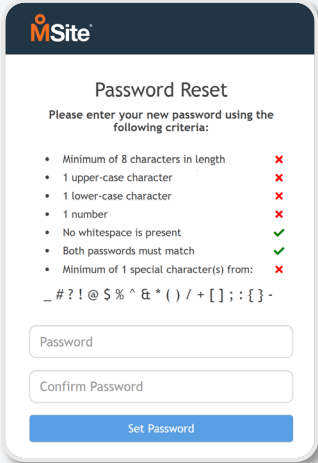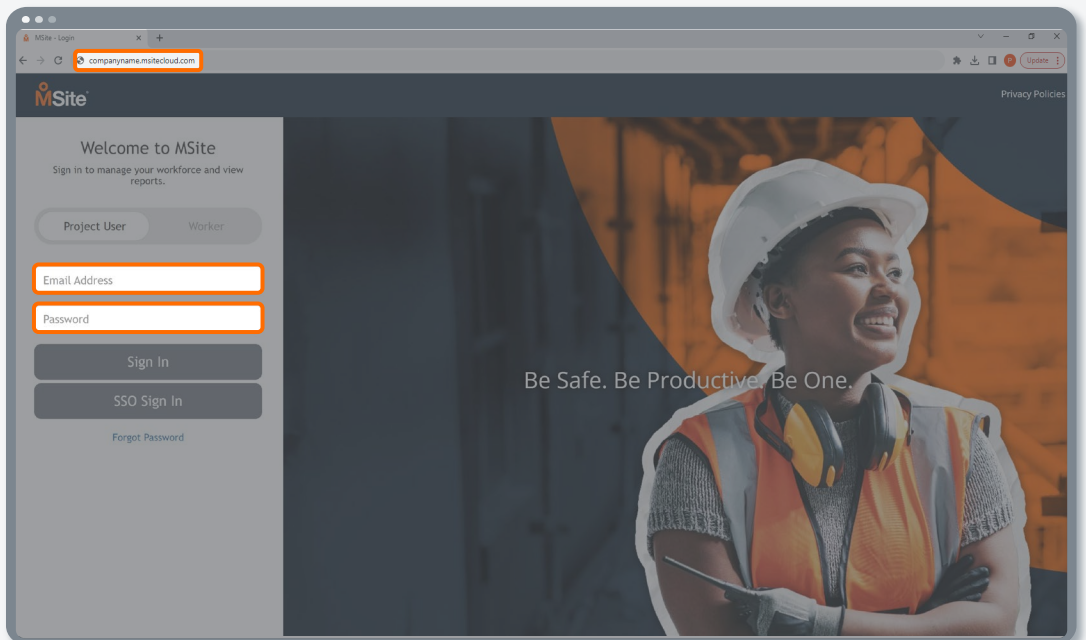| Worker Pre-Registration Journey | FAQs | Face Mini |
| | | Supervisor App |
| | | Pods and more… |

Learn More

Be safe. Be productive. Be one.

by infobric
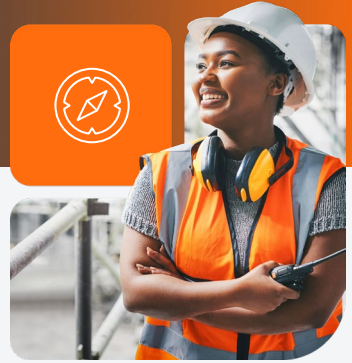
Logging Into MSite.

New users will receive an email from **yourcompany@msitecloud.com** to setup your password.

MSite

Password Reset

Please enter your new password using the following criteria:

- Minimum of 8 characters in length   ✗
- 1 upper-case character   ✗
- 1 lower-case character   ✗
- 1 number   ✗
- No whitespace is present   ✓
- Both passwords must match   ✓
- Minimum of 1 special character(s) from: ✗

_ # ? ! @ $ % ^ & * ( ) / + [ ] ; : { } -

Password

Confirm Password

Set Password

Login into the **MSite** web browser from your laptop or tablet, and enter the following details:

- Company: **yourcompany.msitecloud.com** *(Must not contain spaces. Is not case sensitive)*

- Email Address: **You@youremail.com**

- Password: **Your password** *(*If your company is using (2FA) Two Factor Authentication, a password will not be required, you will click "SSO Sign In")*

*For a guide of setting up 2FA, click here:

Back

Worker Profile Completion.

Step-by-Step Guide.

Follow this guide to ensure every **worker profile** is fully completed to allow access to site.

Please Note: Some areas of the worker profile may look different from customer to customer depending on the requirements of the business.

If using **MSite Pre-Registration**, the worker will get an **invitation** to complete their profile **before arriving to site**. It is **essential** that the profile is **checked over** before marking them as **inducted** and giving **access to site**.

Who checks the profile?

- The person responsible for conducting the on-site induction and has **MSite User** logins (usually a Site Manager, Admin or MSite Superuser).

Example: Incomplete Profile Summary

Example: Complete Profile Summary

Next

Worker Profile Completion.

To complete the **worker profile**, ensure all details marked with an **asterisk** * are completed, as these are **mandatory**. Mandatory areas may vary per customer, project or site.

Personal Details:

In this section, ensure that the **Role** and **Trade** are correct and correspond with the competencies and accreditations entered.

Personal Details

First Name *	Joe
Last Name *	Bloggs
Contractor *	Bloggs Construction
	View History
Role *	Supervisor
Trade	Bricklaying and Stonework
Date of Birth *	01/01/1990
Postcode	l7 9pw
Contact Number	07500000000
Email Address	joebloggs@gmail.com
Vehicle Registration	

Upload Capture Scan
☑ Use face biometrics
Quality Check ✔

Profile Image:

The worker record will need a picture assigned. This will be used for **Turnstiles** & **Pods** with **face scanners** & **Face Mini's**.

To add an image, use on of the following methods:

- **Upload** – if you have an image on file upload here

- **Capture** – Use your in-built camera to take the photo

- **Scan** – If using the **MSite Supervisor App** us the '*Scan QR Code*' option form the main menu on the app.

Upload Capture Scan
☑ Use face biometrics
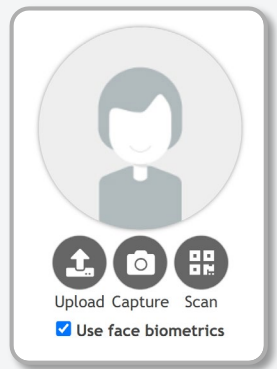
Please Note: Ensure that the 'Use face biometrics' box is ticked to allow access to site.

☑ **Use face biometrics**

Click **Next** for the optimal image capture guide.

Back   **Next**

Worker Profile Image Capture.

Follow this guide to ensure the optimal worker profile image.

### Why is it essential to have a quality profile image?

The worker profile image should be **Passport Photo** quality. If the profile image of the worker does not meet the criteria and is of poor quality, the face recognition cameras may not be able to match the workers profile image with their face.

This can cause **issues** when accessing site and could **restrict access!**

Optimal Image Capture.
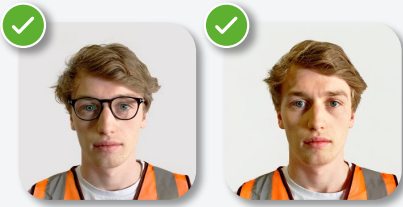
✓ Face forward, looking straight at the camera

✓ Face should occupy a large proportion of the image between 50% to 90%

✓ Only a single face must be visible in the image

✓ Taken against a plain light-coloured background

✓ Photo should be clear and in focus

✓ Neutral expression & mouth closed

✓ Both eyes open and visible

✓ You can wear glasses, but your eyes must be visible without any glare or reflection

✓ Even lighting on the face, no shadows and with sufficient contrast with the background

✓ A recent facial image should be used
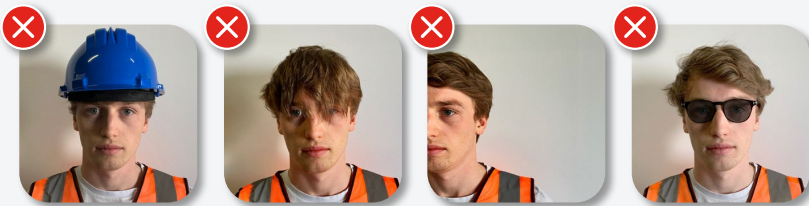
X No PPE or head coverings (unless it's for religious or medical reasons)

X Nothing covering your face

X No hair covering eyes

X No portion of the face should be cropped

X No sunglasses or tinted glasses

Back

Next

Worker Profile Completion.

Site Association - Marking as Inducted

Site Association is the site(s) a worker registered in MSite has access to. To allow the worker access to site, they will need to "**Marked As Inducted**".

Checking Site Association

A worker's site association can be found on the worker profile in MSite under **Site Association**.

If the worker already has a site added to their profile (possibly through the Pre-Registration process) but have not been inducted, it will show as **Not Inducted**.

Then, click **Edit** . If **no site** has been added, click, **Add Site** .

Next, complete all the required fields:

- Adding a lodging address and specifying which nights the worker stays in lodgings on their profile enhances the data included in the **CO$_2$ Travel to Site** report.

- Ensure "**Inducted**" is marked as "**Yes**".

- For sites that use MSite secure access products like **Pods**, the worker will also require the **Access Rights** box to be ticked.

Then, confirm all the details are correct in the worker record by ticking all the boxes and select **Update** to **save**.

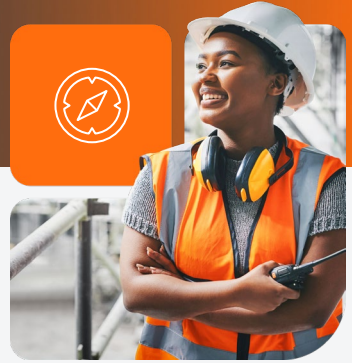Once **complete**, the worker profile will now show as **Inducted** .

Please Note: A worker can not **access** a site or **clock in/out** of a site unless **marked as inducted** on **Site Association**.

Back   **Next**

Worker Profile Completion.

Adding CSCS Cards & Affiliated Card Schemes

CSCS Card Validation.

When completing a **worker profile** during **Pre-Registration** (or completing manually), a **CSCS Card & Affiliated Card Schemes** accreditation will need to be added.

Depending on the project and the main contractor, some **accreditations** will be **mandatory**. These will be marked with an asterisk **(*)** within the drop-down list.
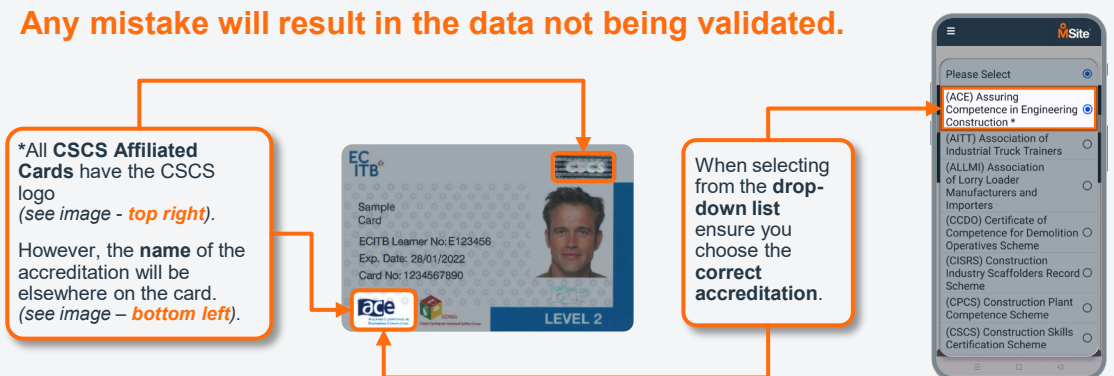
CSCS

MSite work with **CSCS** to **validate** all **Alliance Members** listed below:

- ACAD
- ACE
- ADIA
- ADSA (DHF)
- ALLMI
- AMI
- Allianz UK
- BFBI
- British Engineering Services
- CCDO

- CISRSCPCS
- CSCS
- CSR
- CSWIP
- DSA
- ECS (UR)
- ECS (SJIB)
- EUSR
- Engineering Services Skillcard
- FASET

- FISS
- GEA
- HSB
- ICATS
- IEXPE
- IPAF
- JIB PMES
- LEEA
- LISS
- Lloyds British
- MPQC

- NPORS
- PASMA
- Q-card
- SAFed
- SEIRS
- SICCS
- SNIJIB
- TICA
- TTM
- Train the painter

The integration with the **CSCS database** requires the data entered to be **100% accurate** including **personal details**, **card number** and selecting **the correct affiliated accreditation*** from the list.

Any mistake will result in the data not being validated.

*All **CSCS Affiliated Cards** have the CSCS logo
(see image - top right).

However, the **name** of the accreditation will be elsewhere on the card.
(see image – bottom left).

EC ITB®
Sample Card
ECITB Learner No: E123456
Exp. Date: 28/01/2022
Card No: 1234567890
ace
LEVEL 2

When selecting from the **drop-down list** ensure you choose the **correct accreditation**.

Please Select
(ACE) Assuring Competence in Engineering Construction *
(AITT) Association of Industrial Truck Trainers
(ALLMI) Association of Lorry Loader Manufacturers and Importers
(CCDO) Certificate of Competence for Demolition Operatives Scheme
(CISRS) Construction Industry Scaffolders Record Scheme
(CPCS) Construction Plant Competence Scheme
(CSCS) Construction Skills Certification Scheme

Click "**Next**" to follow the guide on how to add a new **CSCS Card & Affiliated Card Schemes** accreditation.

Back   Next

Worker Profile Completion.

Adding CSCS Cards & Affiliated Card Schemes

Guide:

Once in the worker profile, scroll down **CSCS Cards & Affiliated Card**
Schemes and select, [Add]

CSCS Cards and Affiliated Card Schemes   [⊟ Import CSCS Card] [Add]
Please Note: At least one valid Accreditation is required for access onto site. Click 'Add' to provide required information.

Select the relevant accreditation that matches the workers card from the
dropdown list, then,

- Enter the **Certification Number**

- Enter the **Expiration Date**

- Upload a **photo** of the **front** of the card

- Click [Add] and then click [Save]

CSCS Cards and Affiliated Card Schemes   ✕

Accreditation   (CSCS) Construction Skills Certification Scher ⌄
Certification Number *   35624487
Expiry Date *   31/12/2025   📅
Occupations   Please Select   🔍
Photographic Evidence
Please provide a photograph or scan of this accreditation.

Card Front   [⬆ Upload] [📷 Webcam] [⊞ Scan QR]

CITB Validation:
You are reminded that it remains your responsibility to ensure any accreditations submitted are
valid and accurate. Sales 10 reserve the right to check accreditations for validity.

                                              [Cancel] [Add]

Once **complete**, it should look like this.

CSCS Cards and Affiliated Card Schemes   [⊟ Import CSCS Card] [Add]
Please Note: At least one valid Accreditation is required for access onto site. Click 'Add' to provide required information.

(CSCS) Construction Skills Certification Scheme   Expires: 31/12/2025   [Edit] [Delete]
Bricklayer

Click "**Next**" for the next steps in completing the worker profile.

[Back]   [Next]

Worker Profile Completion.

H&S Training Courses:

Here you can **add/edit/delete** any H&S Training Courses that are required by the business including details such as:

- Course Name/Details
- Date Awarded/Expires
- Certification Number
- Card Image Front/Back

H&S Training Courses				Add
(SSSTS) CITB Site Safety Plus Site Supervisors Safety Training Scheme - Manually Awarded	Awarded: 04/06/2025	Expires: 31/12/2025		Edit Delete

Emergency Contacts:

Click, "**Add**" and enter details:

- Name
- Relationship
- Contact Number etc.

Emergency Contacts	Add
None Provided	

Additional Information:

Social value or **additional qualification** related questions that are configurable and will vary by customer.

Additional Information	
Are you an Apprentice?*	No
Have You Completed a 2 Day SSSTS Course?	No
Have You Completed a 5 Day SMSTS Course?	No
Have you completed a Fire Marshal course?	No
Have you completed a First Aid course?	No

Advanced:

Advanced options to allow specific worker profiles **exemptions** for key rules like access control.

Advanced	
Anti-Passback Exempt *	No
Dormant Restriction Exempt *	No
WTD Restriction Exempt *	No
Exclude From Cross-Site Search * ❓	No

Privacy Notice:

Consent for collection of personal data. **Biometric** content needed to use facial recognition.

Privacy Notice	
I consent to the collection of my data — This field implies that you consent to the collection of your data by the data controller of *insert company here* — Privacy Policy	I agree
I consent to the collection of my biometric data — This field implies that you consent to the collection of your biometric data by the data controller of *insert company here*	I consent

Medical Conditions:

Click, "**Add**" to provide any relevant details.

Medical Conditions — Please provide details if relevant.	Add
None Provided	

Attachments:

Click, "**Add**" to provide any additional attachment like:

- Certificates & Accreditations
- Incidents & Near Misses
- Identification

Attachments	Add
None Provided	

Attachments ✕

Title *

Type *   Please Select
- Please Select
- Certificates & Accreditations
- Incidents & Near misses
- Identification
- Other

Back

Supervisor App - Workers.

Manage workers from the Supervisor App.

You can manage workers directly on the Supervisor App with all the same functionality as using the browser. This includes functions such as:

• Marking a worker as inducted to a site
• Adding or updating accreditations
• Adding a profile image
• Completing a worker profile

How to:

• First, click 'Workers' on the app home screen

• Next, search for the worker by name

• You will then be able to view or edit their profile
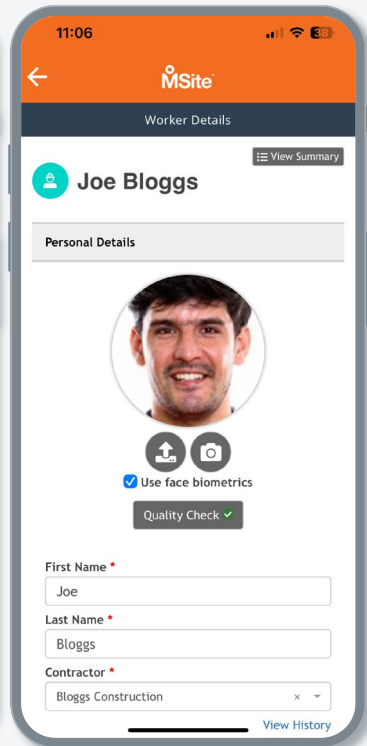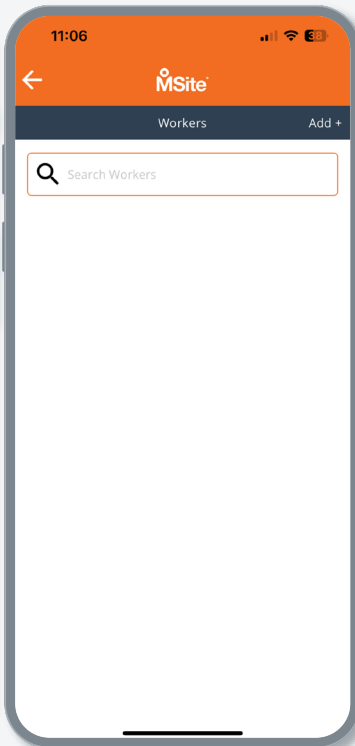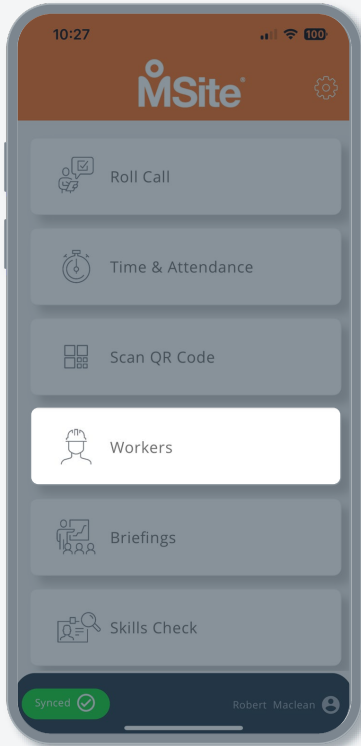
For a full guide on completing a Worker Profile, click **Next** below.

Please note: Some of the imagery within the guide are in web browser format and will have a slightly different layout to what you see on the app, but all the information and order will be the same.

To return to the **Supervisor App Guide** menu, click **Back.**

Back

Next

Supervisor App Guide.

Learn all you need to know about the **Supervisor App**.
Click the buttons to take you to the relevant guides.

Settings

How to Log In

Roll Call

Time & Attendance

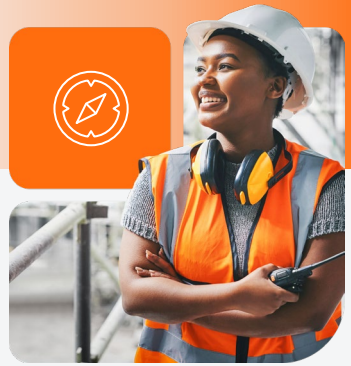Scan QR Code

Workers

Briefings

Skills Check

Door Release

Supervisor App
User Manual

User / Admin Guide.

Boost your knowledge as an MSite User/Administrator.
Click the buttons below to take you to the relevant guides.

Users - Useful guides and videos related to MSite users. **Please Note:** If your MSite account is managed centrally by your company admin or superuser, then some or all these steps will be done for you. **Please check internally** before contacting our **Support** team.

How to Add MSite Users	Updating a User Profile	Editing User Roles

Workers - Useful guides and videos related to Workers (Operatives).

Updating a Worker Profile	How to Check/Update Accreditations	Diagnose & Resolve Access Issues for Multiple Workers

Missing OUT Transactions	Dormancy Restriction	**Worker Guides**
		Completing Pre-Reg
		Add Accreditations
		Project Registration

More… – Access more useful guides and videos.

Updating Sub/Contractor	FAQs	Face Mini
		Supervisor App
		Pods and more…

Be safe. Be productive Be one.
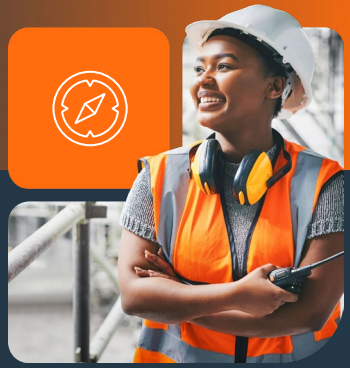
MSite
FAQs - p1.

Find below the top MSite frequently asked questions.
Click the buttons to take you to the guide answering the question.

Q. What do I do if a worker has a Dormancy Restriction on their profile? — **Show Me**

Q. How to reset Anti-Passback (APB)? — **Show Me**

Q. What do I do if a worker's accreditation has expired? — **Show Me**

Q. A worker has refused biometric consent. How do I set up PIN Access? — **Show Me**

Q. A worker can't access site because they failed to clock out the day before. How do I find and resolve missing OUT transactions? — **Show Me**

Q. No match when scanning face. — **Show Me**

Q. Face match found but worker still cannot access site. — **Show Me**

Q. Face match found, but wrong profile or access denied. — **Show Me**

Q. How do I diagnose & resolve access issues for an individual worker? — **Show Me**

Q. How do I diagnose & resolve access issues for multiple workers? — **Show Me**

Q. How do I update or edit a contractor/subcontractor? — **Show Me**
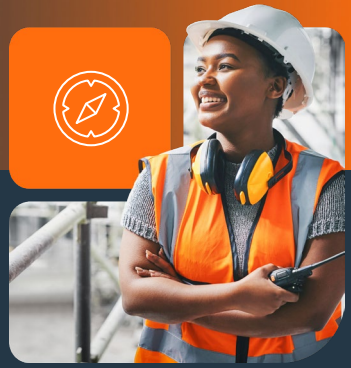
Q. How do I update a worker profile? — **Show Me**

Next

MSite
FAQs - p2.

**Find below the top MSite frequently asked questions.
Click the buttons to take you to the guide answering the question.**

Q. I've got a new Face Mini, how do I set it up?

Show Me

Q. I've been logged / locked out of the Face Mini;
how do I get back in?

A. Click the button for a **Log In** guide. If you have
been **locked** out of the device, the 4-digit PIN is
supplied in the box with the device.

Show Me

Q. What are User Roles and what does each role
give access to?

Show Me

Q. How do I edit roles for a user?

Show Me

Q. How do I add new sites to the system?

Show Me

Q. How do I create an accreditation alert?

Show Me

Q. How to add an MSite User?

Show Me

Q. How do I update a User profile?

Show Me

Q. Supervisor App Syncing Issues.

Show Me

Q. Supervisor App FAQs.

Show Me

Q. Delivery Management Guides & Videos.

Show Me

Back