



We use MSite for time and attendance.

It helps us keep track of who is on site and when.

You **MUST** be signed in at the start of your shift and sign out at the end of your shift using the MSite Face Mini.

The MSite Face Mini is located:

If you are not yet registered, please contact:

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Log into the Face Mini.

How to log into the MSite Face Mini.

To log into the app, enter your login details:

- **Company:** usually **YourCompanyName**
(Must not contain spaces. Is not case sensitive)
- **Email Address:** **You@youremail.com**
(Must have a "User" account with Supervisor App permissions)
- **Password:** **Your password**
(Not needed if your company is using SSO)
- Select, **Sign in**

Initial Sync:

- First sync may take longer
(Internet connection required)

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Face Mini Single Sign On. (SSO)

How to perform a Manual Sync of the Face Mini.

Single Sign-On (SSO) is an authentication method that enables users to **securely authenticate** with **multiple** applications and websites by using just one set of credentials. This feature is available for the **MSite Face Mini**. If your business uses **SSO** the way you log in will be different.

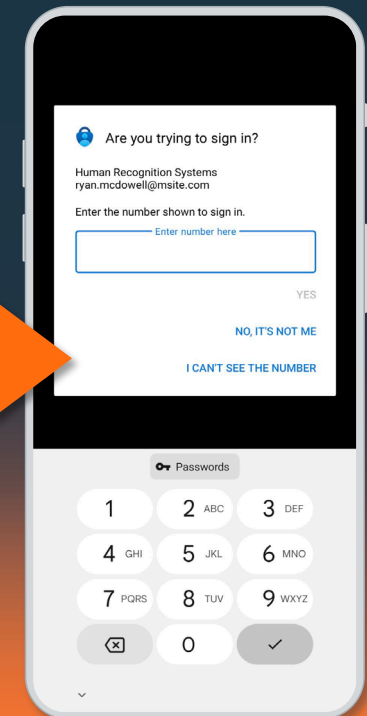
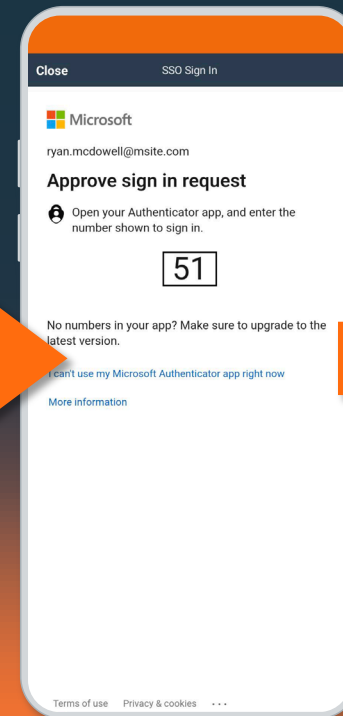
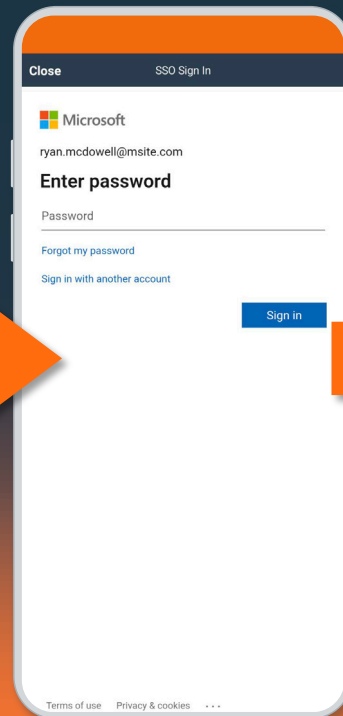
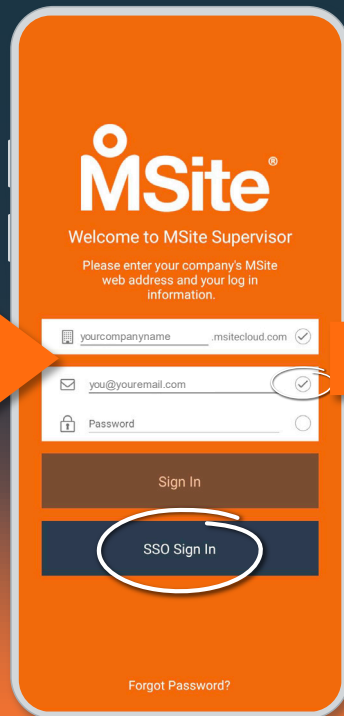
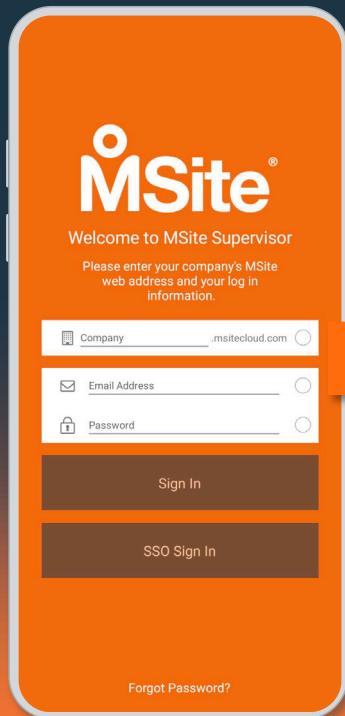
The **Face Mini** log in page now displays **SSO** as a sign in option.

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.

Then, **confirm** the authentication number to sign in. Once authenticated, you will be **logged in**.



Don't Forget Sign In & Out Today.

Sign in using the **M**Site Face Mini.



Usage Guidance.



Stand 60cm to 100cm
away from the device.



Stand still and fit face
to the predefined area.



Maintain a neutral
facial expression.



Normal glasses
are acceptable.



DO NOT wear PPE,
masks or sunglasses.



DO NOT display two
faces on the screen.



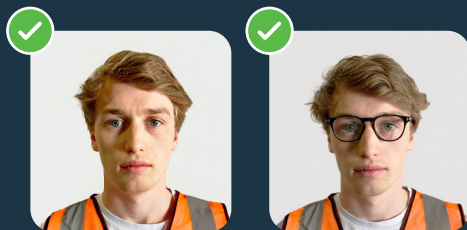
For Instructions

Scan the QR code with your phone.

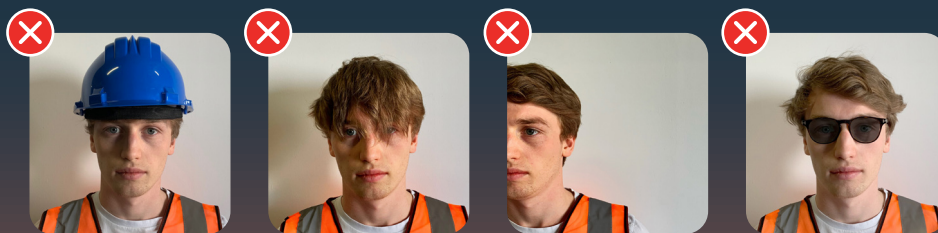
Worker Profile Image Capture.

It is **essential** for the optimisation of our facial recognition software to capture a **passport quality** photo.

Optimal Image Capture Guide.



- ✓ 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



- ✗ No PPE or head coverings (unless it's for religious or medical reasons)
- ✗ Nothing covering your face
- ✗ No hair covering eyes
- ✗ No portion of the face should be cropped
- ✗ No sunglasses or tinted glasses



Face Mini FAQ's.

Scan the QR Codes for answers / guides.

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

A. Scan the QR Cod for our full set-up guide.



Q. How do I log into the Face Mini?

A. Someone with a "User" account with Supervisor App permissions must log in:

- **Company:** usually YourCompanyName
- **Email Address:** You@youremail.com
- **Password:** Your password
- **Select, Sign in** (*Scan the QR code for a one page guide.*)



Q. How do I sign in with SSO on the Face Mini?

A. Scan the QR code for a one page guide.



Q. How do I perform a Manual Sync on the Face Mini?

A. Scan the QR code for a one page guide.



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

A. If you have been locked out of the device, the 4-digit PIN is supplied in the box with the device.

Q. The Face Mini is an iPhone, so, can I set up Find My iPhone on it?

A. No, *Find My Phone* is not available for the Face Mini.



Using The Workforce App.

Scan the QR code with your phone
to access how to clock in/out.



If you're having trouble gaining access
please report to the site office:

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Please Sign In & Out Here.

Please **DO NOT** tamper with the Face Mini.

If you're having trouble signing in & out
please report to the site office:

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For Instructions

Scan the QR code with your phone.



Don't Forget To Sign In & Out Today.



Our MSite Face Mini is located:

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Visit our [Training Hub](#) & Learn More



Have You Signed In Today?



MSite Face Mini this way.

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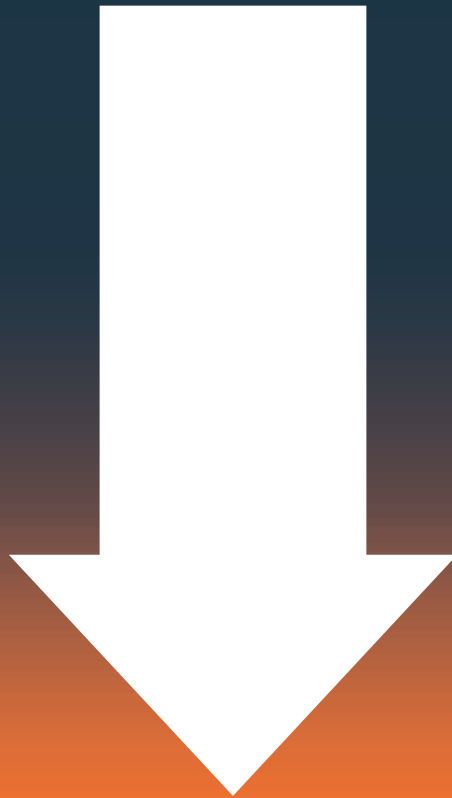


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