



Training Hub

Managing Induction.

A guide to help you utilise the **MSite Induction Bookings** feature.

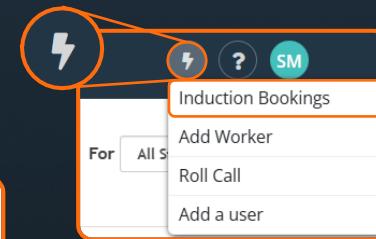
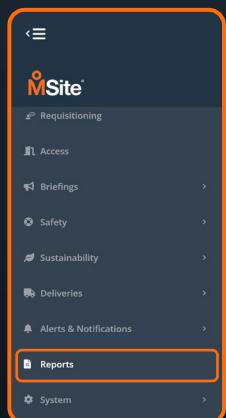


Introduction to Induction Bookings.

Using the MSite **Induction Bookings** feature enables site staff to preview any inductions that are booked for site via pre-registration. It also monitors the progress of the worker's profile by indicating which areas have been completed and then facilitates the generation of reports to document the inductions.

There are various ways that you can access the induction booking report.

- Click on the  at the top-right of the home screen, then select **Induction Bookings**.
- Select the  on the inductions segment of the dashboard
- Selecting **Reports**  **Induction Reports**



Managing Induction Bookings.

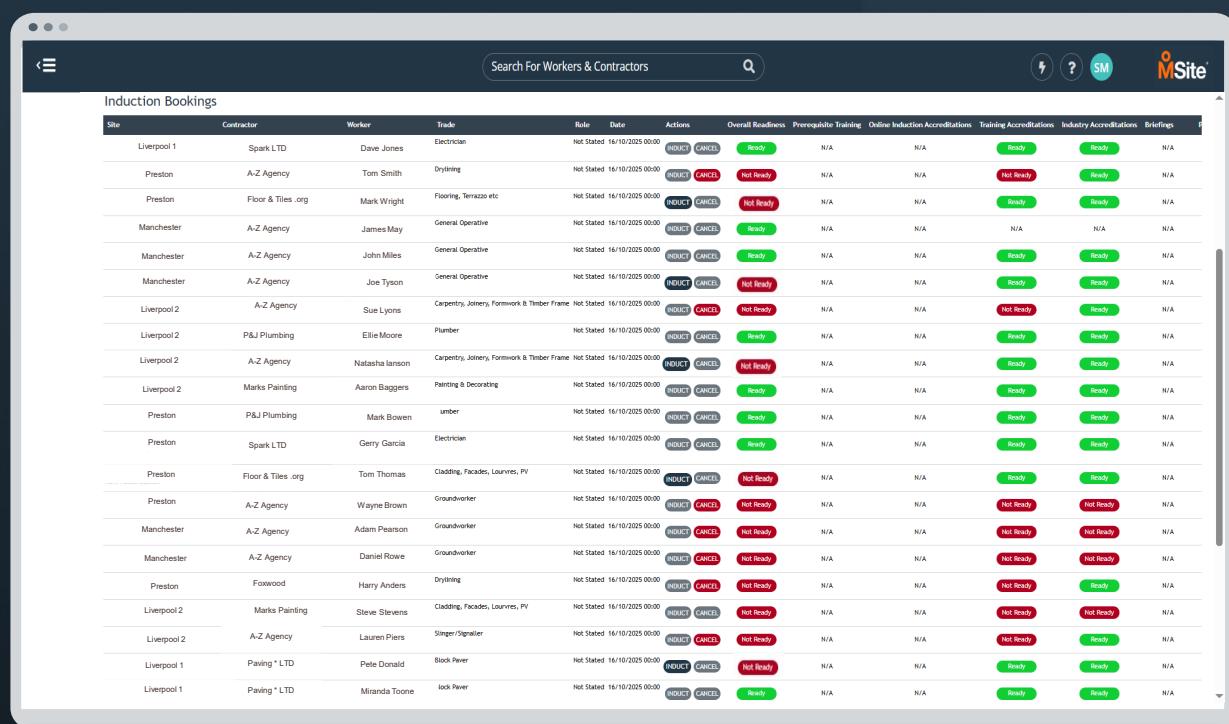
When viewing inductions, you'll see a list of all individuals who have been invited to the sites you manage, along with the status of each section of their worker profile.

Once a worker has completed every section of their profile, the status will update from **Not Ready** to **Ready**.

If the *Overall Readiness* section is marked as **Ready**, this indicates that the worker has already been inducted.

You can induct a worker by selecting **INDUCT**.

If your site uses **biometrics**, you'll still need to open the worker's profile to capture their profile photograph.



The screenshot shows a software interface titled 'Induction Bookings'. At the top, there is a search bar labeled 'Search For Workers & Contractors' with a magnifying glass icon. To the right of the search bar are several small icons: a lightning bolt, a question mark, a 'SM' logo, and the 'M-Site' logo. The main table has the following columns: Site, Contractor, Worker, Trade, Role, Date, Actions, Overall Readiness, Prerequisite Training, Online Induction Accreditations, Training Accreditations, Industry Accreditations, and Briefings. The 'Overall Readiness' column contains several green 'Ready' buttons. The 'Actions' column contains 'INDUCT' and 'CANCEL' buttons for each row. The table lists workers from various sites including Liverpool 1, Preston, and Manchester, with their respective contractor names and roles.

| Site | Contractor | Worker | Trade | Role | Date | Actions | Overall Readiness | Prerequisite Training | Online Induction Accreditations | Training Accreditations | Industry Accreditations | Briefings |
|-------------|--------------------|------------------|---|------------|------------------|-----------------------------|-------------------|-----------------------|---------------------------------|-------------------------|-------------------------|-----------|
| Liverpool 1 | Spark LTD | Dave Jones | Electrician | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Ready | N/A | N/A | Ready | Ready | N/A |
| Preston | A-Z Agency | Tom Smith | Drylining | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Not Ready | N/A | N/A | Not Ready | Ready | N/A |
| Preston | Floor & Tiles .org | Mark Wright | Flooring, Terrazzo etc | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Not Ready | N/A | N/A | Ready | Ready | N/A |
| Manchester | A-Z Agency | James May | General Operative | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Ready | N/A | N/A | N/A | N/A | N/A |
| Manchester | A-Z Agency | John Miles | General Operative | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Ready | N/A | N/A | Ready | Ready | N/A |
| Manchester | A-Z Agency | Joe Tyson | General Operative | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Not Ready | N/A | N/A | Ready | Ready | N/A |
| Liverpool 2 | A-Z Agency | Sue Lyons | Carpentry, Joinery, Formwork & Timber Frame | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Not Ready | N/A | N/A | Not Ready | Ready | N/A |
| Liverpool 2 | P&J Plumbing | Ellie Moore | Plumber | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Ready | N/A | N/A | Ready | Ready | N/A |
| Liverpool 2 | A-Z Agency | Natalasha Ianson | Carpentry, Joinery, Formwork & Timber Frame | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Not Ready | N/A | N/A | Ready | Ready | N/A |
| Liverpool 2 | Marks Painting | Aaron Baggers | Painting & Decorating | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Ready | N/A | N/A | Ready | Ready | N/A |
| Preston | P&J Plumbing | Mark Bowen | Plumber | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Ready | N/A | N/A | Ready | Ready | N/A |
| Preston | Spark LTD | Gerry Garcia | Electrician | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Ready | N/A | N/A | Ready | Ready | N/A |
| Preston | Floor & Tiles .org | Tom Thomas | Cladding, Facades, Louvres, PV | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Not Ready | N/A | N/A | Ready | Ready | N/A |
| Preston | A-Z Agency | Wayne Brown | Groundworker | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Not Ready | N/A | N/A | Not Ready | Not Ready | N/A |
| Manchester | A-Z Agency | Adam Pearson | Groundworker | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Not Ready | N/A | N/A | Not Ready | Not Ready | N/A |
| Manchester | A-Z Agency | Daniel Rowe | Groundworker | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Not Ready | N/A | N/A | Not Ready | Not Ready | N/A |
| Preston | Foxwood | Harry Anders | Drylining | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Not Ready | N/A | N/A | Not Ready | Ready | N/A |
| Liverpool 2 | Marks Painting | Steve Stevens | Cladding, Facades, Louvres, PV | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Not Ready | N/A | N/A | Not Ready | Not Ready | N/A |
| Liverpool 2 | A-Z Agency | Lauren Piers | Signer/Signaller | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Not Ready | N/A | N/A | Not Ready | Ready | N/A |
| Liverpool 1 | Paving * LTD | Pete Donald | Block Paver | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Not Ready | N/A | N/A | Ready | Ready | N/A |
| Liverpool 1 | Paving * LTD | Miranda Toone | lock Paver | Not Stated | 16/10/2025 00:00 | INDUCT CANCEL | Ready | N/A | N/A | Ready | Not Ready | N/A |

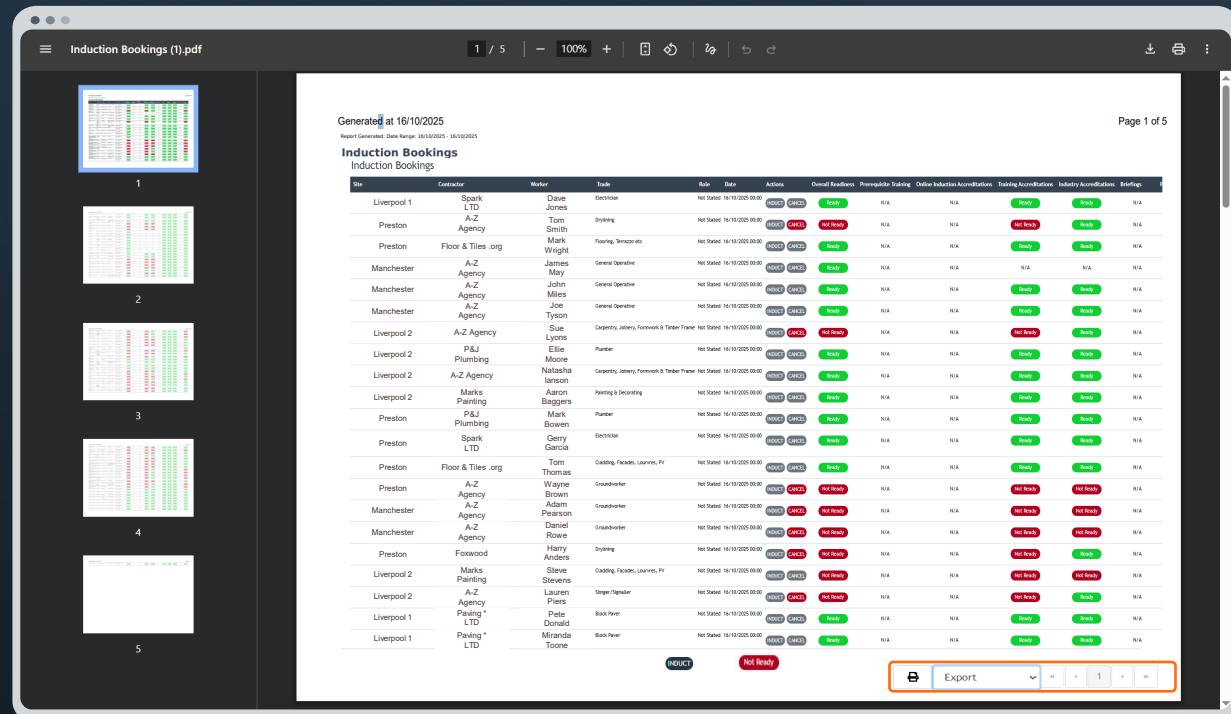
Induction Bookings Reports.

Exporting the Induction Booking Report

Once the **Induction Booking Report** has been generated, an **Export** button will appear at the bottom of the screen.

Click this button to download the report in your preferred format. The available export formats are:

- **Excel TSV – Tab-Separated Values**, ideal for spreadsheet use and easy data import into other systems.
- **Excel CSV – Comma-Separated Values**, compatible with most data tools and spreadsheet software.
- **PDF – A fixed-format** version suitable for sharing or printing.



The screenshot displays the 'Induction Bookings' report interface. On the left, five small preview images labeled 1 through 5 show different export formats: 1 is a grid of names, 2 is a grid of names with some red and green highlights, 3 is a grid with more extensive red and green highlights, 4 is a grid with even more extensive red and green highlights, and 5 is a blank white page. On the right, a larger preview of the PDF report is shown. The PDF header reads 'Generated at 16/10/2025' and 'Report Generated: Date Range: 16/10/2025 - 16/10/2025'. The table has columns for 'Site', 'Contractor', 'Worker', 'Trade', 'Role', 'Date', 'Actions', 'Overall Readiness', 'Prerequisite Training', 'Online Induction Accreditations', 'Training Accreditations', 'Industry Accreditations', and 'Briefings'. The data includes rows for various workers across different sites and contractors, with status indicators like 'INDUCT', 'Not Ready', and 'Ready'.



Be safe. Be productive. Be one.