



Training Hub

Managing Induction.



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

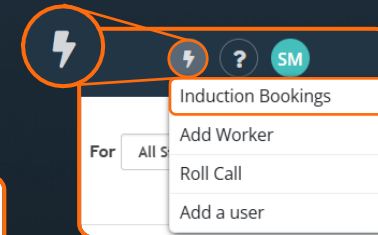
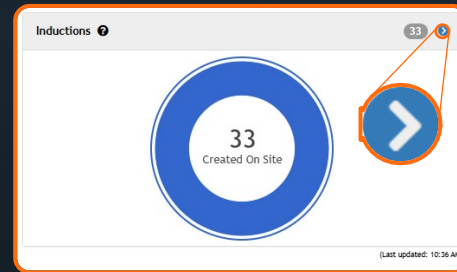
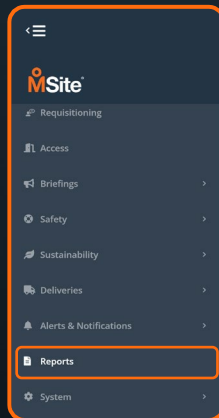


Introduction to Induction Bookings.

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.

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	Ready	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	Natasha 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 Beggars	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	umber	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, Louvers, 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	Foswood	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, Louvers, PV	Not Stated	16/10/2025 00:00	INDUCT CANCEL	Not Ready	N/A	N/A	Not Ready	Ready	N/A
Liverpool 2	A-Z Agency	Lauren Piers	Singer/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	Jack Paver	Not Stated	16/10/2025 00:00	INDUCT CANCEL	Ready	N/A	N/A	Ready	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.

Generated at 16/10/2025
Report Generated: Date Range: 16/10/2025 - 16/10/2025
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Induction Bookings
Induction Bookings

Site	Contractor	Worker	Trade	Role	Date	Actions	Overall Readiness	Prerequisite Training	Online Induction Accreditation	Training Accreditation	Industry Accreditation	Briefings
Liverpool 1	Spark LTD	Dave Jones	Electrician	Not Started	16/10/2025 09:00	View Edit Add	Ready	N/A	N/A	Ready	Ready	N/A
Preston	A-Z Agency	Tom Smith	Drinking	Not Started	16/10/2025 09:00	View Edit Add	Not Ready	N/A	N/A	Not Ready	Ready	N/A
Preston	Floor & Tiles .org	Mark Wright	Flooring, Tiling etc	Not Started	16/10/2025 09:00	View Edit Add	Ready	N/A	N/A	Ready	Ready	N/A
Manchester	A-Z Agency	James May	General Operative	Not Started	16/10/2025 09:00	View Edit Add	Ready	N/A	N/A	Ready	Ready	N/A
Manchester	A-Z Agency	John Miles	General Operative	Not Started	16/10/2025 09:00	View Edit Add	Ready	N/A	N/A	Ready	Ready	N/A
Manchester	A-Z Agency	Joe Tyson	General Operative	Not Started	16/10/2025 09:00	View Edit Add	Ready	N/A	N/A	Ready	Ready	N/A
Liverpool 2	A-Z Agency	Sue Lyons	Carpentry, Joinery, Formwork & Timber Frame	Not Started	16/10/2025 09:00	View Edit Add	Not Ready	N/A	N/A	Not Ready	Ready	N/A
Liverpool 2	P&J Plumbing	Ellie Moore	Plumber	Not Started	16/10/2025 09:00	View Edit Add	Ready	N/A	N/A	Ready	Ready	N/A
Liverpool 2	A-Z Agency	Natasha Hanson	Carpentry, Joinery, Formwork & Timber Frame	Not Started	16/10/2025 09:00	View Edit Add	Ready	N/A	N/A	Ready	Ready	N/A
Liverpool 2	Marks Painting	Aaron Baggers	Painting & Decorating	Not Started	16/10/2025 09:00	View Edit Add	Ready	N/A	N/A	Ready	Ready	N/A
Preston	P&J Plumbing	Mark Bowen	Plumber	Not Started	16/10/2025 09:00	View Edit Add	Ready	N/A	N/A	Ready	Ready	N/A
Preston	Spark LTD	Gerry Garcia	Electrician	Not Started	16/10/2025 09:00	View Edit Add	Ready	N/A	N/A	Ready	Ready	N/A
Preston	Floor & Tiles .org	Tom Thomas	Cadging, Fencing, Lawns, etc	Not Started	16/10/2025 09:00	View Edit Add	Ready	N/A	N/A	Ready	Ready	N/A
Preston	A-Z Agency	Wayne Brown	Groundworker	Not Started	16/10/2025 09:00	View Edit Add	Not Ready	N/A	N/A	Not Ready	Not Ready	N/A
Manchester	A-Z Agency	Adam Pearson	Groundworker	Not Started	16/10/2025 09:00	View Edit Add	Not Ready	N/A	N/A	Not Ready	Not Ready	N/A
Manchester	A-Z Agency	David Rowe	Groundworker	Not Started	16/10/2025 09:00	View Edit Add	Not Ready	N/A	N/A	Not Ready	Not Ready	N/A
Preston	Foxwood	Harry Anderson	Drinking	Not Started	16/10/2025 09:00	View Edit Add	Not Ready	N/A	N/A	Not Ready	Ready	N/A
Liverpool 2	Marks Painting	Steve Stevens	Cadging, Fencing, Lawns, etc	Not Started	16/10/2025 09:00	View Edit Add	Not Ready	N/A	N/A	Not Ready	Not Ready	N/A
Liverpool 2	A-Z Agency	Lauren Piers	Slinger/Signaller	Not Started	16/10/2025 09:00	View Edit Add	Not Ready	N/A	N/A	Not Ready	Ready	N/A
Liverpool 1	Paving * LTD	Pete Donald	Block Paver	Not Started	16/10/2025 09:00	View Edit Add	Ready	N/A	N/A	Ready	Ready	N/A
Liverpool 1	Paving * LTD	Miranda Toome	Block Paver	Not Started	16/10/2025 09:00	View Edit Add	Ready	N/A	N/A	Ready	Ready	N/A

[Export](#)



Be safe. Be productive. **Be one.**