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Managing Induction.

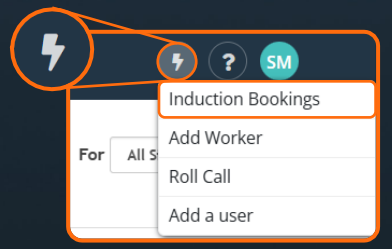
A guide to help you utilise the **MSite Induction Bookings** feature.

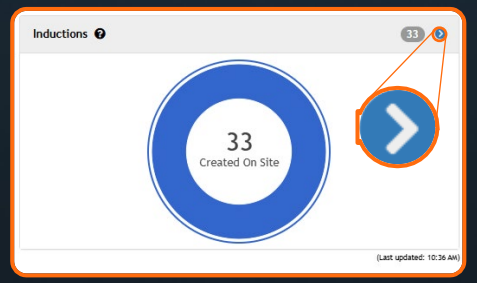
Introduction to Induction Bookings.

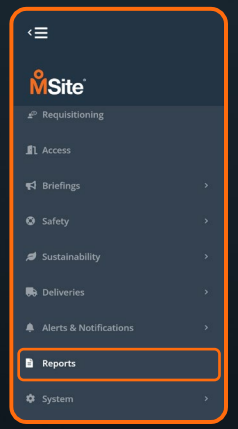
Using the MSite **Induction Bookings** feature enables site staff to preview any inductions that are booked for site via pre-registration. It also monitors the progress of the worker's profile by indicating which areas have been completed and then facilitates the generation of reports to document the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







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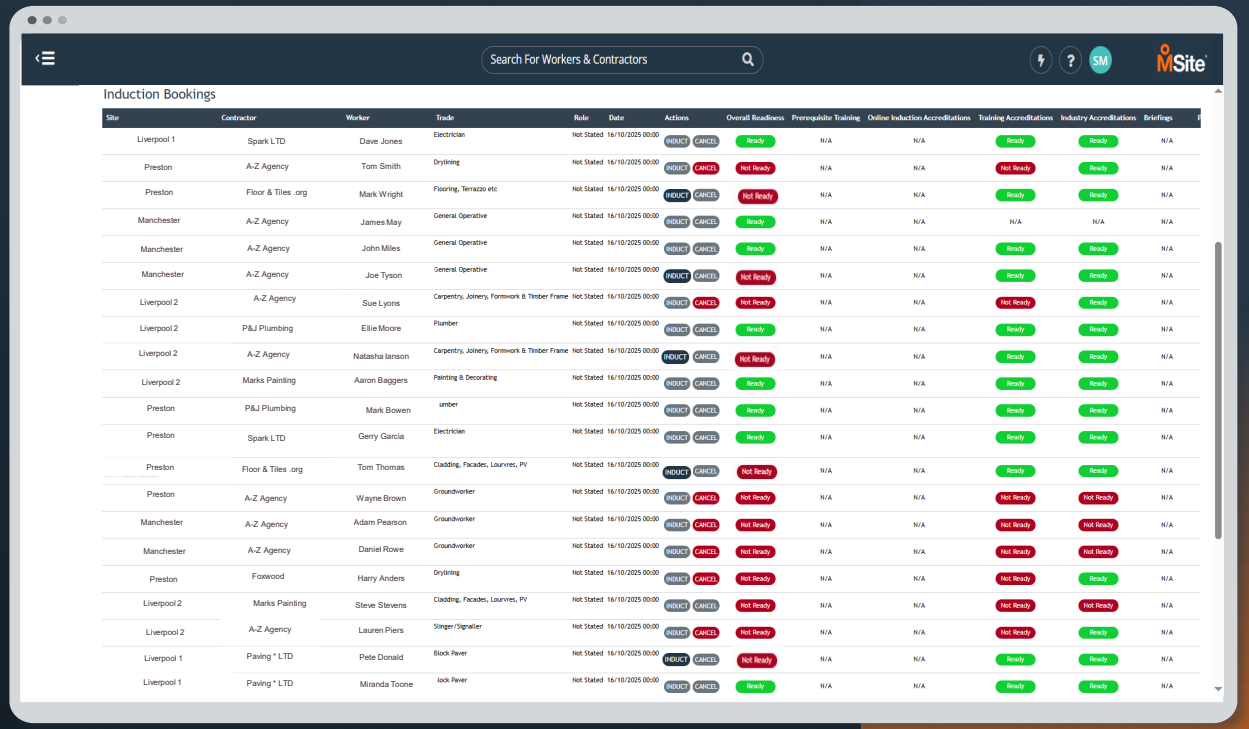
When viewing inductions, you'll see a list of all individuals who have been invited to the sites you manage, along with the status of each section of their worker profile.

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.



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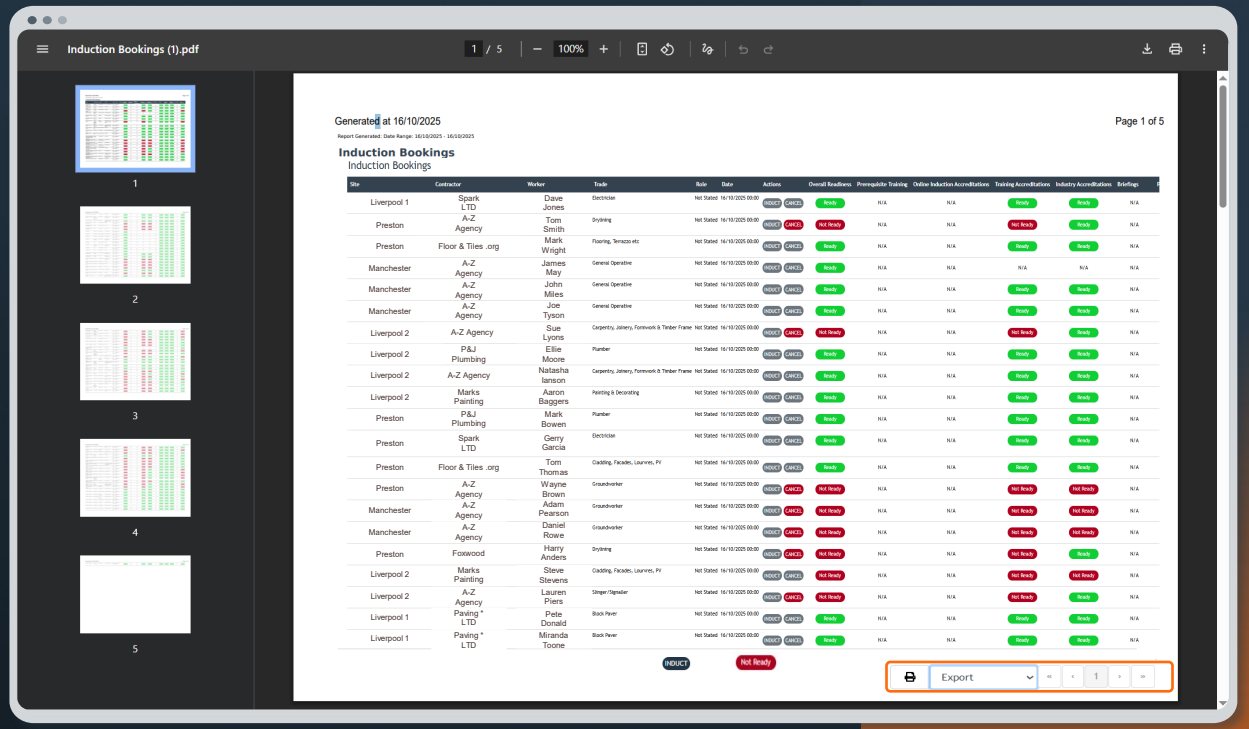
Induction Bookings Reports.

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.

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Be safe. Be productive. Be one.