



# MSite User Roles.

## User Roles Explained

This document outlines and describes the various user roles available in MSite. You **may NOT have access** to some of these roles depending on whether they have been purchased for your project (such as **Delivery Management** or **MSite Mobile**). Alternatively, you **may NOT have been granted** certain user roles by your company. If this is the case, speak to you **Company MSite Administrator**.

**Tip:** In general, the way **MSite User Roles** work is... If you have the Role, you can grant the Role.

User Role	Description
Contractor User Manager	Access to the Contractors Page list. Ability to Edit existing Contractor Admin and add and edit new contractor users. Cannot add new Contractor Admin, can only update Pre-Registration functionality - all the other roles i.e. Delivery Management, Reports are not visible.
Critical Access Reports	See Report Access tab.
Dashboard	Access to the Msite Dashboard showing current numbers of people currently on site, first aiders, etc...
Delivery Management	Provides access to the delivery management functionality.
Device Manager (assign Portable T&A devices to sites)	Ability to log into Portable (Plug & Play) T&A MSite touch reader and assign them to existing sites.
Digital Passport	Provides access to the digital passport functionality.
Digital Passport (Add/Edit Restricted)	Provides access to the digital passport functionality with Add/Edit restriction.
ID Checks	Provides access to the ID Checks Dashboard and allows a user to view/edit ID Check data on a Worker profile.
ID Checks - Approver	Allows a user to approve an ID Check. Approval is only required if the setting 'IDChecks:RequiresApproval' is enabled.



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<b>Labour Hours Allocation</b>	Allows access to the Labour Hours menu and features, as well as the allocation of labour Hours against a worker.
<b>Labour Hours Approval</b>	Allows access to the Labour Hours menu and features, as well as the ability to approve workers standard hours, overtime and extras.
<b>Door Release (Formerly named 'Intercom')</b>	Provides the ability to operate doors/turnstiles from the 'Access' page of MSite web interface and enables the Door release functionality within the Supervisor App.
<b>Worker - Add/Edit Sensitive Data</b>	Provides read/write access to worker records and allows creation of new records. Includes the ability to view and edit data marked as Level 1 or Level 2 (via Custom Fields Sensitivity Level).
<b>Worker - Add/Edit</b>	Provides read/write access to worker records however any data marked as Level 2 or above (via Custom Fields Sensitivity Level) is not viewable or editable. Can create new workers but Level 2 fields are not visible. Additionally, this role now allows the use of the Add Employee function on the MSite Supervisor App.
<b>Worker/Visitor - View Sensitive Data</b>	Provides read only access to worker records and allows the user to search for user records. Any data marked as Level 1 or Level 2 (via Custom Fields Sensitivity Level) is viewable. The search is filtered to workers that have access to the user's site's or if they aren't associated with any sites.
<b>Worker/Visitor - View</b>	Provides read only access to worker records and allows the user to search for user records. Any data marked as Level 2 or above (via Custom Fields Sensitivity Level) is not viewable. The search is filtered to workers that have access to the user's site's or if they aren't associated with any sites.



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<b>RAMS</b>	Provisions access to the RAMS feature.
<b>RAMS Approval</b>	Provisions the user with the ability to Accept or Decline a submitted RAMS.
<b>Rate Card Approval</b>	Allows the user the ability to approve Rate Cards.
<b>Reports</b>	Provides access to the majority of reports including those contained in 'Reports - Critical Access' & 'Reports - System' but EXCLUDING 'Reports - Sensitive'. All data is filtered to the user's site permissions ensuring they can only view data for employees on their site. This data can also be exported in the following formats: PDF, Word & Excel - See Report Access tab.
<b>Reports (Sensitive)</b>	Access to reports that hold sensitive personal data, e.g Custom Field Reporting (able to report on ethnicity, medical conditions, etc...) - See Report Access tab.
<b>Reports (System Only)</b>	Access to reports that aid the user in resolving access issues & auditing - See Report Access tab.
<b>Requisitions</b>	Allows access to the Requisitioning menu item and functionality (excludes the ability to approve workers and spend).
<b>Requisitions Approval</b>	Allows access to the Requisitioning menu item and provides the user with the ability to approve workers and give spend approval for a Requisition.

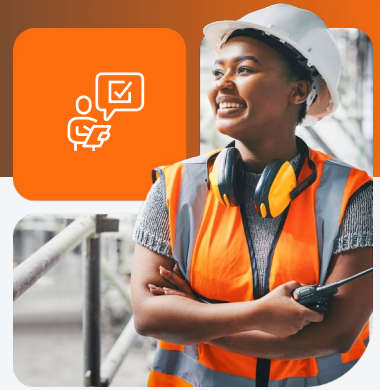


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<b>System (Basic)</b>	<p>Provides the ability to manage basic system settings.</p> <ul style="list-style-type: none"> <li>• Add alerts</li> <li>• Manage Induction Booking settings</li> <li>• Delivery Management Materials (if delivery management role is enabled)</li> <li>• Delivery Management Cranes (if delivery management role is enabled)</li> <li>• Reset APB</li> </ul>
<b>System (Advanced)</b>	<p>Provides the ability to manage the more advanced configuration options within MSite.</p> <ul style="list-style-type: none"> <li>• Add alerts</li> <li>• Induction Types</li> <li>• Contractor Groups</li> <li>• Manage Mobile Devices</li> <li>• Safety &gt; Competency Management &gt; Accreditations</li> <li>• Safety &gt; Competency Management &gt; Occupations</li> <li>• Safety &gt; Competency Management &gt; Competency Rules (formerly Accreditation Groups)</li> <li>• Add and modify users (User is only able to the same permissions / sites that they currently have access to or less)</li> </ul>
<b>System (Site Info &amp; Configuration)</b>	<p>Provides the ability to view and edit basic information for existing sites such as site name, site group, postcode, manager name, phone number etc.</p>
<b>System Contractors</b>	<p>Provides the ability to add edit and delete contractors. In addition, contractor user accounts can be managed with configuration options for workforce registration, delivery management and contractor reports.</p>

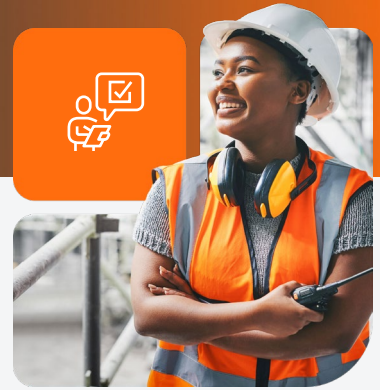


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Site Initiator	Provides the ability to create new sites within the system and provide basic contact information for the site (Used to create site without access control for Online Inductions & Training / Classroom Training). Also allows: <ul style="list-style-type: none"> <li>• Add/Edit Area</li> <li>• Add/Edit Door (Bi)</li> <li>• Add/Edit Door Group</li> <li>• Add/Edit Door Schedule</li> <li>• Add/Edit Access Group</li> <li>• Add and modify users (User is only able to the same permissions / sites that they currently have access to or less)</li> </ul>
Training Administrator	Provides the ability to manage all online training courses. Includes viewing the training dashboard.
Training Manager	Provides the ability to manage online training courses that haven't been marked as administrator only. Includes viewing the training dashboard.
Mobile - Add Employee	Allows the use of the Add Employee function on the MSite Supervisor App.
Mobile - Manual Search	Allows a user to search for workers by name on the MSite Supervisor App - absence of this role forces the Supervisor app to enter kiosk mode when combined with Mobile - Skills Check, Mobile - Time & Attendance or Mobile – Trainer.
Mobile - Roll Call	Allows the use of the Roll Call function on the MSite Supervisor App.
Mobile - Scan QR	Allows the use of the Scan QR function on the MSite Supervisor App.



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<b>Mobile - Skills Check</b>	Allows the use of the Skills Check function on the MSite Supervisor App.
<b>Mobile - Time &amp; Attendance</b>	Allows the use of the T&A function on the MSite Supervisor App.
<b>Mobile - Trainer</b>	Allows the use of the Training Attendance function on the MSite Supervisor App.
<b>User Management</b>	Add and modify users (User is only able to the same permissions / sites that they currently have access to or less).
<b>Visitor - Add/Edit</b>	Provides read/write access to visitor records however any data marked as Level 2 or above (via Custom Fields Sensitivity Level) is not viewable or editable. Can create new visitors but Level 2 fields are not visible. Additionally, this role now allows the use of the Add Visitor function on the MSite Supervisor App
<b>Visitor - Add/Edit Sensitive Data</b>	Provides read/write access to visitor records and allows creation of new records. Includes the ability to view and edit data marked as Level 1 or Level 2 (via Custom Fields Sensitivity Level).
<b>Worker Notifications</b>	Send Notifications to workers (via the MSite Workforce app).
<b>Worker VIP (Customer Specific User Role)</b>	Allows the use of the 'Add Site Group' functionality on the worker profile, users without this role will not see the 'Add Site Group' button..