



Training Hub

MSite Briefings.

This guide will showcase all elements
of Briefings within MSite.



MSite Briefings.

From daily activity briefings and toolbox talks to safety critical briefings and on-site orientations, **MSite Briefings** gives you the ability to:

- Sign workers into briefing sessions quickly and easily using facial recognition or signature.
- Preload content before the session centrally or at site level.
- Use competency reports to see who has/hasn't been briefed.

MSite Briefings (Mobile App Screenshot):

- Sites / Projects:** Site 01 - Liverpool
- Course:** Toolbox Talk - Working at Height
- Module:** Ladders
- Contents & Links:** 3
- Attachments:** 0
- People:** 2
- Clock-In/Out:** None

Attendance Sheet (Web App Screenshot):

Contractor	Last Name	First Name	Signature
Glover Bros. Demolition	Glover	PETE	
Brighouse	Kenny	DAVE	

Attendance Sheet Details:

Course:	Citybank - Level 42 High Risk Induction
Module:	Level 42 High Risk Induction
Trainer:	Pete Glover
Site:	Site 02 - London
Employee Count:	2

Contents & Links:

- Citi Bank Level 42 High Risk Briefing (003).pdf

Creating a Briefing.

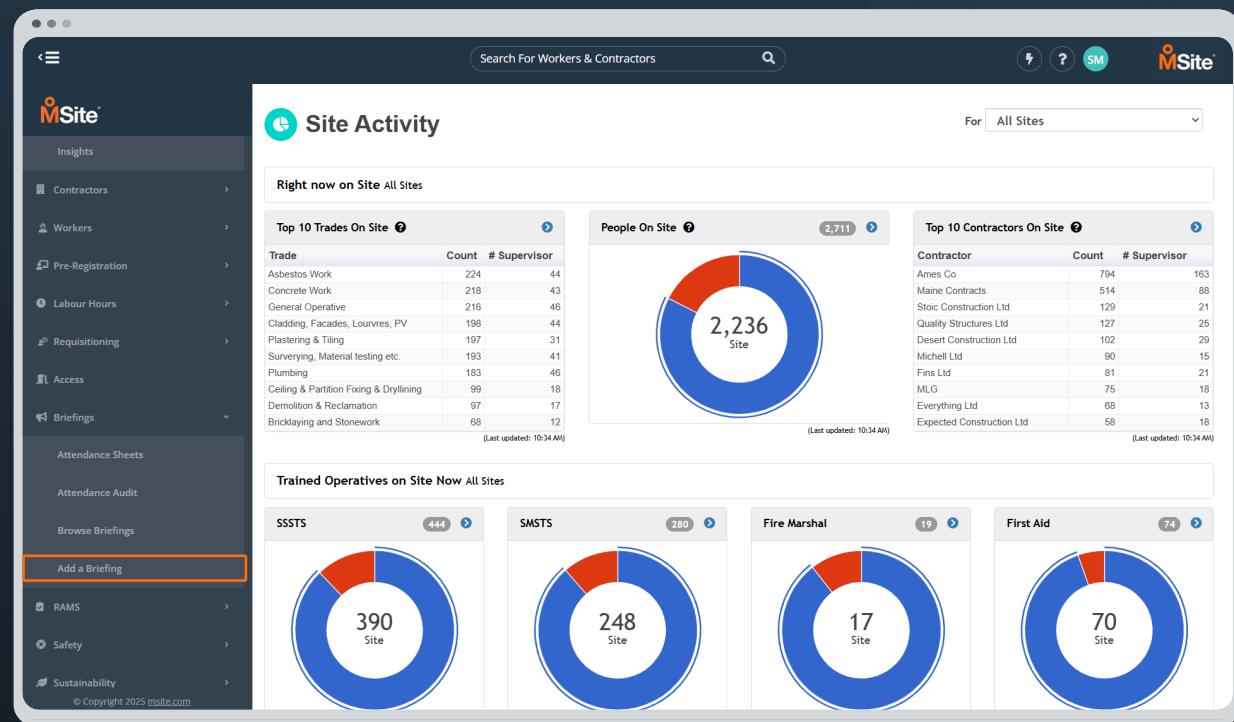
The process of creating a briefing is held on your company's MSite instance.

This enables briefings to be created centrally and utilise:

- Images
- PDF's
- Fillable PDFs.

To create a briefing, select the below from the taskbar of your dashboard.

Briefings  **Add a Briefing**



The screenshot shows the MSite dashboard with the 'Site Activity' section. The 'Briefings' taskbar item is highlighted with an orange box. The 'Site Activity' section includes a 'Top 10 Trades On Site' table, a 'People On Site' chart (2,236), a 'Top 10 Contractors On Site' table, and four circular charts for SSSTS (390), SMSTS (248), Fire Marshal (17), and First Aid (70).

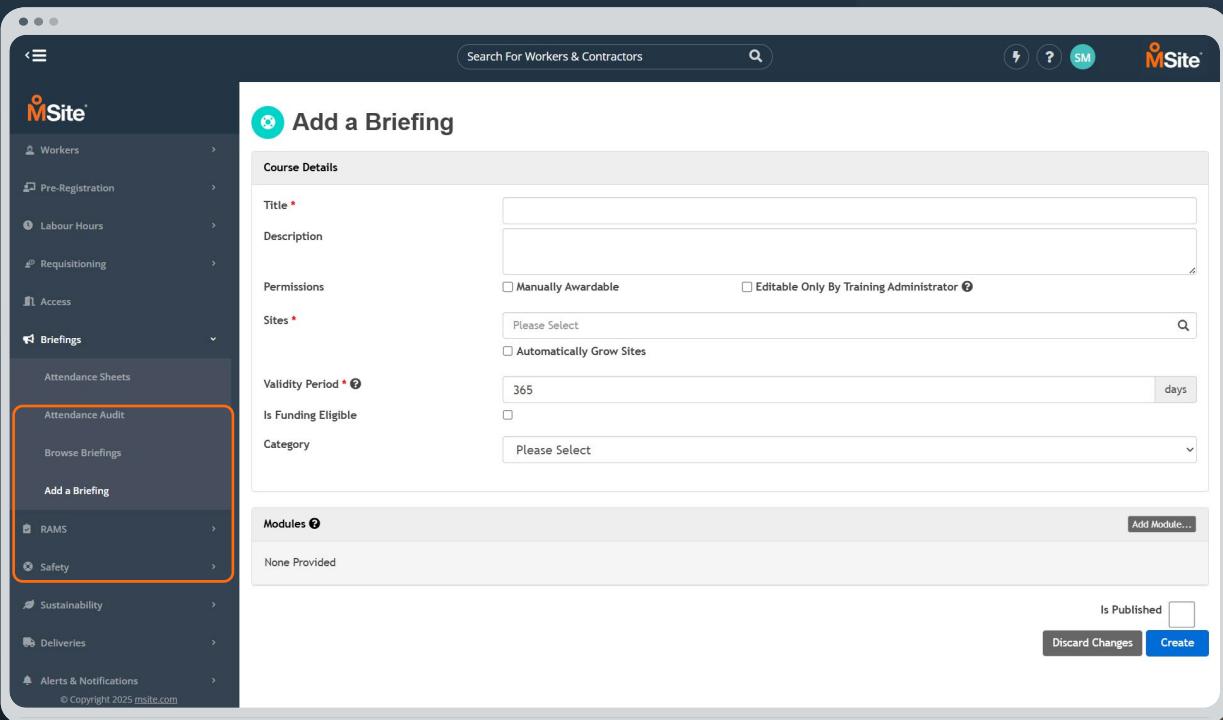
Trade	Count	# Supervisor
Asbestos Work	224	44
Concrete Work	218	43
General Operative	216	46
Cladding, Facades, Louvres, PV	198	44
Plastering & Tiling	197	31
Surveying, Material testing etc.	193	41
Plumbing	183	46
Ceiling & Partition Fixing & Drylining	99	18
Demolition & Reclamation	97	17
Bricklaying and Stonework	68	12

Contractor	Count	# Supervisor
Ames Co	794	163
Maine Contracts	514	88
Stoic Construction Ltd	129	21
Quality Structures Ltd	127	25
Desert Construction Ltd	102	29
Michell Ltd	90	15
Fins Ltd	81	21
MLG	75	18
Everything Ltd	68	13
Expected Construction Ltd	58	18

Creating a Briefing.

You will now be prompted to:

- Give your briefing a **Title & Description**.
- **Choose which sites this will be applicable to** – you can only create briefings for sites that your user profile has access to.
- **Validity period** and the **Category** of briefing you wish to create, such as:
 - Activity plans
 - Lifting plans
 - Shift briefings



The screenshot shows the MSite platform interface for creating a briefing. On the left, a sidebar menu is visible with various options like Workers, Pre-Registration, Labour Hours, Requisitioning, Access, and Briefings. The 'Briefings' option is currently selected. Below the sidebar, a large form titled 'Add a Briefing' is displayed. The form is divided into several sections: 'Course Details' (Title, Description, Permissions, Sites, Validity Period, Is Funding Eligible, Category), 'Modules' (None Provided), and a 'Create' button at the bottom right. The 'Add a Briefing' button in the sidebar is highlighted with an orange box.

Creating a Briefing.

The next step is to select **Add Module** and create the training that will be delivered to the workforce.

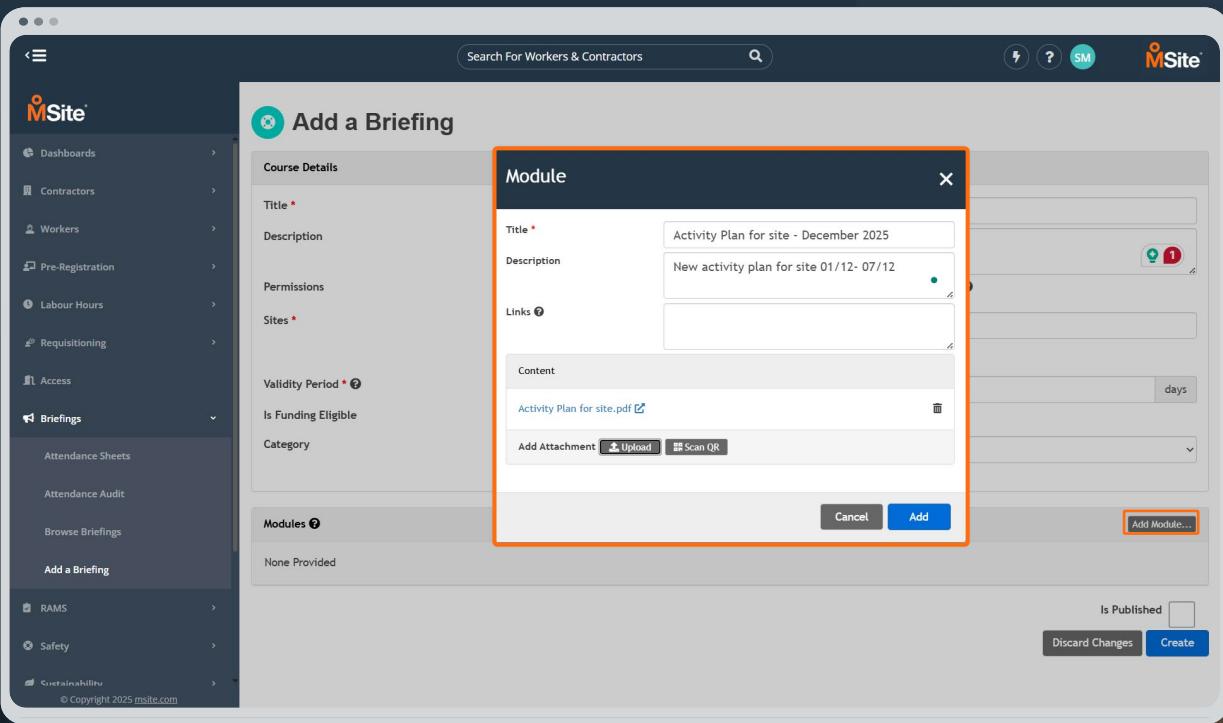
This can be an image, PDF or Fillable PDF format. You can create multiple modules per briefing. This can be utilised if there are briefings set for multiple days.

Only upon completion of all briefings will the worker be awarded the accreditation onto their worker profile.

Once you have uploaded the required modules select **Add**, tick **Publish** and **Create**.

This briefing is now ready to be delivered via the Supervisor App.

(Fillable PDFs can be created upon request at MSite. Once created, a fillable PDF cannot be edited further.)

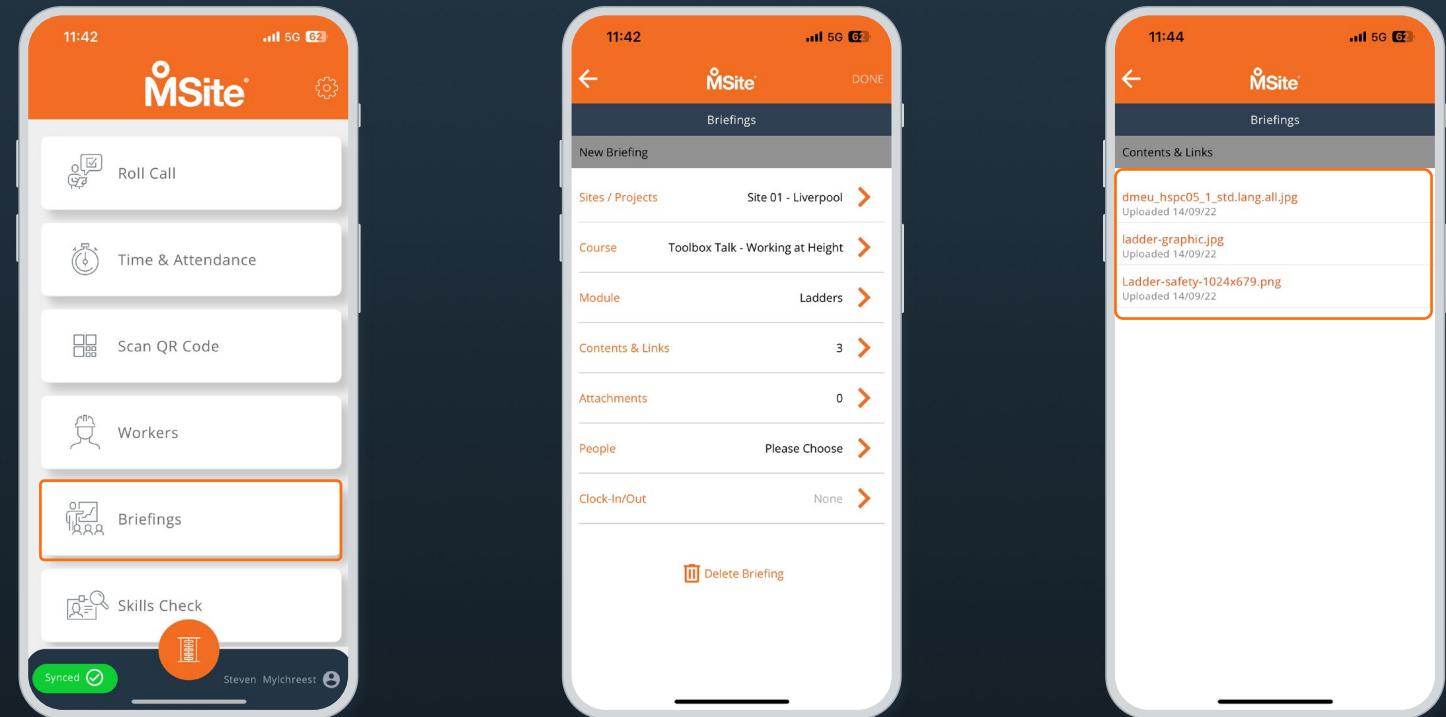


Delivering Your MSite Briefing.

When loading the MSite Supervisor App you will first select **Briefings**.

Select your **site, course** that was created and select the relevant **module** that you wish to deliver to the workforce. This will now populate the content uploaded when created.

To deliver this content simply select each file and brief out to the audience. Once this has been completed tap the back arrow on the top of the screen.



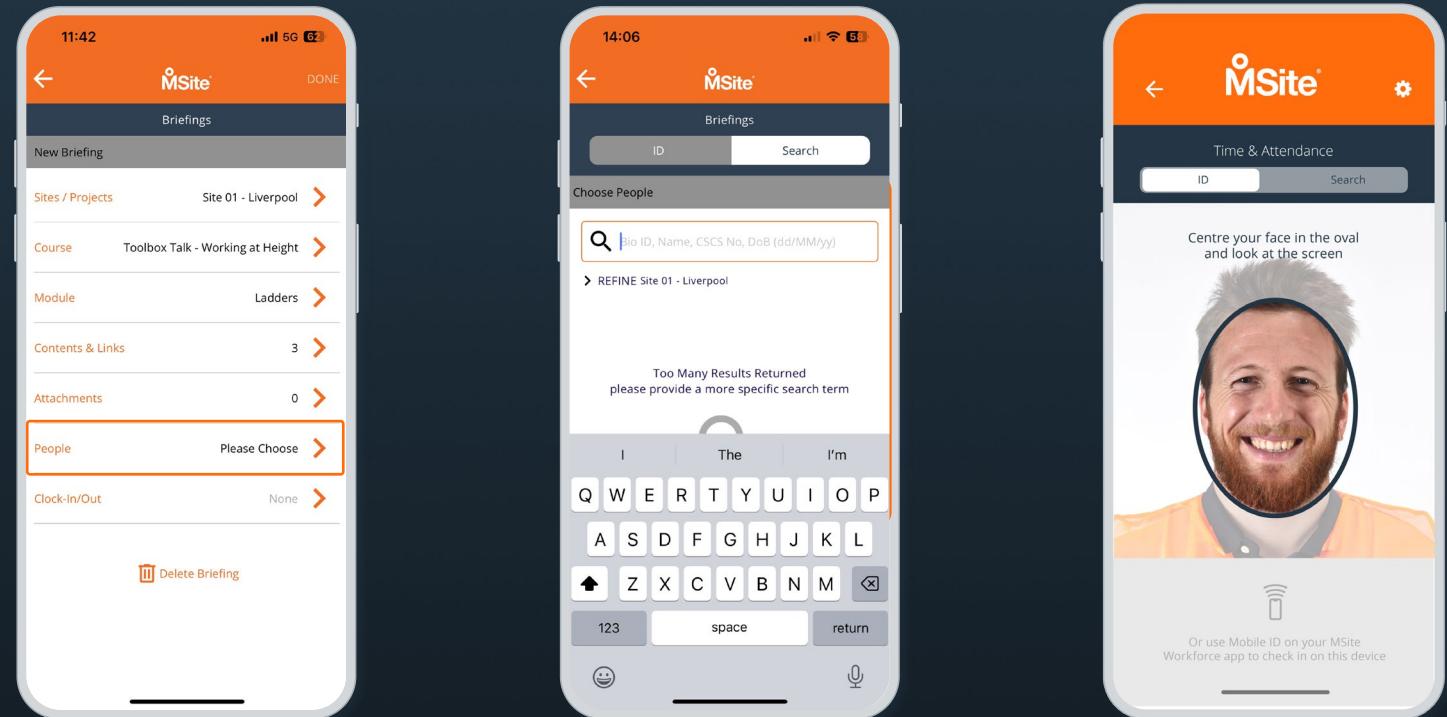
Delivering Your MSite Briefing.

The final step in delivering the briefing is assigning the workforce who were present.

This can either be done by biometrics and scanning the individuals face or by manually searching for the worker and requiring them to sign on the device screen.

The method how they were accounted for will be visible in the attendance sheets.

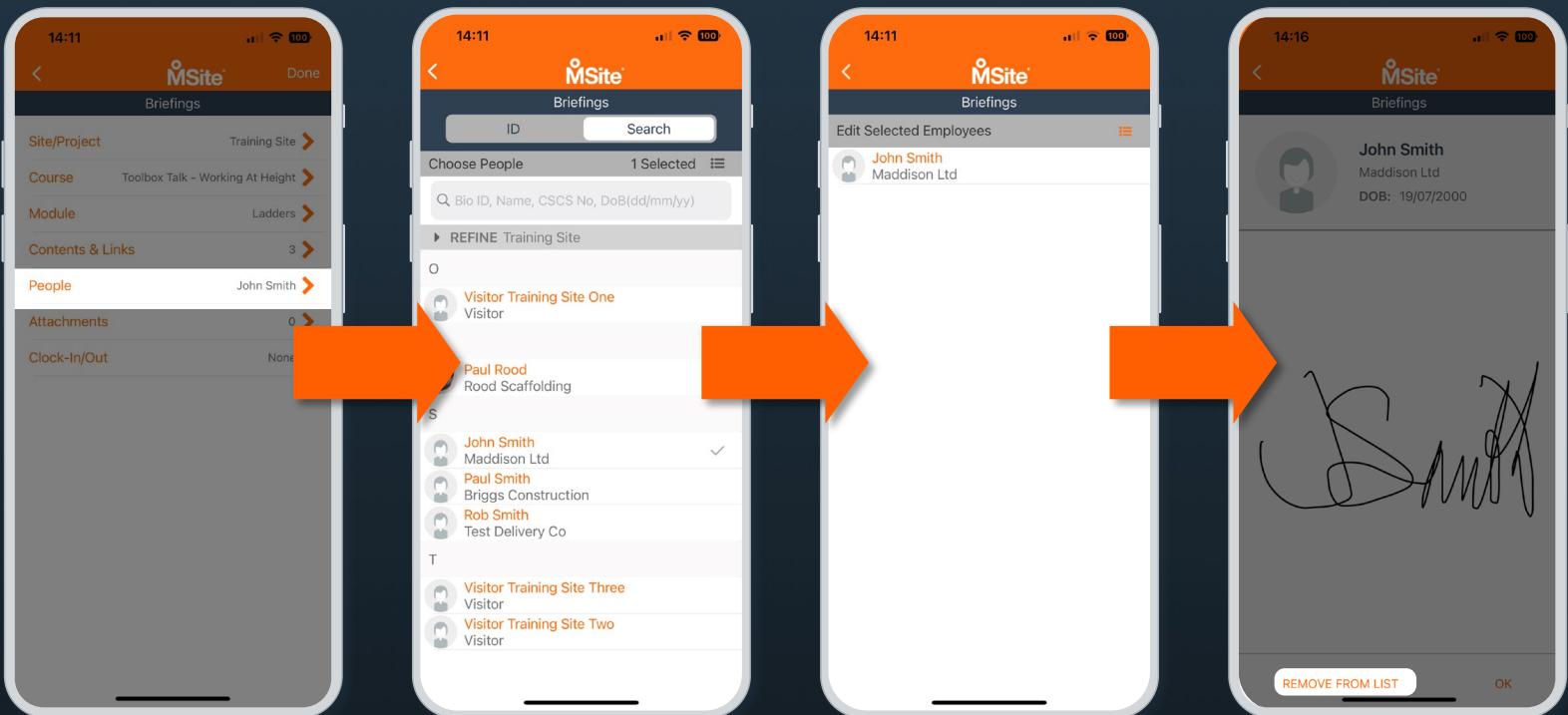
Once all attendees have been accounted for, select, **Done** and choose the duration of the briefing.



Good to Know.

Removing workers from Briefing Attendance list.

- Select, **People**
- Click,  at the top right
- Select, the relevant worker
- Select, **Remove From List**

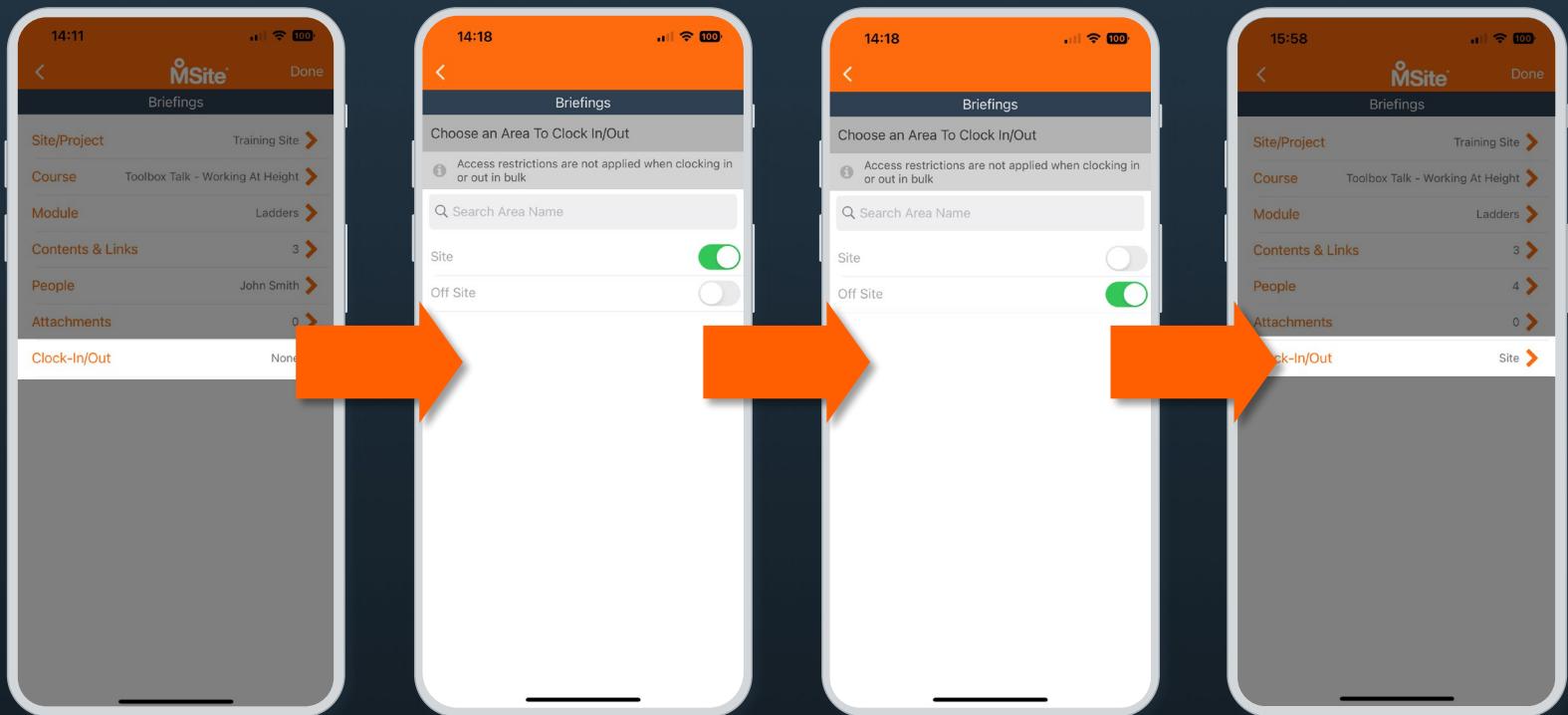


Good to Know.

Clocking workers **IN/OUT** of site after a Briefing.*

- Select, **Clock-In/Out**.
- Choose, **Site** or **Off Site**.
- Applies to all workers who attended the briefing
- Then, select the **back arrow**

*Ensure you perform the Clock-In/Out action before logging the briefing duration.



Briefing Reporting.

Delivering **Briefings** on MSite means that reports can be generated to show the following:

- Attendance
- Verification Method
- Content Delivered
- and the staff who delivered the content, giving full audit ability.

Site Activity

Right now on Site All Sites

Top 10 Trades On Site

Trade	Count	# Supervisor
General Operative	159	30
Asbestos Work	152	27
Concrete Work	147	32
Plastering & Tiling	144	26
Plumbing	140	37
Cladding, Facades, Louvres, PV	140	34
Surveying, Material testing etc.	138	36
Demolition & Reclamation	66	9
Ceiling & Partition Fixing & Drylining	66	12
Scaffolding, Tower erection, Temp works etc	44	9

People On Site 1,887

Top 10 Contractors On Site

Contractor	Count	# Supervisor
Ames Co	536	118
Maine Contracts	365	74
Stoic Construction Ltd	103	18
Quality Structures Ltd	89	14
Desert Construction Ltd	78	20
Michell Ltd	66	12
Fins Ltd	62	17
MLG	49	12
Everything Ltd	49	12
BurgerWorks	42	8

1,560 Site

1,887 Site

297 Site

176 Site

12 Site

52 Site

Briefing Reporting.

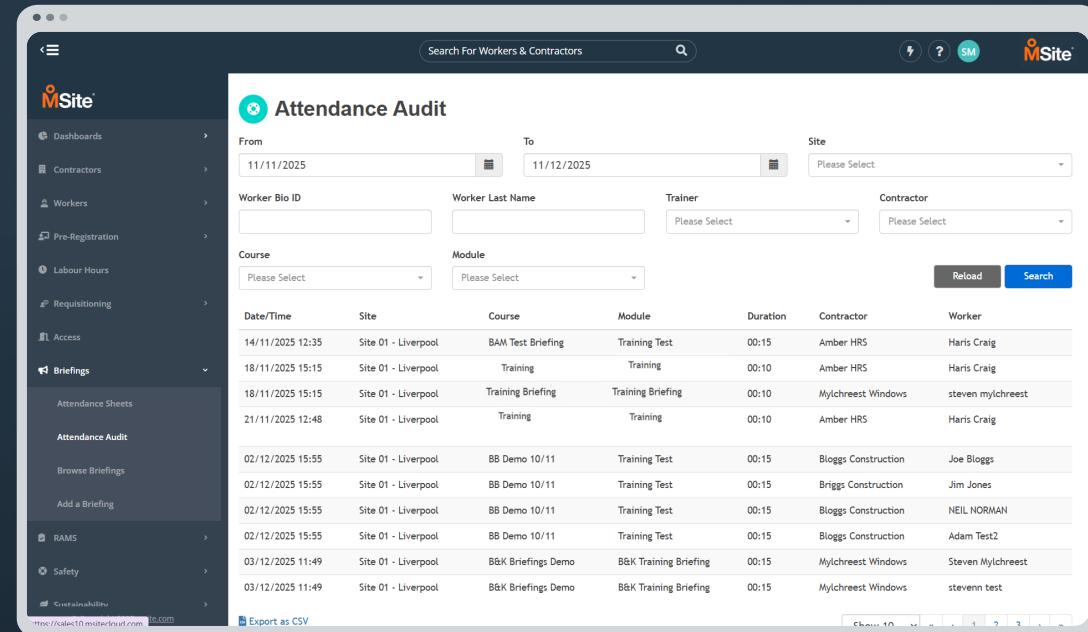
To access the reports relating to briefings select, **Briefings** from the taskbar.

You will be able to run two reports:

Attendance Sheets – This will group all attendees from the same session in one report. Giving the ability to view content delivered and how workers verified their attendance.

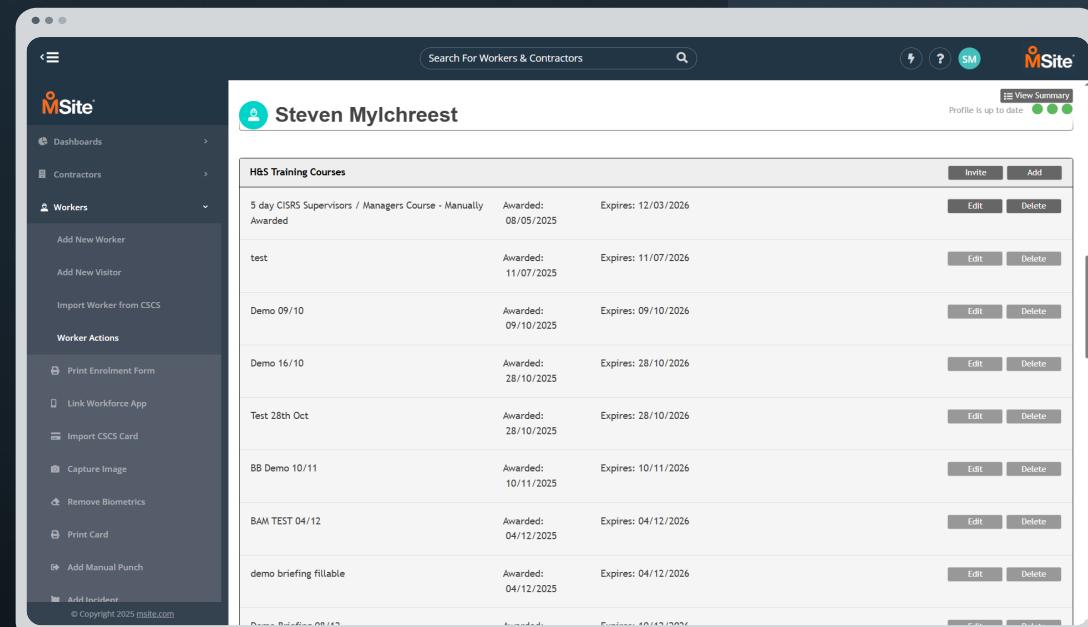
Attendance Audit – Presents the attendance information focusing on the attendee rather than the content. This will show every briefing attendee and will not separate by individual briefing session.

In addition to the above reports, each briefings will be logged on the workers MSite profile. Giving visibility of which reports they have attended and the date it was delivered.



Attendance Audit

Date/Time	Site	Course	Module	Duration	Contractor	Worker
14/11/2025 12:35	Site 01 - Liverpool	BAN Test Briefing	Training Test	00:15	Amber HRS	Haris Craig
18/11/2025 15:15	Site 01 - Liverpool	Training	Training	00:10	Amber HRS	Haris Craig
18/11/2025 15:15	Site 01 - Liverpool	Training Briefing	Training Briefing	00:10	Mylchreest Windows	steven mylchreest
21/11/2025 12:48	Site 01 - Liverpool	Training	Training	00:10	Amber HRS	Haris Craig
02/12/2025 15:55	Site 01 - Liverpool	BB Demo 10/11	Training Test	00:15	Bloggs Construction	Joe Bloggs
02/12/2025 15:55	Site 01 - Liverpool	BB Demo 10/11	Training Test	00:15	Briggs Construction	Jim Jones
02/12/2025 15:55	Site 01 - Liverpool	BB Demo 10/11	Training Test	00:15	Bloggs Construction	NEIL NORMAN
02/12/2025 15:55	Site 01 - Liverpool	BB Demo 10/11	Training Test	00:15	Bloggs Construction	Adam Test2
03/12/2025 11:49	Site 01 - Liverpool	B&K Briefings Demo	B&K Training Briefing	00:15	Mylchreest Windows	Steven Mylchreest
03/12/2025 11:49	Site 01 - Liverpool	B&K Briefings Demo	B&K Training Briefing	00:15	Mylchreest Windows	stevenn test



Steven Mylchreest

H&S Training Courses	Invit	Add		
5 day CISRS Supervisors / Managers Course - Manually Awarded	08/05/2025	Expires: 12/03/2026	Edit	Delete
test	11/07/2025	Expires: 11/07/2026	Edit	Delete
Demo 09/10	09/10/2025	Expires: 09/10/2026	Edit	Delete
Demo 16/10	28/10/2025	Expires: 28/10/2026	Edit	Delete
Test 28th Oct	28/10/2025	Expires: 28/10/2026	Edit	Delete
BB Demo 10/11	10/11/2025	Expires: 10/11/2026	Edit	Delete
B&K TEST 04/12	04/12/2025	Expires: 04/12/2026	Edit	Delete
demo briefing fillable	04/12/2025	Expires: 04/12/2026	Edit	Delete

FAQ's.

Q. **Can briefings be delivered offline?**

A. Yes, as long as the device is **synced before** it goes offline, it will have most of the necessary briefings content saved on the device. Any **web links** that have been added to the Briefing will be **unavailable while offline**. Apart from that, the rest of the briefing can then be captured and will be synced up to the cloud when the **connection is re-established**.

Q. **Why does Face Mini support Briefings?**

A. Face Mini supports Briefings for capture of attendance at large briefings (e.g. 20 or more people). The Face Mini can be set up to allow attendees to **self-register**, rather than the supervisor having to capture them.

Q. **Is it possible to fill a fillable PDF with the same contents I entered last time I delivered this briefing?**

A. Yes, with a fillable PDF open in a briefing, the '**Magic wand**' icon at the top of the screen can be pressed to fill all fields in the PDF with the values last entered for the same document, by the same user.



Be safe. Be productive. Be one.