



Training Hub

MSite Briefings.

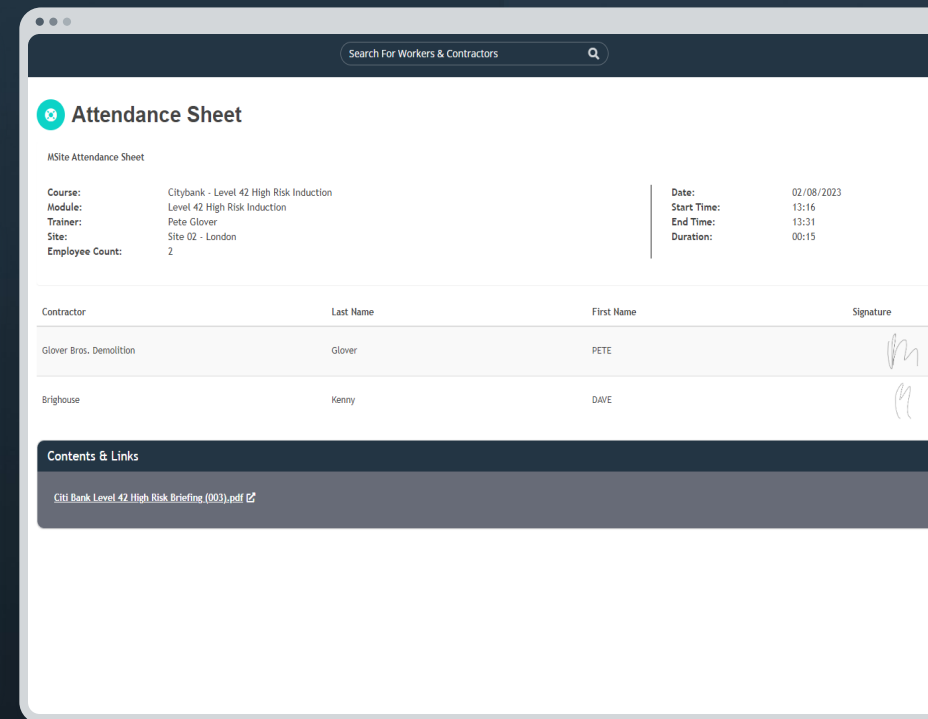
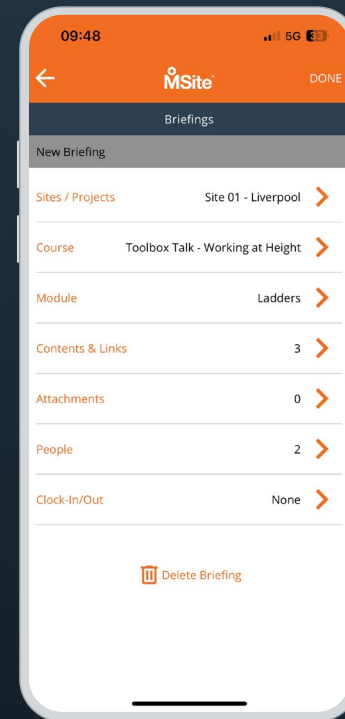
This guide will showcase all elements of Briefings within MSite.



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.



Creating a Briefing.

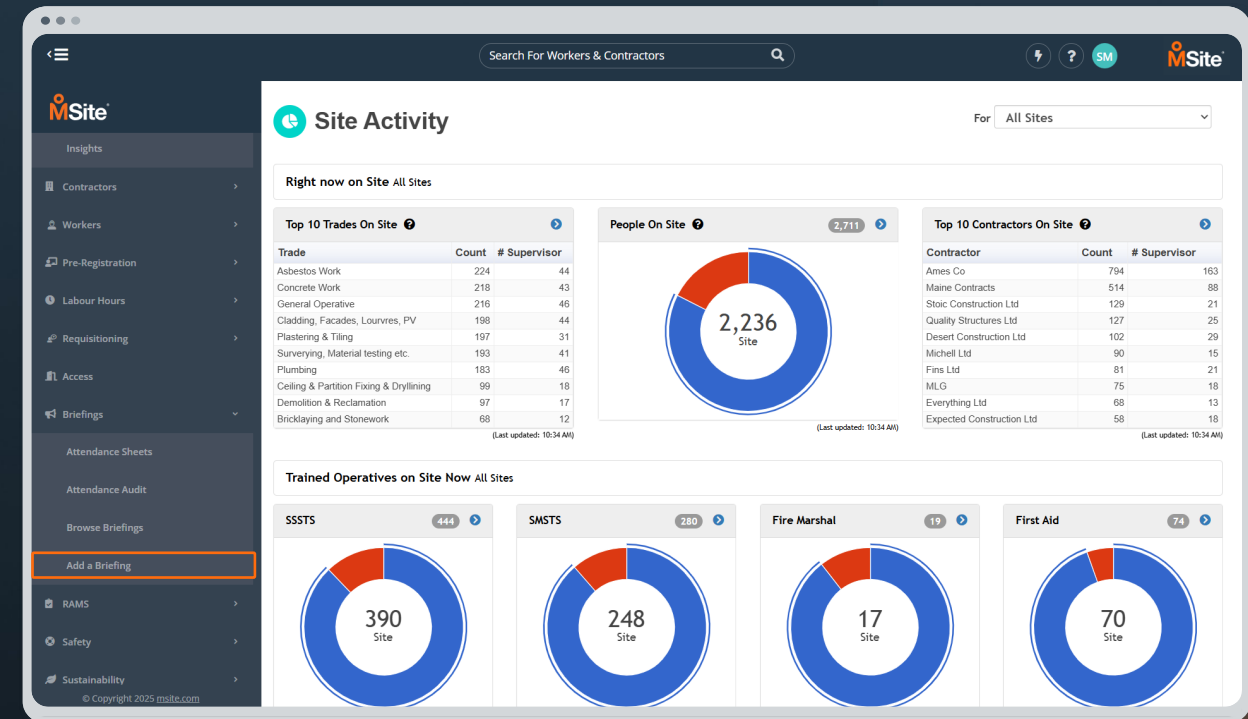
The process of creating a briefing is held on your company's MSite instance.

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**



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 web application interface. On the left is a dark sidebar menu with the MSite logo at the top. The menu items include: Workers, Pre-Registration, Labour Hours, Requisitioning, Access, Briefings (expanded), Attendance Sheets, Attendance Audit, Browse Briefings, Add a Briefing (highlighted with an orange box), RAMS, Safety, Sustainability, Deliveries, and Alerts & Notifications. The main content area is titled 'Add a Briefing' and contains a 'Course Details' section with the following fields: Title (text input), Description (text input), Permissions (checkboxes for 'Manually Awardable' and 'Editable Only By Training Administrator'), Sites (dropdown menu with 'Please Select' and a search icon), and checkboxes for 'Automatically Grow Sites'. Below this is the 'Validity Period' field (set to 365 days) and the 'Is Funding Eligible' checkbox. The 'Category' field is a dropdown menu with 'Please Select'. At the bottom of the form is a 'Modules' section with an 'Add Module...' button and a 'None Provided' status. In the bottom right corner, there is an 'Is Published' checkbox and two buttons: 'Discard Changes' and 'Create'.

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.)

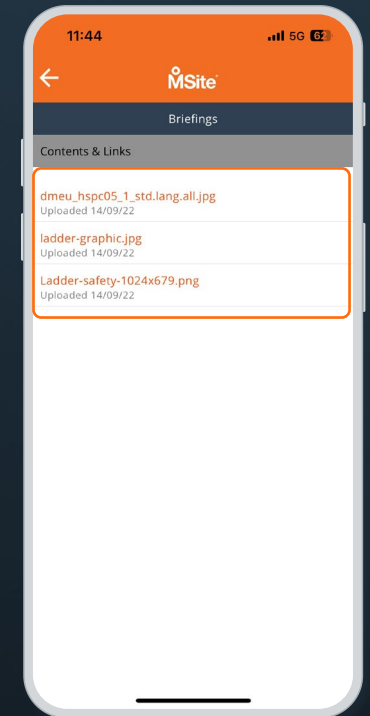
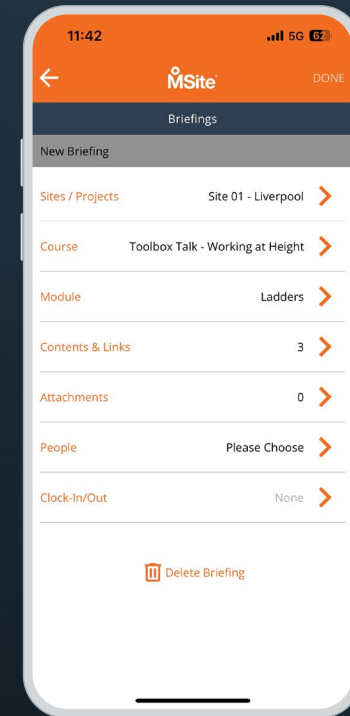
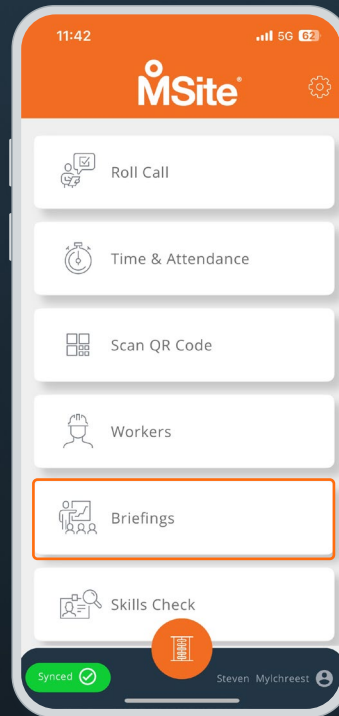
The screenshot displays the MSite web application interface for creating a briefing. On the left is a sidebar menu with options like Dashboards, Contractors, Workers, Pre-Registration, Labour Hours, Requisitioning, Access, Briefings, Attendance Sheets, Attendance Audit, Browse Briefings, Add a Briefing, RAMS, Safety, and Certifications. The main area is titled 'Add a Briefing' and contains a 'Course Details' form with fields for Title, Description, Permissions, Sites, Validity Period, Is Funding Eligible, and Category. A 'Module' dialog box is open in the foreground, allowing the user to add a new module. This dialog has fields for Title (e.g., 'Activity Plan for site - December 2025'), Description (e.g., 'New activity plan for site 01/12- 07/12'), Links, and Content (with a link to 'Activity Plan for site.pdf'). It also includes an 'Add Attachment' section with 'Upload' and 'Scan QR' buttons. At the bottom of the dialog are 'Cancel' and 'Add' buttons. In the background, the 'Add a Briefing' form has an 'Add Module...' button highlighted in the bottom right corner. At the very bottom of the page, there are 'Discard Changes' and 'Create' buttons, along with an 'Is Published' checkbox.

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.



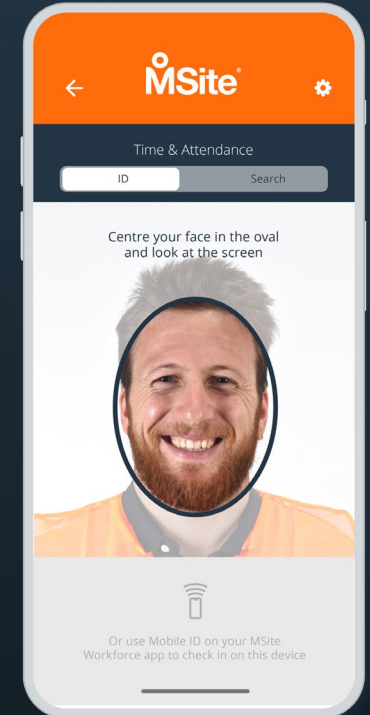
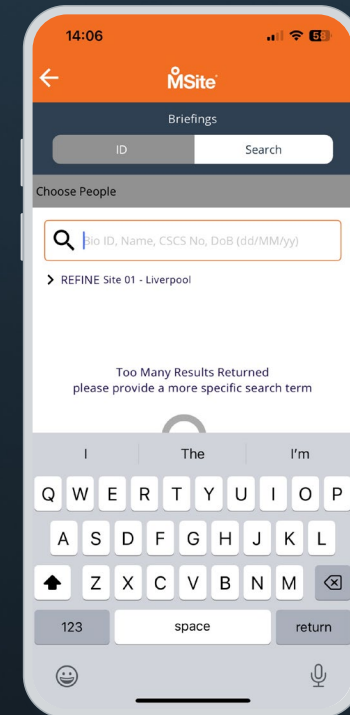
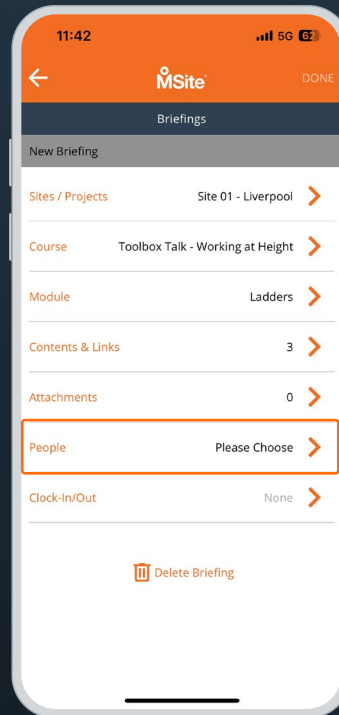
Delivering Your MSite Briefing.

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.

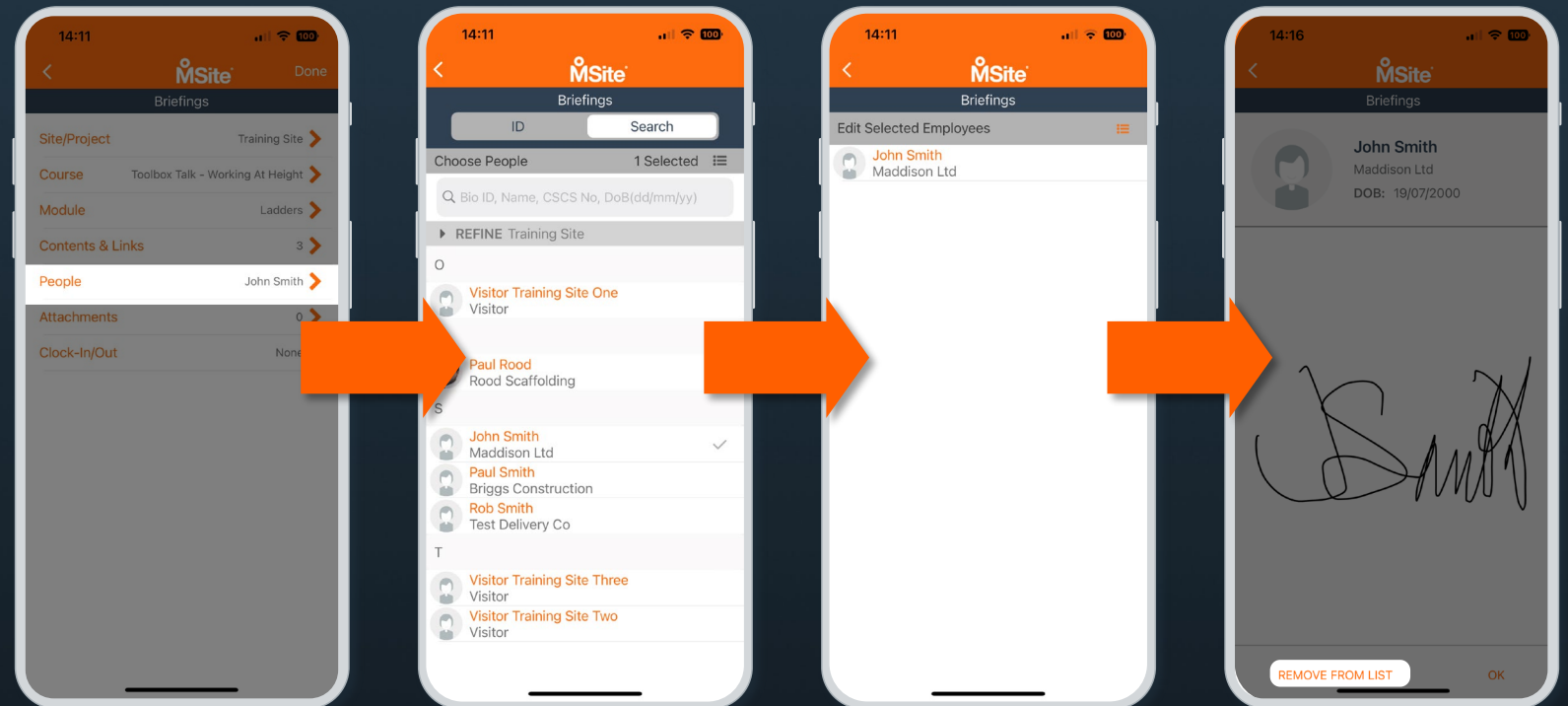
Once all attendees have been accounted for, select, **Done** and choose the duration of the briefing.



Good to Know.

Removing workers from Briefing Attendance list.

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

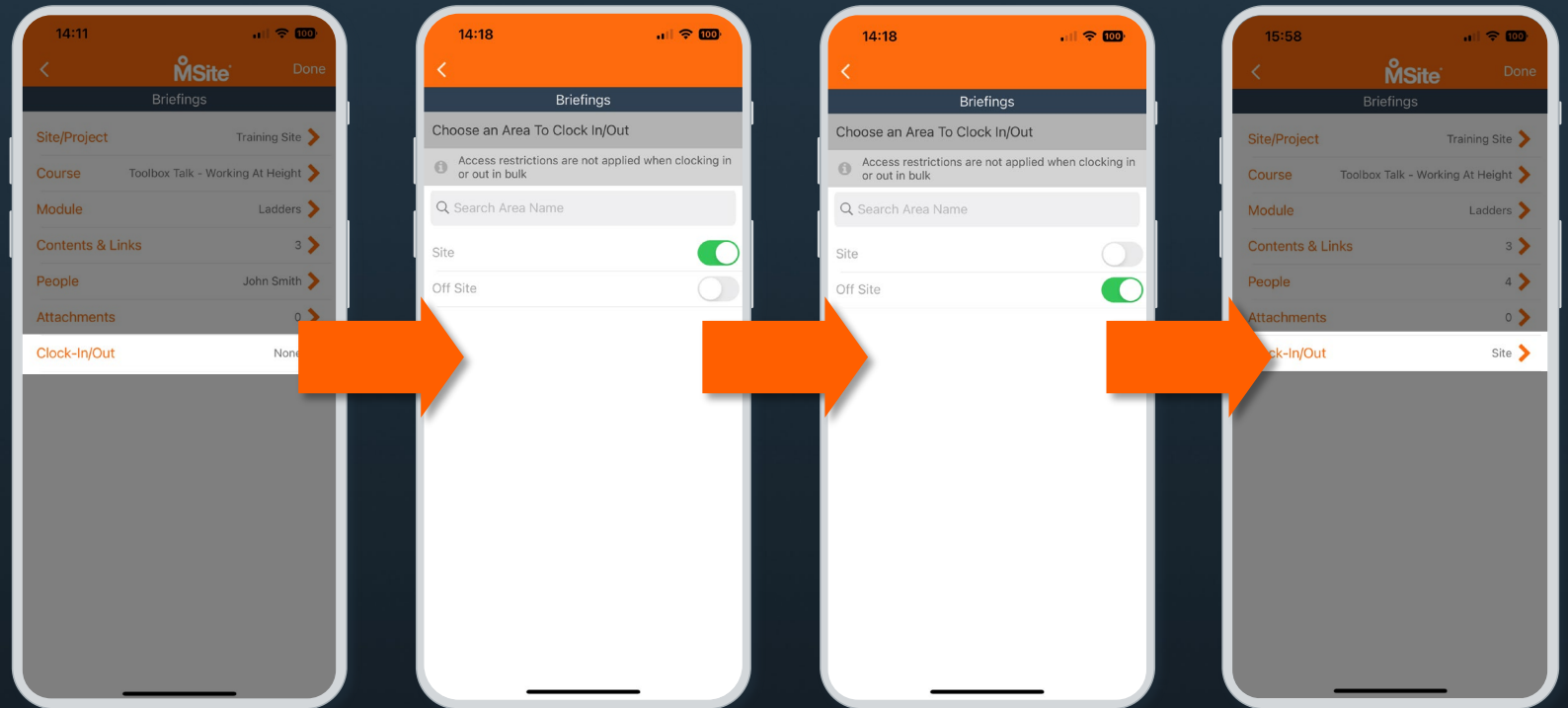


Good to Know.

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

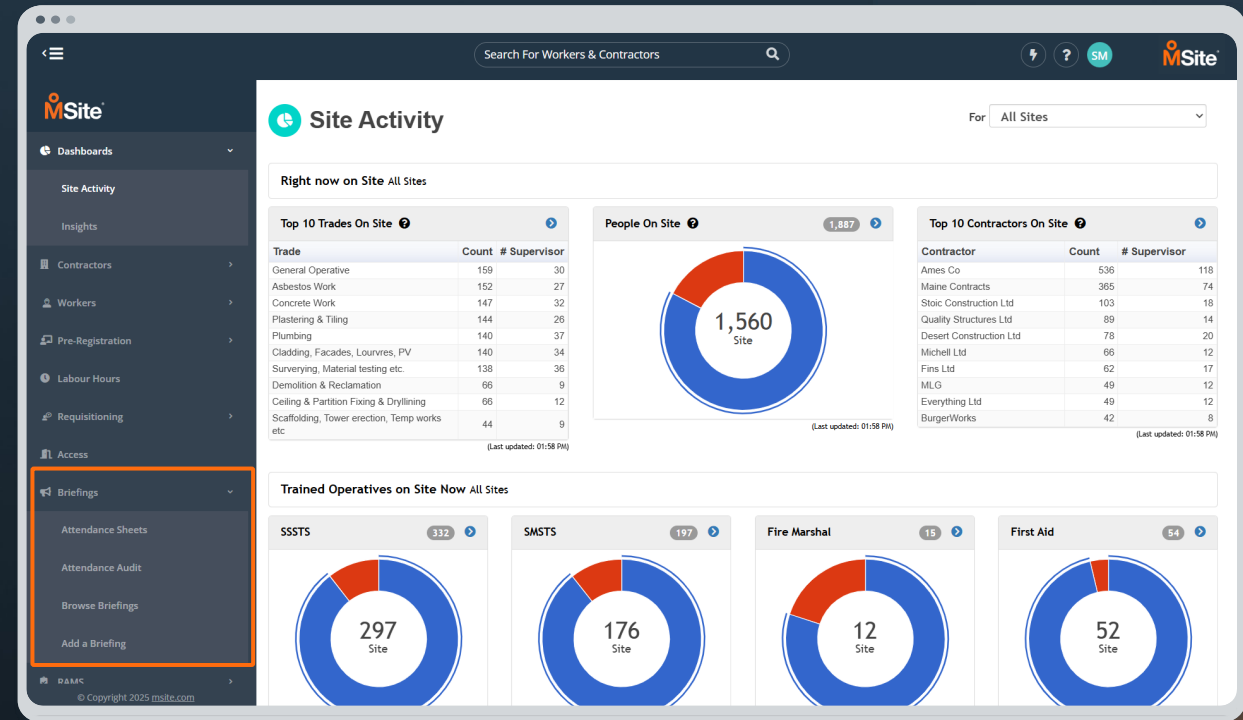
*Ensure you perform the Clock-In/Out action before logging the briefing duration.



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.



Briefing Reporting.

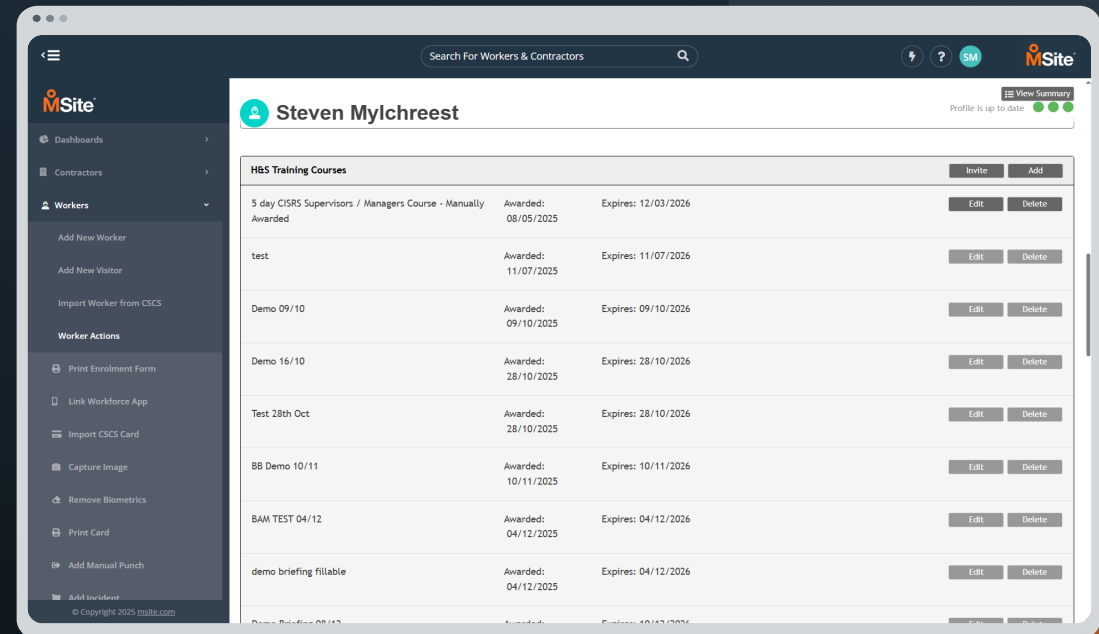
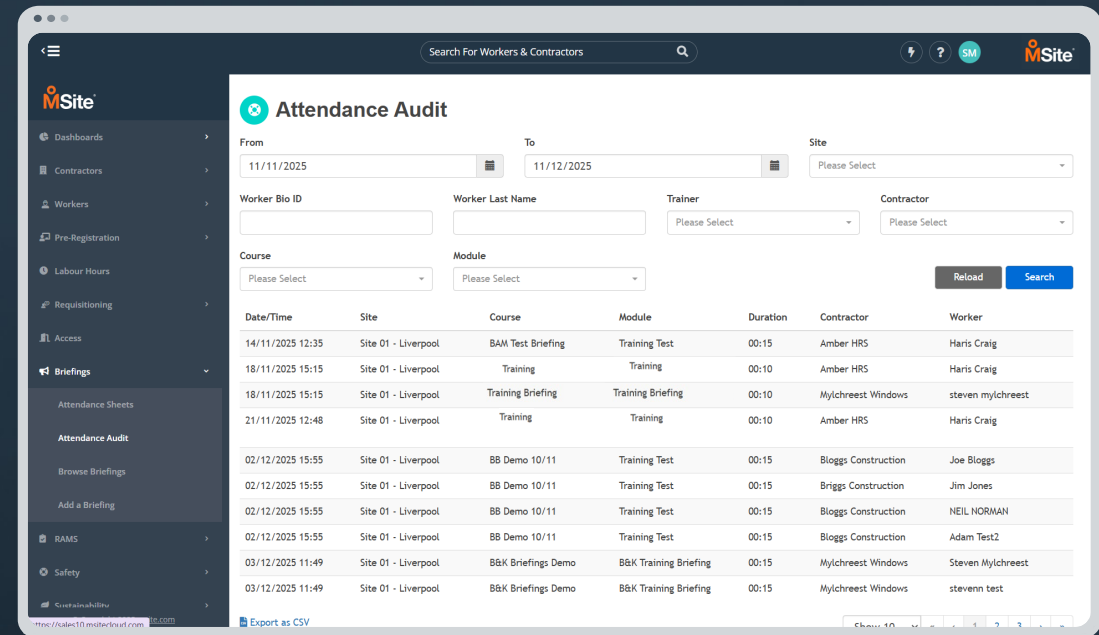
To access the reports relating to briefings select, **Briefings** from the taskbar.

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.



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.**