



Custom Fields.

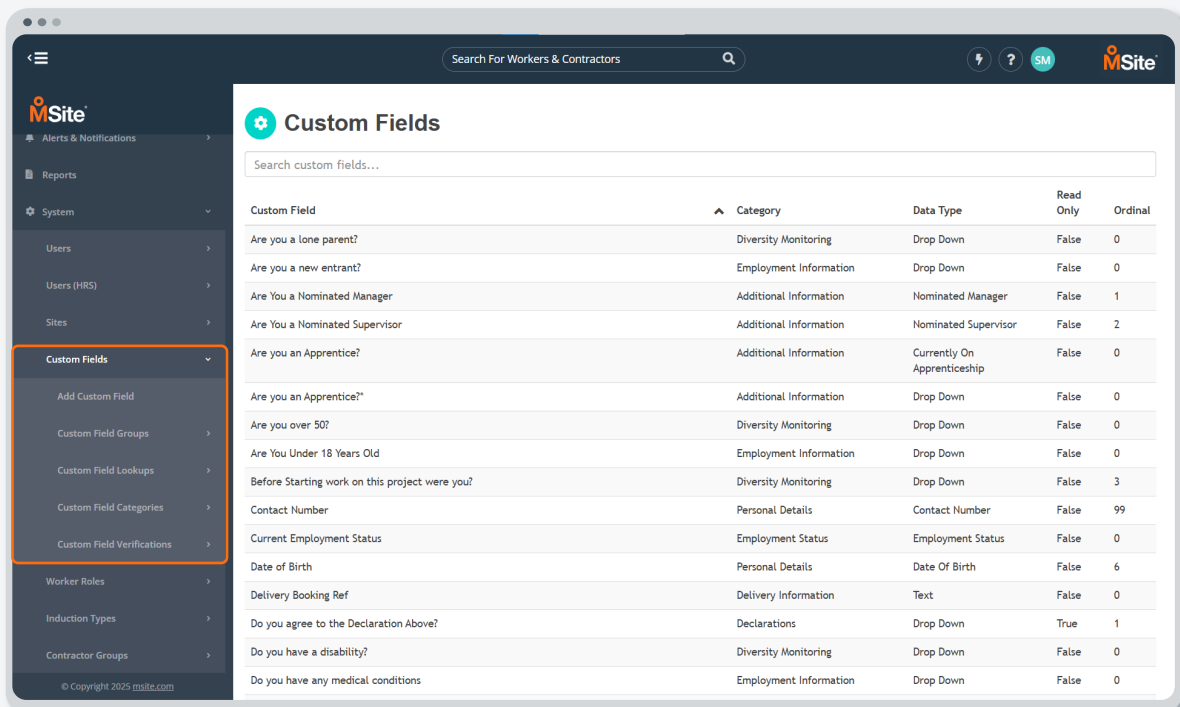
Personalise and customise questions within the worker profile page.

The customisation of fields will allow the customer to collect specific data from their workforce upon completion of their profile on MSite. Ideal for collating social value information.

These are usually set up during the configuration stage of the onboarding process.

This could be specific data focusing on categories such as:

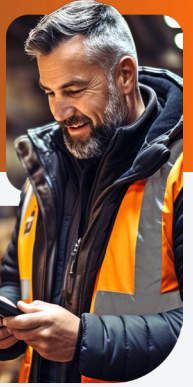
- **Diversity Monitoring**
- **Personal Details**
- **Employment Status**
- **Additional Information** – For example: Are you an Apprentice?



The screenshot shows the MSite Custom Fields configuration page. On the left is a sidebar with navigation options: Alerts & Notifications, Reports, System, Users, Users (HRS), Sites, Custom Fields (highlighted), Add Custom Field, Custom Field Groups, Custom Field Lookups, Custom Field Categories, Custom Field Verifications, Worker Roles, Induction Types, and Contractor Groups. The main area is titled 'Custom Fields' and contains a search bar and a table of existing custom fields.

Custom Field	Category	Data Type	Read Only	Ordinal
Are you a lone parent?	Diversity Monitoring	Drop Down	False	0
Are you a new entrant?	Employment Information	Drop Down	False	0
Are You a Nominated Manager	Additional Information	Nominated Manager	False	1
Are You a Nominated Supervisor	Additional Information	Nominated Supervisor	False	2
Are you an Apprentice?	Additional Information	Currently On Apprenticeship	False	0
Are you an Apprentice?	Additional Information	Drop Down	False	0
Are you over 50?	Diversity Monitoring	Drop Down	False	0
Are You Under 18 Years Old	Employment Information	Drop Down	False	0
Before Starting work on this project were you?	Diversity Monitoring	Drop Down	False	3
Contact Number	Personal Details	Contact Number	False	99
Current Employment Status	Employment Status	Employment Status	False	0
Date of Birth	Personal Details	Date Of Birth	False	6
Delivery Booking Ref	Delivery Information	Text	False	0
Do you agree to the Declaration Above?	Declarations	Drop Down	True	1
Do you have a disability?	Diversity Monitoring	Drop Down	False	0
Do you have any medical conditions	Employment Information	Drop Down	False	0

For more information on custom fields and their configuration, Contact MSite Support



Custom Fields.

Good to Know.

Sensitivity Levels:

- Level 1 - visible to any user who can view worker data
- Level 2 - is visible to users who can view sensitive data
- Level 3 - is not visible to anyone via the user interface (statistical reporting only)

Custom Field Groups:

These can be contractor-scoped.

Please Note: Custom Fields can not be site-scoped

Custom Field Category:

A custom field category organises custom fields to be displayed together in a panel on the worker page

FAQs

Q. What configuration options are available?

A. Hidden; Required or Read Only for:

- Site User
- Contractor User
- Worker User

Q. What does the “hidden” option do?

A. Ensures a custom field is hidden if its custom field group is not applied.

Q. Can custom fields be configured to display depending on the value chosen in other custom fields, allowing drill-down questions to be asked?

A. Yes.