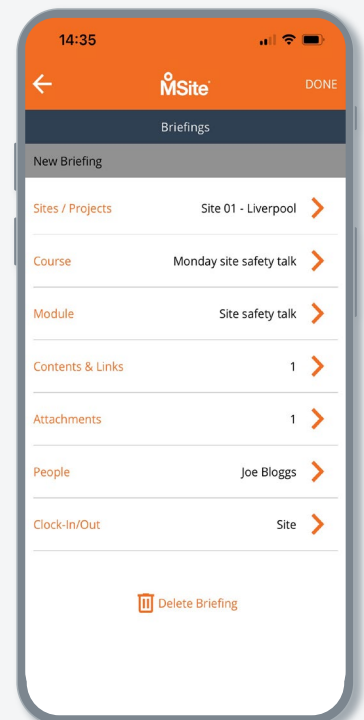# Supervisor App – Holding a Briefing.

**Follow this guide to hold Briefings on the Supervisor App.**

Once a briefing has been created on the MSite dashboard, it can then be presented using the Supervisor App and distributed to the intended audience.

- **Sites/Projects** – Select which project this will be ran against. If you have multiple sites assigned to your profile, select the correct one from the list.

- **Course and Module** – These have already been created on the desktop. The **Course** will be the main topic; the **Module** will be any specific subject to be covered in the briefing.

- **Content and Links** - Allows you to view the content already assigned when the briefing was created. You can then use the app to present the content to deliver your briefing.

- **Attachments** - Where you can add additional content as a PDF or capture an image using the device camera.

- **People** - Select which individuals you wish to include in the briefing. Each individual will be required to either scan their face or e-sign on the screen to confirm their attendance.

When the above steps have been completed press '**Done**'.

Briefings also supports the ability to email contents and attachments to attendees.

If this feature is activated, you will be presented with the options after selecting '**Done**'.

**Learn More**