



# MSite Navigator.

How-to guide for everything MSite.

**Click** the buttons below to take you to the relevant guides.

## MSite Basics

[Training Hub Home](#)

[Logging into MSite](#)

[MSite Home Screen](#)

[MSite Dashboard](#)

## Day-to-Day

[Daily Site Tasks](#)

[Adding Contractors / Subcontractors](#)

[Contractor Verification](#)

[Inviting Workers](#)

[Worker Profile Completion](#)

[Worker Image Capture](#)

[Check Accreditations](#)

[Mark as Inducted](#)

[Reports](#)

## More...

[Admin Users](#)

[Subcontractors](#)

[Worker Pre-Registration Journey](#)

[FAQs](#)

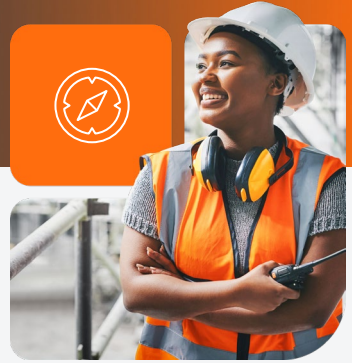
[Face Mini](#)

[Supervisor App](#)

[Pods and more...](#)

[Learn More](#)

Be safe. Be productive. **Be one.**



# Logging Into MSite.

New users will receive an email from **yourcompany@msitecloud.com** to setup your password.

**MSite**

### Password Reset

Please enter your new password using the following criteria:

- Minimum of 8 characters in length ✘
- 1 upper-case character ✘
- 1 lower-case character ✘
- 1 number ✘
- No whitespace is present ✔
- Both passwords must match ✔
- Minimum of 1 special character(s) from: ✘  
\_#?!@ \$ % ^ & \* ( ) / + [ ] ; : { } -

Password

Confirm Password

**Set Password**

**Login** into the **MSite** web browser from your laptop or tablet, and enter the following details:

- Company: **yourcompany.msitecloud.com** (Must not contain spaces. Is not case sensitive)
- Email Address: **You@youremail.com**
- Password: **Your password** (\*If your company is using (2FA) Two Factor Authentication, a password will not be required, you will click “SSO Sign In”)

MSite Login

companyname.msitecloud.com

**MSite** Privacy Policies

### Welcome to MSite

Sign in to manage your workforce and view reports.

Project User Worker

Email Address

Password

**Sign In**

**SSO Sign In**

Forgot Password

Be Safe. Be Productive. Be One.

\*For a guide of setting up 2FA, click [here](#):

**Back**





# Worker Profile Completion.

## Step-by-Step Guide.

Follow this guide to ensure every **worker profile** is fully completed to allow access to site.

**Please Note:** Some areas of the worker profile may look different from customer to customer depending on the requirements of the business.

If using **MSite Pre-Registration**, the worker will get an **invitation** to complete their profile **before arriving to site**. It is **essential** that the profile is **checked over** before marking them as **inducted** and giving **access to site**.

### Who checks the profile?

- The person responsible for conducting the on-site induction and has **MSite User** logins (usually a Site Manager, Admin or MSite Superuser).

### Example: Incomplete Profile Summary

**Joe Bloggs**  
Contractor: Absolute Cleaning  
Role: Not Stated  
BCA School T01628 - Phase 1  
Last Seen: Never

Profile created: 08/08/2024  
This is your default view for worker records. [Change to Edit Mode](#)

Category	Status	Action
Training	Missing Training Accreditation(s) - View	[Edit]
Industry Accreditations	Missing	[Edit]
Access & Attendance	Restricted	[Edit]

BCA School T01628 - Phase 1 [Not Inducted] [Not Inducted]

### Example: Complete Profile Summary

**Joe Bloggs**  
Contractor: Absolute Cleaning  
Role: Not Stated  
BCA School T01628 - Phase 1  
Last Seen: Never

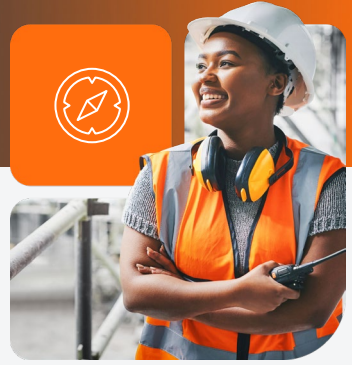
Profile created: 08/08/2024  
Profile is up to date. [Change to Edit Mode](#)

Category	Status	Action
Training	All present and correct	[Edit]
Industry Accreditations	All present and correct	[Edit]
Access & Attendance	No restrictions	[Edit]

BCA School T01628 - Phase 1 [Not Restricted]

Next






# Worker Profile Completion.

To complete the **worker profile**, ensure all details marked with an **asterisk\*** are completed, as these are **mandatory**. Mandatory areas may vary per customer, project or site.

## Personal Details:

In this section, ensure that the **Role** and **Trade** are correct and correspond with the competencies and accreditations entered.

**Personal Details**

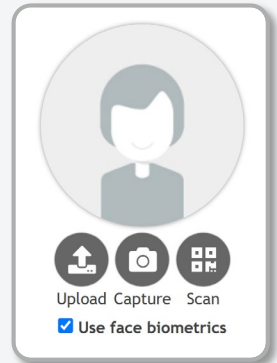
First Name *	<input type="text" value="Joe"/>	 <input type="button" value="Upload"/> <input type="button" value="Capture"/> <input type="button" value="Scan"/> <input checked="" type="checkbox"/> Use face biometrics <input type="button" value="Quality Check"/>
Last Name *	<input type="text" value="Bloggs"/>	
Contractor *	<input type="text" value="Bloggs Construction"/> <span style="float: right;">x</span>	
Role *	<input type="text" value="Supervisor"/> <span style="float: right;">x</span>	
Trade	<input type="text" value="Bricklaying and Stonework"/> <span style="float: right;">x</span>	
Date of Birth *	<input type="text" value="01/01/1990"/> <span style="float: right;">📅</span>	
Postcode	<input type="text" value="17 9pw"/>	
Contact Number	<input type="text" value="07500000000"/>	
Email Address	<input type="text" value="joebloggs@gmail.com"/>	
Vehicle Registration	<input type="text"/>	

## Profile Image:

The worker record will need a picture assigned. This will be used for **Turnstiles & Pods** with **face scanners & Face Mini's**.

To add an image, use on of the following methods:

- **Upload** – if you have an image on file upload here
- **Capture** – Use your in-built camera to take the photo
- **Scan** – If using the **MSite Supervisor App** us the 'Scan QR Code' option form the main menu on the app.



**Please Note:** Ensure that the 'Use face biometrics' box is ticked to allow access to site.

**Use face biometrics**

Click **Next** for the optimal image capture guide.

Back

Next





# Worker Profile Image Capture.

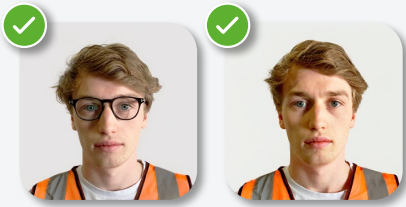
Follow this guide to ensure the optimal worker profile image.

Why is it **essential** to have a quality profile image?

The worker profile image should be **Passport Photo** quality. If the profile image of the worker does not meet the criteria and is of poor quality, the face recognition cameras may not be able to match the workers profile image with their face.

This can cause **issues** when accessing site and could **restrict access!**

## Optimal Image Capture.



✓ Face forward, looking straight at the camera

✓ Face should occupy a large proportion of the image between 50% to 90%

✓ Only a single face must be visible in the image

✓ Taken against a plain light-coloured background

✓ Photo should be clear and in focus

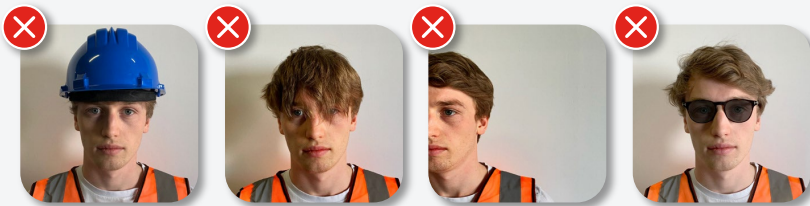
✓ Neutral expression & mouth closed

✓ Both eyes open and visible

✓ You can wear glasses, but your eyes must be visible without any glare or reflection

✓ Even lighting on the face, no shadows and with sufficient contrast with the background

✓ A recent facial image should be used



✗ No PPE or head coverings (unless it's for religious or medical reasons)

✗ Nothing covering your face

✗ No hair covering eyes

✗ No portion of the face should be cropped

✗ No sunglasses or tinted glasses

[Learn More](#)

[Back](#)

[Next](#)





# Worker Profile Completion.

## Site Association - Marking as Inducted

Site Association is the site(s) a worker registered in MSite has access to. To allow the worker access to site, they will need to **“Marked As Inducted”**.

### Checking Site Association

A worker's site association can be found on the worker profile in MSite under **Site Association**.

If the worker already has a site added to their profile (possibly through the Pre-Registration process) but have not been inducted, it will show as **Not Inducted**.

Then, click **Edit**. If no site has been added, click, **Add Site**.

Next, complete all the required fields:

- Adding a lodging address and specifying which nights the worker stays in lodgings on their profile enhances the data included in the **CO<sub>2</sub> Travel to Site** report.
- Ensure **“Inducted”** is marked as **“Yes”**.
- For sites that use MSite secure access products like **Pods**, the worker will also require the **Access Rights** box to be ticked.

Then, confirm all the details are correct in the worker record by ticking all the boxes and select **Update** to **save**.

Once **complete**, the worker profile will now show as **Inducted**.

**Please Note:** A worker can not **access** a site or **clock in/out** of a site unless **marked as inducted** on **Site Association**.

Back

Next





# Worker Profile Completion.

## Adding CSCS Cards & Affiliated Card Schemes

### CSCS Card Validation.

When completing a **worker profile** during **Pre-Registration** (or completing manually), a **CSCS Card & Affiliated Card Schemes** accreditation will need to be added.

Depending on the project and the main contractor, some **accreditations** will be **mandatory**. These will be marked with an asterisk (\*) within the drop-down list.

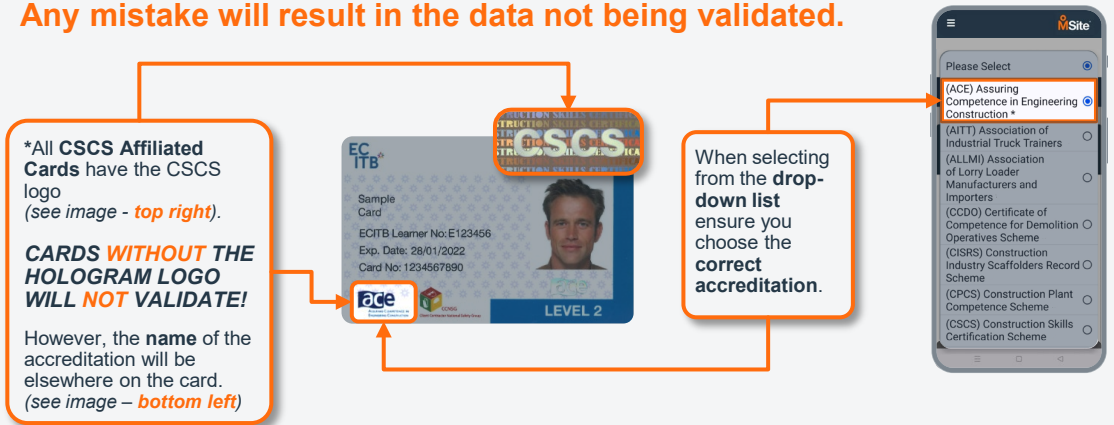


MSite work with **CSCS** to **validate** all **Alliance Members** listed below:

- ACAD
- ACE
- ADIA
- ADSA (DHF)
- ALLMI
- AMI
- Allianz UK
- BFBI
- British Engineering Services
- CCDO
- CISRSCPCS
- CSCS
- CSR
- CSWIP
- DSA
- ECS (UR)
- ECS (SJIB)
- EUSR
- Engineering Services Skillcard
- FASET
- FISS
- GEA
- HSB
- ICATS
- IEXPE
- IPAF
- JIB PMES
- LEEA
- LISS
- Lloyds British
- MPQC
- NPORS
- PASMA
- Q-card
- SAFed
- SEIRS
- SICCS
- SNIJIB
- TICA
- TTM
- Train the painter

The integration with the **CSCS database** requires the data entered to be **100% accurate** including **personal details**, **card number** and selecting the **correct affiliated accreditation\*** from the list.

**Any mistake will result in the data not being validated.**



Click **“Next”** to follow the guide on how to add a new **CSCS Card & Affiliated Card Schemes** accreditation.

Back

Next

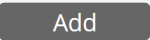


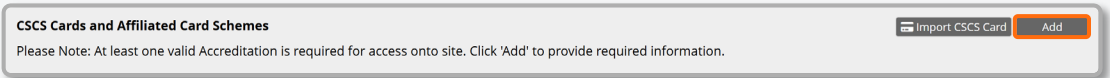


# Worker Profile Completion.

## Adding CSCS Cards & Affiliated Card Schemes



### Guide:

Once in the worker profile, scroll down **CSCS Cards & Affiliated Card Schemes** and select, 

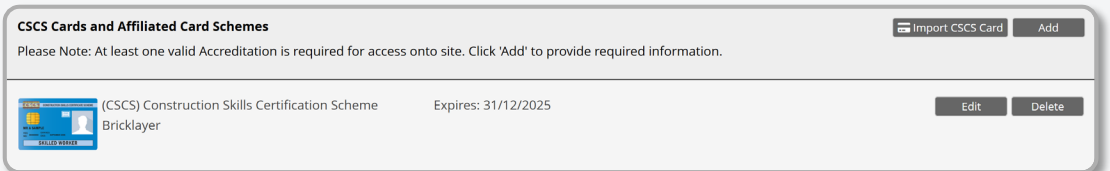


Select the relevant accreditation that matches the workers card from the dropdown list, then,

- Enter the **Certification Number**
- Enter the **Expiration Date**
- Upload a **photo** of the **front** of the card

- Click  and then click 

Once **complete**, it should look like this.



- **Not Validating?** – If the card data is not accurate or in the incorrect format, it will not validate. To check the validity of the data and format go to <https://cscssmartcheck.co.uk/>.



For more detailed information on CSCS Validation, click the “CSCS” button.



Click **“Next”** for the next steps in completing the worker profile.

Back

Next





# Worker Profile Completion.

## H&S Training Courses:

Here you can **add/edit/delete** any H&S Training Courses that are required by the business including details such as:

- Course Name/Details
- Date Awarded/Expires
- Certification Number
- Card Image Front/Back

H&S Training Courses			Add
SSSTS) CTB Site Safety Plus Site Supervisors Safety Training Scheme - Manually Awarded	Awarded: 04/06/2025	Expires: 31/12/2025	Edit Delete

## Emergency Contacts:

Click, **"Add"** and enter details:

- Name
- Relationship
- Contact Number etc.

Emergency Contacts	Add
None Provided	

## Additional Information:

**Social value** or **additional qualification** related questions that are configurable and will vary by customer.

Additional Information	
Are you an Apprentice?*	No
Have You Completed a 2 Day SSSTS Course?	No
Have You Completed a 5 Day SMSTS Course?	No
Have you completed a Fire Marshal course?	No
Have you completed a First Aid course?	No

## Advanced:

Advanced options to allow specific worker profiles **exemptions** for key rules like access control.

Advanced	
Anti-Passback Exempt *	No
Dormant Restriction Exempt *	No
WTD Restriction Exempt *	No
Exclude From Cross-Site Search * @	No

## Privacy Notice:

Consent for collection of personal data. **Biometric** content needed to use facial recognition.

Privacy Notice	
I consent to the collection of my data <small>This field implies that you consent to the collection of your data by the data controller of <i>insert company here</i></small>	I agree
<small>Privacy Policy</small>	
I consent to the collection of my biometric data <small>This field implies that you consent to the collection of your biometric data by the data controller of <i>insert company here</i></small>	I consent

## Medical Conditions:

Click, **"Add"** to provide any relevant details.

Medical Conditions	Add
Please provide details if relevant.	
None Provided	

## Attachments:

Click, **"Add"** to provide any additional attachment like:

- Certificates & Accreditations
- Incidents & Near Misses
- Identification

Attachments	Add
None Provided	

**Attachments** ✕

Title \*

Type \*

Please Select

Please Select

Certificates & Accreditations

Incidents & Near misses

Identification

Other

Back





# Supervisor App - Workers.

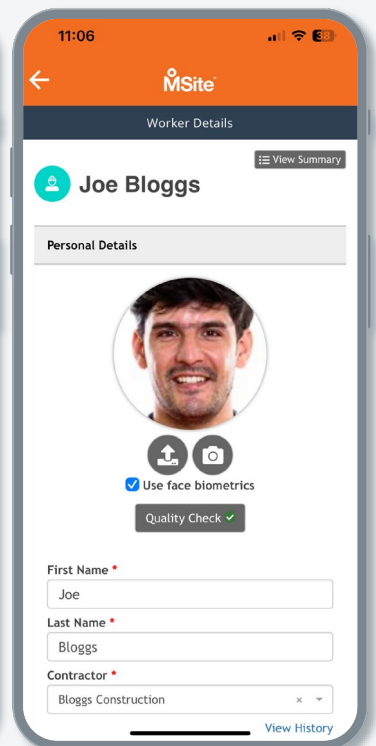
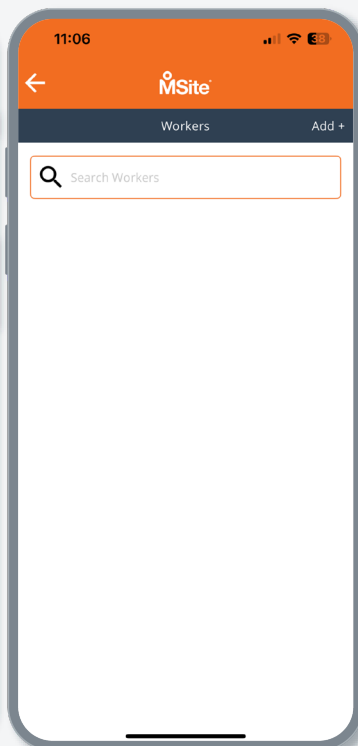
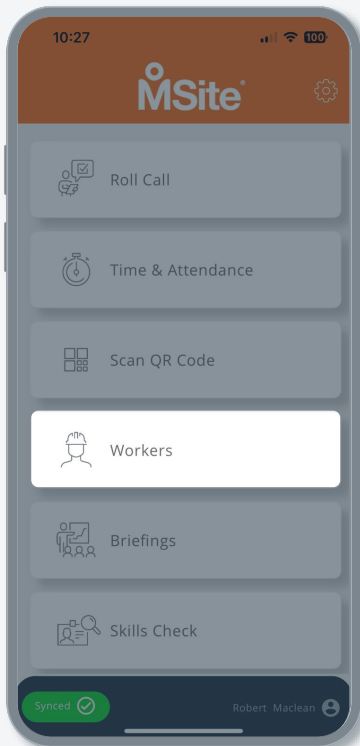
## Manage workers from the Supervisor App.

You can manage workers directly on the Supervisor App with all the same functionality as using the browser. This includes functions such as:

- Marking a worker as inducted to a site
- Adding or updating accreditations
- Adding a profile image
- Completing a worker profile

### How to:

- First, click 'Workers' on the app home screen
- Next, search for the worker by name
- You will then be able to view or edit their profile



For a full guide on completing a Worker Profile, click **Next** below.

**Please note:** Some of the imagery within the guide are in web browser format and will have a slightly different layout to what you see on the app, but all the information and order will be the same.

To return to the **Supervisor App Guide** menu, click **Back**.

Back

Next



# Supervisor App Guide.

Learn all you need to know about the Supervisor App.  
Click the buttons to take you to the relevant guides.



Settings

How to Log In



Roll Call



Time & Attendance



Scan QR Code



Workers



Briefings



Skills Check



Door Release

Supervisor App  
User Manual



# User / Admin Guide.

Boost your knowledge as an MSite User/Administrator.  
Click the buttons below to take you to the relevant guides.

**Users** - Useful guides and videos related to MSite users. **Please Note:** If your MSite account is managed centrally by your company admin or superuser, then some or all these steps will be done for you. **Please check internally** before contacting our **Support** team.

How to Add  
MSite Users

Updating a User  
Profile

Editing User  
Roles

**Workers** - Useful guides and videos related to Workers (Operatives).

Updating a  
Worker Profile

How to  
Check/Update  
Accreditations

Diagnose &  
Resolve Access  
Issues for  
Multiple  
Workers

Missing OUT  
Transactions

Dormancy  
Restriction

**Worker Guides**

Completing Pre-Reg

Add Accreditations

Project Registration

**More...** – Access more useful guides and videos.

Updating  
Sub/Contractor

FAQs

Face Mini

Supervisor App

Pods and more...





# MSite FAQs - p1.

Find below the top MSite frequently asked questions.

**Click** the buttons to take you to the guide answering the question.

Q. How do I manage visitors to site?

Show Me

Q. What do I do if a worker has a Dormancy Restriction on their profile?

Show Me

Q. How to reset Anti-Passback (APB)?

Show Me

Q. What do I do if a worker's accreditation has expired?

Show Me

Q. A worker has refused biometric consent. How do I set up PIN Access?

Show Me

Q. A worker can't access site because they failed to clock out the day before. How do I find and resolve missing OUT transactions?

Show Me

Q. No match when scanning face.

Show Me

Q. Face match found but worker still cannot access site.

Show Me

Q. Face match found, but wrong profile or access denied.

Show Me

Q. How do I diagnose & resolve access issues for an individual worker?

Show Me

Q. How do I diagnose & resolve access issues for multiple workers?

Show Me

Q. How do I update or edit a contractor/subcontractor?

Show Me

Q. How do I update a worker profile?

Show Me



Next



# MSite FAQs - p2.

Find below the top MSite frequently asked questions.

**Click** the buttons to take you to the guide answering the question.

Q. I've got a new Face Mini, how do I set it up?

Show Me

Q. I've been logged / locked out of the Face Mini; how do I get back in?

A. **Click the button for a Log In guide.** If you have been **locked** out of the device, the 4-digit PIN is supplied in the box with the device.

Show Me

Q. What are User Roles and what does each role give access to?

Show Me

Q. How do I edit roles for a user?

Show Me

Q. How do I add new sites to the system?

Show Me

Q. How do I create an accreditation alert?

Show Me

Q. How to add an MSite User?

Show Me

Q. How do I update a User profile?

Show Me

Q. Supervisor App Syncing Issues.

Show Me

Q. Supervisor App FAQs.

Show Me

Q. Delivery Management Guides & Videos.

Show Me

Back

