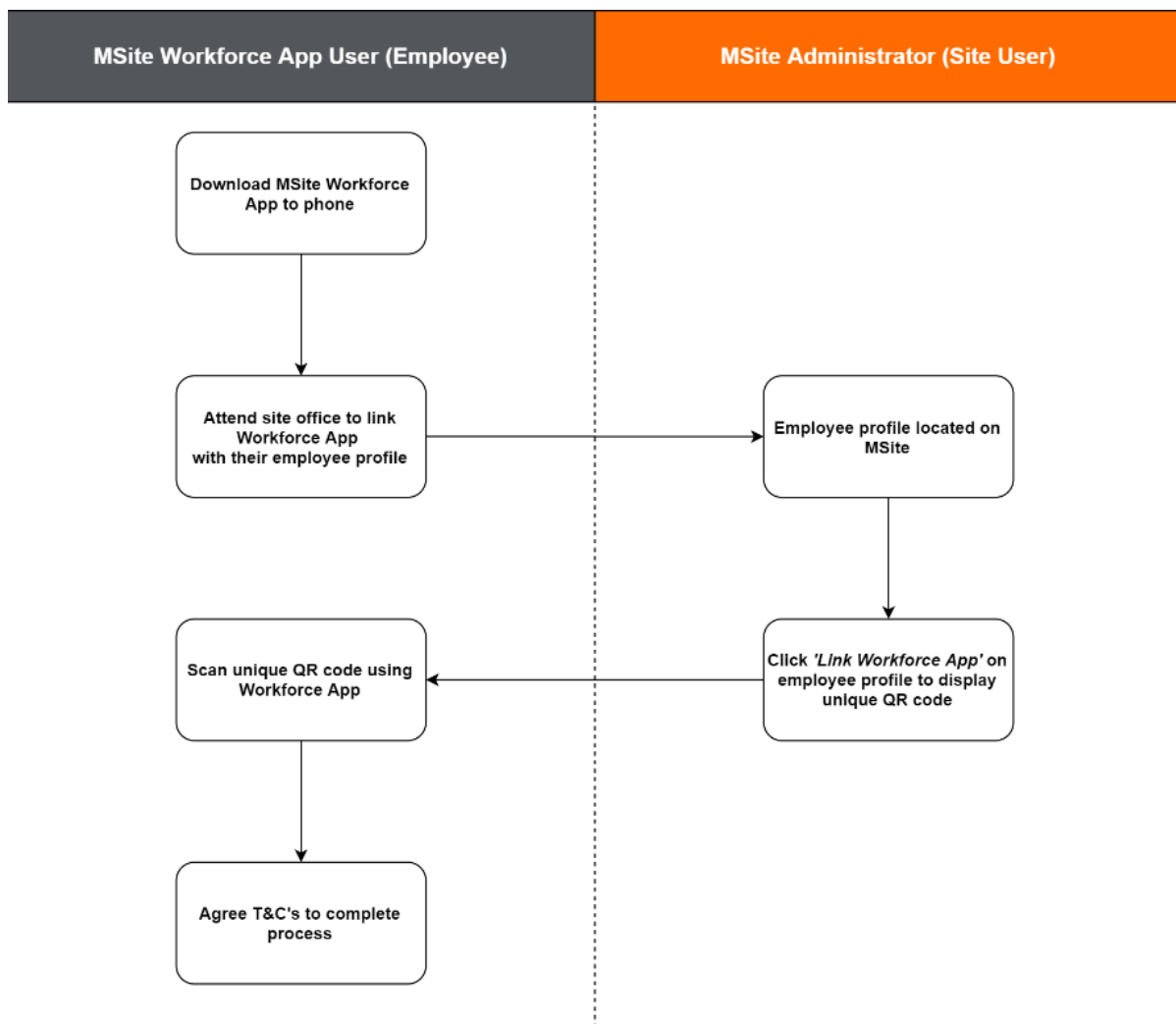


## MSITE WORKFORCE APP – END USER GUIDE

The MSite Workforce App allows the employee (App User) an alternative mechanism to enter a turnstile or clock themselves in using the app rather than fingerprint at the MSite Touch unit. For this to work it requires that the Workforce App is linked to the employee's (App User's) profile held within MSite.

### LINKING THE WORKFORCE APP TO AN EMPLOYEE PROFILE IN MSITE PROCESS



## LINKING THE WORKFORCE APP (MSITE USER)

- 1 – Locate the App user (employee) profile in MSite and validate it's the correct profile.
- 2 – Click 'Link Workforce App' shown below to open the Workforce App authorisation window.
- 3 – QR code is generated for the App User to scan using the Workforce App.
- 4 – Alternatively, if they camera is not available the information can be entered manually on the App.
- 5- Once the App User (employee) has completed the linking process by agreeing to the terms and conditions you can click 'Close' or 'Save'.

The screenshot displays the MSite Workforce App linking process for an employee named Tom Pottinger. The interface includes a navigation sidebar on the left with the 'Link Workforce App' option highlighted. The main content area features a 'Personal Details' section for Tom Pottinger, a QR code for scanning, and a form for manual entry of Instance ID and Auth Code. The process is guided by five numbered steps: 1. Selecting the employee profile, 2. Clicking 'Link Workforce App', 3. Scanning the QR code, 4. Entering Instance ID and Auth Code, and 5. Clicking 'Save'.

**MSite** Dashboard Intercom Training Employees Reports Contractors System Help

Search for Employees and Contractors YOUR BRAND HERE

**1** Tom Pottinger

Browse Employees  
Add a New Employee  
Import Employee from CSCS  
Invite Employees  
View Progress

Employee

- Print Enrolment Form
- Re-Enrol
- Manage PIN Entry
- 2** Link Workforce App
- Import CSCS Card
- Capture Image
- Print Card
- Add Manual Punch
- Add Incident
- Restrict Access
- Fix Access Issues
- Redistribute
- Access Restriction History

Employees / Employ

**Personal Details**

First Name \*  
Last Name \*  
Contractor \*  
Role \*  
Contact Number  
Date of Birth  
Email Address  
Gender  
NI Number  
Post Code  
Address  
Trained MSite Operatives

Enable MSite Workforce app  
You can uncheck this box to disable the MSite Workforce app for this employee at any time.

Linking the MSite Workforce app to an employee's profile gives them access to Mobile ID. This allows the employee to use the MSite Workforce app/device as a virtual access card, providing an alternative to fingerprint biometrics. This can be used on any MSite Touch device showing this symbol.

How to link an employee's MSite Workforce app, in 3 simple steps:

**3**

1. Instruct the employee to download the MSite Workforce app at their mobile device

2. Open the MSite Workforce app and go to System > Link to a Principal Contractor

3. Scan this QR Code or manually enter the following details:

Download from:  
Available on the App Store  
GET IT ON Google play

**4**

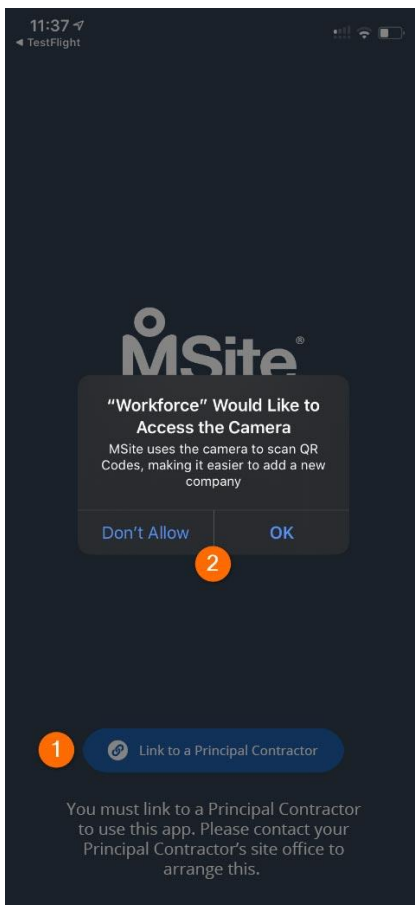
Instance ID: yourbrandhere  
Auth Code: 7U5FF66RW9

**5**


Close Save

## LINKING THE WORKFORCE APP (APP USER / EMPLOYEE)

- 1 – Open the App and select ‘Link to a Principal Contractor’.
- 2 – Allow camera access
- 3 – Scan the QR Code
- 4 – If camera is unavailable enter the instance ID and authorisation code



5 – Agree to Terms & Conditions (if you disagree you will need to restart the process)

6 – Press the Mobile ID button  for contactless entry

7 – In order to use Mobile ID, you will need to verify that you are the owner of the device. If your device supports biometric authentication, you will be asked to use biometric authentication. This will be the same biometric authentication used to unlock your device (e.g. Face ID, Touch ID, Android Fingerprint etc). In some cases, the Principal Contractor may allow you to authenticate by a non-biometric means (e.g. PIN Code).

