



Welcome to GPlus Live

Quick Start Guide *Desktop Application*

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Module: Plant and Equipment Module

Website: www.gpluslive.com.au we recommend that you reset the password provided to you. Please note our system also uses two-factor authorisation to access the mobile dashboard.

Menu Item Summaries

Home Page

Your home page is a display summary of the current plant and equipment scheduled activities. This will give some insight into any current and outstanding actions in real time. You have a search bar where you can search for all plant and equipment entered into the GPlus Live.

- The Action Required List provides a summary of plant and equipment not pre-started within the last 7 days, pre-starts requiring approval, and if any documents uploaded are about to expiry (ie registration certificates).
- The Current Defects list is broken into your system registers and is providing you a summary of items that require action and / or their status within the system.
- The current Maintenance list is also broken down into system registers and is providing you with a list of plant and equipment that is due for servicing for you to action, as well as review the status.

Work Orders

Under the "Work Orders", you will find a list of all work orders that you have issued to contracting companies.

GPlus Live will automatically assign work orders as well as repair numbers. Work order details can be filtered and are searchable.

You can export this data to CSV and view all historically completed work orders that have been completed using the GPlus Live System. These work order requests can be printed and by selecting view details you will see all information relating to the request, you have the ability to recall the work order.

Registers

Your plant and equipment are set up via register categories. GPlus Live provides you the following set of registers, however, you have the ability to create further registers and with customisable names:

- Ancillary & Support Equipment
- Fixed Processing Plant – Dry
- Fixed Processing Plant – Wet
- Heavy Mobile Equipment (HME)
- Modular Portable Processing Pit

Groups

The Groups section of the Plant and Equipment Module is designed to support fixed and mobile plant and aims to simplify pre-starts by grouping items together to aid in their completion. Simply create a new group, add in the equipment, move pieces to set order and this new group will appear for your operators. Your groups will also have their own dedicated QR code.

Daily Summaries

Daily summaries is a view of all plant equipment, its last SMU/Milage reading, last pre-start and its status as a visual queue and its last and next service. Certain items within this summary are hyperlinked to equipment pages and this data can be exported.

Have any questions, changes, additions or feedback?

Chat with us online, email us on gpluslive@groundwork.com.au or call 1800 497 587 and ask for the GPlus Live Support team.



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How to:

Adding in Equipment:

Entering your plant and equipment is via the registers menu item, either start by creating a new register or from an existing register select the blue equipment button. Once within the register select the green add equipment to register button. Enter in your equipment details and select save. The system will automatically assign an asset code. Once equipment details are saved you can change the recommended asset naming convention if required.

Some equipment types have suggested scheduled maintenance and pre-start items that can be added by the system if selected. This list is ever-evolving, and you have the option to use and edit these provided lists as well as create your own.

Create a Pre-starts:

Open any piece of equipment by selecting details, navigate to the "Pre-start Checklists" tab (under the equipment the equipment details window) and select the "Add (for new) or Edit (existing) Pre-start Checklist" and provide summary and description details that will help end operators. From the tasks select the maintenance item required then define (summary) the type of check to be undertaken and if required a further description.

You can also "Copy Checklist from another Equipment", this allows you to copy from a piece of equipment already set up. Selecting edit will allow you to add or remove maintenance items.

Create a Defect:

Defects can be created via a pre-start or at any time outside of a pre-start via the mobile dashboard and desktop.

Refer to the mobile dashboard information on how to create defects from a pre-start.

To create a defect from the GPLUS Live application navigate to the equipment page and under the "Defects" tab you will have a register of all defects associated with that piece of plant or equipment. The registers will show you the defect status, summary and details button for more information (assigning and or rejecting).

To add a defect select the orange add defect button, define the priority, type of defect and a summary of the defect.

Assigning Maintenance and Repairs

To assign maintenance and/or repairs to your employees or contracting company select the button on the right-hand side from the Current Defects or Current Maintenance lists. Once in this new window, review the details provided by the system and then assigned to appropriate party by selecting the "Assign to Employee or Contractor" button. To select an employee make sure to select your company from the list, then an employee box will appear.

Note: You are unable to select an individual contractor to come and address items, it is the responsibility of the contracting company to assign a worker to the work order.

When an employee is assigned a task they will receive a text message and email advising them of new work orders.

The status on the register pages will now be updated with either a repair or work order number generated by the system and will advise the employee assigned or contractor company assigned.

If a work order is not addressed by a contractor you can recall the work from the work orders menu item.

Work Orders Closed Out

Once work orders are completed by the contractor or employee you will be alerted and you are required to either accept or reject the work to close the task request.



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How to cont.

Create Fixed Plant Groups

Ensure all plant and related equipment has been set up in GPlus Live, from the Groups menu item, select the green "Add Equipment Group" and name this new group (description optional).

Once a new group has been created, select the details button, add equipment to this group, move equipment into the order you would like by clicking the 3x3 grid icon on the right-hand side for the hand icon, and move plant equipment in order.

You can upload documents (such as plant schematics) that are related to this group. Print the QR code for this group. Remove and change the order at any time.

Reading your Daily Summaries

Daily summaries are provided to selected users to provide a snapshot in time of pre-starts completed current SMU readings and milage as well as last service and when the next service is due. Sections with the summary are hyperlinked to the appropriate areas within GPlus Live.

This data is exportable and date specific.

For more detail instructions and support, log onto the system and access the help page for manuals, diagrams and videos or alternatively contact the team for support.

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