



# Welcome to GPlus Live

## *Quick Start Guide*

### *Desktop Application*

## Welcome to GPlus Live Contractor and Employee Management Module

Website: [www.gpluslive.com.au](http://www.gpluslive.com.au)

We recommend that you reset the password provided to you. Please note: that our system uses two-factor authorisation to access the mobile dashboard.

## Menu Item Summaries

### Home page

Your “home page” is a snapshot view of the following items (note: the following items will only appear if an action is required):

- Overdue sign-outs
- Expired & expiring company documents
- Expired and expiring employee documents
- Employee documents pending approval
- Missing & expired Employee and Contractor inductions
- Pending Review and Approval of Employee Training
- Pending Employee VOCs
- Pending Review and Approval of Employee and Contractor SWMS
- Pending contractor request

### Management

Inductions: -

Company Inductions are created and linked to any Induction Module created. These inductions can then be assigned to Employees, Contractors, Job Roles or visitors. Inductions links can be sent to employees or contractors to complete at any time.

Induction Modules: -

Induction Modules are created to support Inductions. Modules can be created to have repeats and assessment questions.

Modules can link to external websites and have embedded code and text. Modules can be timed so the participant undertaking the module cannot skip forward.

Assessment questions are set up via a variety of options – for example: simple yes/no to multiple choice questions and/or a drop-down list.

Completed Inductions: -

Users can view completed Employee and Contractor Inductions. Information about assessment dates and whether they passed is also available.

Client Inductions: -

You can view all the inductions your employees have completed for a contracting company site.

*Have any questions, changes, additions or feedback?*

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#### SWMS:-

Company SWMS that have been created can be uploaded and stored securely within the CEM module are found here. These SWMS can have assessment questionnaires attached to be issued to your employees and contractors to review, complete and sign. Employees and Contractors have access to these signed-off SWMS at any time via their personal dashboards.

#### Completed SWMS:-

Completed SWMS is a register of all SWMS in progress and completed by Employees and Contractors. This register of completed SWMS shows assessment questions and answers (if applicable) as well as the signed signature page.

#### Training:-

Training can be created or requested via the GPlus Live System. Employees can access training requests or upload evidence of external training via the system. Supervisor approval can be assigned to training assessments undertaken.

#### Completed Training:-

As with completed SWMS, completed training is a register of both training in progress and training completed. Evidence provided, assessment questions and answers are also stored within this register.

#### Verification of Competencies (VOC): -

Training and documents can be combined and linked to created competencies that can be tailored to equipment. This includes the make and model of the equipment along with certificates that are stored and recorded in the system.

## Company

#### Site: -

View Summaries of each site linked to the company.

Here the user can:

- edit a site name,
- link and unlink contractors to a site,
- define typical hours on site (linked to system generated sign out reminders),
- identify time zones in which a site operates under,
- send emergency incident SMS message
- select who will receive the questionnaire alert response via email
- print sign in / sign out QR codes
- Access the sign in / sign out page for display on a tablet or desktop via the "more" drop -down menu
- Navigate to the sites Sign-in register
- Set up sign in / sign out questions along with their frequency rate.

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#### Employee: -

This function allows access to the full list of employees linked to a site while providing a snapshot view of an employee's contact details, defined job role/s, inductions and competencies. Open each employee profile to access a comprehensive view of that employee's details.

From the company's Employee Overview page, the user is able to archive employees and nominate which employees are visible to contractors linked with your company site.

#### Competencies: -

Competencies that the company requires are featured here in a master list. If a specific competency is not on the list, please contact the GPlus Live Team.

#### Documents: -

All company documentation is stored here, i.e. insurances, certificates etc.

#### Job roles: -

The user can create job roles for the company employees. These can be archived or removed as job roles are no longer required. Also, hours related to specific job roles can be excluded from your monthly summary hours (i.e. truck drivers).

#### Company Contractors: -

A list of the Contractors linked to the site and access to their supplied company documents can be found here.

#### Contractor Employees: -

This snapshot view of the contracted employees shows a contractor's job role, valid inductions and supporting information regarding the job role. By clicking Details, you can add inductions to this contractor employee and view documentation.

*You do not have the ability to edit or change details, this view is to help support workflow for the Plant and Equipment Module.*

## Communication

#### SMS Messaging: -

This provides you the option to send a SMS message to employees and contractors linked to your site. A record of all SMS communication is also stored.

#### Email Messaging: -

*Under development coming soon.*

#### Emergency Incidents: -

*\*Emergency Incidents can also be actioned – please refer to the separate guide.*

## Reports

From this navigation view you have access to the "sign-in register", you can view "Failed Sign-ins", review "Hours on-site" (for visitors, contractors, and employees), and system-produced "Monthly Summary" of sign ins, which is exportable to CVS files.

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