GPlus Live Permission Level Descriptions for Contractor and Employee Management:

The following relates to the site access permissions for each user. Users can be provided access to multiple sites within the company or an individual site. Assigning site access can be done by Groundwork Plus or Level 4 onwards administrator and supervisor users. The following is a guide when assigning permissions to your staff using the system. We strongly encourage everyone that will be using the system to be set up with their own individual account.

Level 1 (Client Employee)

- ✓ GPlus Live desktop application home page is blank and no menu items appear
- ✓ Access to MyDashboard where users can access their personal details, complete required requests, and view documentation.

On adding new employees or contractor employees to the CEM GPlus Live Module they are automatically provided with Level 1 permission levels. Level 4 and above users will need to provide further access to system features by selecting the appropriate permission level for the settings menu item.

Level 2 (Client Sign-in Manager)

- ✓ MyDashboard access
- ✓ Home page is blank but menu items are now accessible
- ✓ Sign-in register and failed signed-in register available
- ✓ Ability to manually sign-in employees, contractors, and visitors
- ✓ Create Emergency Incident
- ✓ Site detail information is visible and questionnaires can be created and edited
- ✓ Limited view of employee pages and management of employees
- ✓ Add, edit and remove contractors if required

Level 2 users can be viewed as a weighbridge operator that can manage sign-ins on-site and set up and view contractors. Can active emergency responses. Module features are not enabled and no approval rights.

Level 3 (Client Reporting)

- ✓ MyDashboard access
- ✓ Home page displaying actions that require attention. Ability to export home page actions to CSV. Unable to send SMS and email reminders to complete actions
- ✓ Full reports such as hours on site, monthly summaries, and persons on site Sign-in registers are accessible but unable to manually create sign-ins
- ✓ Limited view of employee and contractor pages

Level 3 Client Reporting has been designed for an executive administrator to have access to limited features and information stored within the system. This permission level gives access to the reporting features of the system and access to limited management of employees and contractors. Level 3 permission users are unable to approve documents, edit site information and questionnaires or manage SWMS, procedure and polices.

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.

Level 4 (Client Administrator)

- ✓ MyDashboard access
- ✓ Home Page with all associate actions being displayed as well as shortcuts to people on site and employee matrix
- ✓ Sign-in management features and emergency response
- ✓ Approve documents supplied such as Drivers Licenses and certificates
- ✓ Manage employee and contractors set up and archiving
- ✓ System features such as induction, SWMS, policies, procedure management and the creation of training requests
- ✓ SMS messaging
- ✓ Company Set up

Level 4 permission users are your administration users. They have the ability to manage your workforce and create and upload information into the system.

Client administrators are only able to approve supplied documentation, and induction management. They are unable to approve and sign off on documentation such as training and SWMS, policies and Procedures.

Level 5 (Client Supervisor)

- ✓ MyDashboard access
- ✓ Level 4 privileges
- ✓ Approval of documentation

Same privileges as our Leve 4 Client Supervisor with the key difference being the ability to approve and sign-off on the completed training, SWMS, policies, and procedures by either your contractor or employee.

Level 6 Senior Supervisor

- ✓ MyDashboard access
- ✓ Level 5 privileges
- ✓ Specifically locked documents are only viewable to this permission level (i.e. health records)

All the privileges of level 5, however, if a document such as a health record has been marked as sensitive only this permission level is able to access this information.

**GPlus Staff are unable to view any sensitive data, it will remain the responsibility of the Senior Supervisor to review the provided sensitive documents to approve.

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Welcome to GPlus Live
Contractor & Employee

Permission Access	Level 1 (Client Employee)	Level 2 (Client Sign-in Manager)	Level 3 (Client Reporting)	Level 4 (Client Administrator)	Level 5 (Client Supervisor)	Level 6 (Senior Supervisor)
CEM Homepage	✓ * No details are being displayed	✓ * No details are being displayed	✓ * Limited items displayed	✓	✓	✓
Mobile Dashboard (CEM_Employee) Access via: www.gpluslive.com.au/my	✓	✓	✓	✓	✓	✓
Sign In Management		✓		✓	✓	✓
Sign In Reports			✓	✓	✓	✓
View Reports			✓	✓	✓	✓
Emergency Incident		✓		✓	✓	✓
Approve Documents				✓	✓	✓
Company Management				✓	✓	✓
View Employees		✓ *Limited view only of employee profile	✓ *Limited view only of employee profile	✓	✓	✓
View Contractors		✓ *Limited view only of employee profile	✓ *Limited view only of employee profile	✓	✓	✓
Manage Training				✓	✓	✓
Approve Trainings				No approval Rights	✓	✓
Manage Induction				✓	✓	✓
Approve Induction				✓	✓	✓
Manage Procedures				✓	✓	✓
Approve Procedures				No approval Rights	✓	✓

Permission Access	Level 1 (Client Employee)	Level 2 (Client Sign-in Manager)	Level 3 (Client Reporting)	Level 4 (Client Administrator)	Level 5 (Client Supervisor)	Level 6 (Senior Supervisor)
Manage Policy				✔	✔	✔
Approve Policy				No approval Rights	✔	✔
Manage SWMS				✔	✔	✔
Approve SWMS				No approval Rights	✔	✔
Access Sensitive Information				* Can see that an uploaded document has been provided, unable to download	Can see that an uploaded document has been provided, unable to download	✔
USER SETTINGS:						
Add / Edit/ Delete – Employees				✔	✔	✔
Add / Edit/ Remove Access – Contractors		✔ *Limited view only of contractors profile		✔	✔	✔
Add / Edit/ Delete / Employees Permissions *Access via the settings menu tab*				✔	✔	✔