Welcome to GPlus Live
Environmental Compliance Module

Website: www.gpluslive.com.au

You have been given access to the GPlus Live Environmental Online module where site environmental monitoring data, schedules and documents are securely stored for your convenience. The following is a quick guide through the site, its menus and its functions. For more details information please use the help function found on the site.

Menu Item Summaries

Home page

When you log in to gpluslive.com.au you will be taken to the last module used. If that is not the Environmental Compliance module, select the dropdown on the left-hand top menu and select Environmental Compliance. You will be directed to your home page. Your "home page" is a snapshot view of the following items:

▶ Calendar and Event Details: You can view all events, overdue, scheduled and approved in the calendar. If you click on a day, the Events Details list will detail any events recorded on that day. By pressing details, you will be directed to the event's page. If the event is scheduled for the future, clicking edit will allow you to edit the scheduling and details.

▶ Work in Progress: A list of all the events that are working towards completion, i.e. awaiting laboratory analysis or reporting. The estimated time frames for the lab data are displayed in this table.

▶ Pending Approval: A list of events that require approval by suitable qualified permitted users.

▶ Add Event: Selecting the 'Add Event' button will create a new event. If you select a date that is in the future you will be promoted with items to set up a scheduled event, attach SOPs or instructions and set recurrences.

If you select today's date or a past date, a new event will be created, and you will be taken to the data entry page. From here you can enter a date, attach files and photos, leave comments and discussions and record weather data. Pressing 'Preliminary Save' will save the data but 'Final Save (Approve)' will be required to finalise the data and enter it into the database. After 'Final Save (Approve)', you are also able to generate a summary report for the event by returning to the event's data entry page and clicking 'Generate Summary'.

Data

▶ Field Data Entry: Enter data offline while you are in the field. <u>Make sure you have selected the site and category before going offline</u>. Press 'Preliminary Save' often and 'Finish' at the end of monitoring. Data will be pushed into the system when your device goes back online. To return to the live site, press the GPlus Live logo.

▶ Search Events: Search for all past events from this register.

Compliance

▶ Notification: A summary of triggers set up for the site is provided at the top of the page. Move between different monitoring categories using the drop-down list in the top right corner.

The Monitoring Exceedance table displays events that were triggered. Selecting 'Details' in the top right of the event summary box will take you to the event data. 'Action' allows you to record any actions/ mitigation measures taken and 'close off' the event. Once closed off the event will be listed in the third list 'Closed Exceedances'.

▶ Reports: To view, graph and download data, select the appropriate details into the required fields. All data will first be displayed in a table format, with triggered data highlighted. Pressing 'Graph' in the top right will display the data graphically while "Export to Excel' will produce a download of an excel file.

▶ Meters: If your site has onsite meters for measurement of environmental items, these can be stored in the Meter List. To add a new meter, press 'Add Meter' in the top right-hand corner, complete the details for the meter and select the variables it records.

Meter calibration should be recorded against the meter. Select Calibration, 'Add Calibration' and record calibration details. This will remain the calibration record against the meter until the calibration frequency is met (calibration expires) or a new calibration record is made. When a Meter is no longer in use, select 'Archive' to remove it from the list.

When entering data into an event, you will now be able to select which meters are used for the event and view if these meters require calibration.

Documents

▶ All documents: You can upload and then download relevant environmental documents, summary reports and attached items from this page. Use the search bars to search for documents or use the document type to filter the list.

▶ SOP Documents: SOP documents are company documents outlining Standard Operating Procedures relating to Environmental Compliance and monitoring. These can be attached to monitoring events (during scheduling) or attached to a trigger to outline actions following an exceedance.

▶ Summaries: Summaries is a list of system generated Summary Reports for monitoring events. You are also able to 'Generate New Summary' reports from this page.

▶ Registers: Select 'view' next to the register you are wanting to view or use. Type your entries into the boxes provided at the bottom of the page and press '<u>Add Row</u>' which will save the line entry and move it to the table above. Use the 'Edit' and 'Delete' buttons to make changes within your register. Registers can be downloaded to PDF or excel from the register list.

Locations

▶ Site Maps: View a map of your site with the monitoring locations. Toggle between monitoring sites or categories using the dropdown list in the right-hand corner.