



Welcome to GPLUS Live

Welcome to GPLUS Live: Digital Documents and Audits Module

Your company is now using GPLUS Live to manage its Document and Audit forms on-site. You have been provided access to this online system.

Please log in at: www.gpluslive.com.au
Username: *Email address*
Password: *Use the forgot password function to change your password.*

Menu Item Summaries

Home Page

Your home page displays a view of all activities, scheduled, due or finalised for a month. Click on an icon to view what is due for the month within each element.

You can also view documents associated with that activity and fill them in directly into the system. This will mark the activity as complete. If there are no documents associated, you can mark them as complete for your records.

Any required actions that have been assigned via a document are stored on the home page. Actions can be reassigned to different users and due dates changed.

Favourites

Your most frequently used documents can be added to your personal favourites page by selecting the star icon that appears next to the document name in the document tab. De-selecting the star will remove it from favourites.

Your favourite page is displayed as your home page when you log in from your mobile or tablet device.

Documents

View and use associated forms, documents, figures, and attachments by clicking the drop-down button.

You can attach documents or photos to sections of the form by using the buttons within the form, or the attachment button at the bottom.

Follow up actions can be created by using the 'Add Action' feature which can be created and attached to the form. These actions will appear on a list on the home page.

You can also download a blank form to fill it in offline or as a word document from the menu at the bottom of the form.

If any of the above-mentioned features are translucent, this means you are working offline and your data will be stored and saved when back online.

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.