



Welcome to GPlus Live

Quick Start Guide

Welcome to GPlus Live Environmental Compliance Module

How to Enter Environmental Data

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 starting and entering data into an event. For more details information please use the help function found on the site.

Starting an Event

A new event can be started from the home screen by selecting today's or a past date in the calendar and pressing "Add Event" button or selecting "Add Event" and using the pop-up screen to select the sampling date.

The screenshot shows the GPlus Live Environmental Compliance module interface. At the top, there is a navigation bar with the GPlus Live logo and menu items: Environmental Compliance, Home, Data, Compliance, Documents, Company, and Settings. On the right side of the navigation bar, it shows 'Quarry Company' and 'Catherine Young'. Below the navigation bar, there are two dropdown menus: 'Sites: All selected (5)' and 'Categories: All selected (19)'. To the right of these dropdowns are three buttons: 'View All', 'Data Report', and 'Add Event' (which is highlighted with a red box). Below the dropdowns and buttons is a calendar view showing months from August 2022 to March 2023. The calendar is currently displaying November 2022, with the 23rd highlighted. Below the calendar is an 'Event Details' section. It includes a legend for event statuses: Overdue event (red), Pending approval (orange), Event in progress (green), Finalised event (blue), Future event (purple), and Future recurring event (light blue). Below the legend are several columns for event details: Status, Site, Category, Assigned to, Record Date, Repeat, Lab Data Expected, Lab Data Received, and Lab Data Entered. The 'Record Date' field is currently set to 26/11/2021. At the bottom right of the event details section, there is a 'Details' button.

GPlus Live currently supports three types of monitoring:

- Data
- Photographic
- E-form.

The screenshot shows a pop-up form titled 'Would you like to schedule an event?'. The form has two dropdown menus: 'Site' (set to 'Clean Slate Quarry') and 'Category' (set to 'Release water sampling'). Below these is a 'Record Date' field set to '23/11/2022'. At the bottom right of the form, there are two buttons: 'Add Event' (highlighted with a red box) and 'Close'.

Have any questions, changes, additions or feedback?

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Completing a Data Event

A data event is used for collation of data in number form. It is provided in a table format for entry.

Each event must include a finish date (i.e. The date the sampling was undertaken). Some monitoring types can also have a start date when sampling is time dependant or is over multiple dates e.g. dust deposition.

The name of the sampler(s) should be provided.

If a meter (such as a water quality meter) is being used for sampling, this can be entered into the system including the calibration records, and should be selected from the list in the Meters section.

Only numeric data can be entered into the parameter's rows; however, comments can be provided in the comments row. A file such as a photo can also be attached to each station column.

GPlus Live can calculate some data points using other data. If these are in use, they will show as grey and will auto populate on entering the data they require for the calculation.

Laboratory dates are for tracking of samples when put into a laboratory for analysis.

Event Files can be used to attach any relevant documentations to the event such as laboratory or other external reports or photos.

Some monitoring categories may be dependant or influenced by weather. Weather data can be entered into the weather section.

If a field is highlighted a trigger has been met, see Triggers for more information.

An event discussion can be provided and will be presented in the summary reports. This can be used to outline any observations in the data and provide explanations or outcomes.

Selecting 'Send For approval' and 'Preliminary save' will send a notification to permitted uses to review the data. If you do not wish to ask for approval (i.e. Data entry is not complete, just preliminary save the date'. Once data is reviewed Final Save (Approve) can be selected and the data will be available in graphing, downloads, and summary reports.

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Completing a Photo Event

A photo event is used for the collection of photographic evidence for the purpose of monitoring conditions and changes over time.

Each event must include a finish date (i.e. The date the sampling was undertaken). Some monitoring types can also have a start date when sampling is time dependant.

The name of the sampler(s) should be provided.

Photographs can be uploaded into the browse for files boxes. This can be done directly off a phone by pressing on the grey box and opening phones camera

Record comments on the photographs being taken, these will be attached to the photo evidence for reports and summaries.

An event discussion can be provided and will be presented in the summary reports. This can be used to outline any observations in the data and provide explanations or outcomes.

Event Files can be used to attach any relevant documentations to the event.

Selecting 'Preliminary save' will send a notification to permitted uses to review the data. Once data is reviewed Final Save (Approve) can be selected and the data will be available in reporting, downloads, and summary reports.

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Completing an e-Form Event

An e-form event is presented in an electronic form and includes words and numbers. Fields (questions/ items) are displayed with text, checkbox or photo upload options may be provided.

Each event must include a finish date (i.e. The date the sampling was undertaken). Some monitoring types can also have a start date when sampling is time dependant.

Complete the Value section

Upload files or photos where a Browse for Files button is provided

An event discussion can be provided and will be presented in the summary reports. This can be used to outline any observations in the data and provide explanations or outcomes.

Event Files can be used to attach any relevant documentations to the event.

The screenshot displays the G Plus Live interface for completing an e-form event. The form is titled "Clean Slate Quarry - Site Inspection - Monthly Inspection". It includes a "Date" field set to "23/11/2022". The main form area is divided into sections: "Field", "Value", "Completed By", "External Site signage inspected, visible and in good condition" (with a checkbox), "Check site discharge points and boundaries" (with a checkbox), "Comments", "Action required", "General dust visual observations photos" (with a "Browse for file ..." button), and "Action completed". At the bottom right of the form, there are three buttons: "Preliminary Save", "Final Save (Approve)", and "Cancel". Below the form, there is an "Event Discussion" section with a text area, and an "Event Files" section with a "File" field and a "Comments" field. A blue callout box points to the "Preliminary Save" button, stating: "Selecting 'Preliminary save' will send a notification to permitted uses to review the data. Once data is reviewed Final Save (Approve) can be selected and the data will be available in reporting, downloads, and summary reports."

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