GPlus Live Permission Level Descriptions for Health and Safety:

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. This ability to assign site access can be conducted by Groundwork Plus or Level 4 (Client Administrator) users.

Level 1 (Client Data Entry)

- ✓ Save forms (only).
- ✓ Download blank forms onto a local machine for offline completion.
- ✓ Download and view saved forms
- ✓ Download Control Documents to local devices for viewing.

All users are able to see summary elements and all documents held within each element. Users can view the confidential documents, but do not have access to "Fill In" or view completed documents. An access denied window will appear if they try and access these confidential pages.

Users are able to create actions and add attachments to forms, checklists and registers.

Users have the ability to see the home page calendar activities and the "List of Action" recorded.

Level 2 (Client Data Manager)

- ✓ Level 1 privileges
- ✓ Approve forms
- ✓ Delete documents
- ✓ Upload function for Documents

Level 2 access gives the User the ability to approve the saved forms completed by Level 1 users, as well as approve their own documents. Level 2 users also have the ability to upload Control Documents or update, if the original document has been revised.

Level 2 users are able to see the full list of documents, but are unable to view the confidential documents.

Level 3 (Confidential Manager)

- ✓ Level 2 privileges
- ✓ Confidentiality view
- ✓ Close and complete system Actions

Level 3 access gives the users the ability to view the confidential forms as well as viewing the completed saved forms, and checklists on the system.

Level 4 (Client Administrator)

- ✓ Level 3 privileges
- ✓ Add and disable users

Level 4 users have the ability to add and disable users in GPlus Live.

Level 4 users have the ability to provide sub-level users with access to other GPlus Live modules to which the company profile has subscription rights too.

The "Edit User" tab links site access to users. Users can be provided access to individual or multiple sites within the company profile. Please note that only sites that can be viewed are the sites set up within GPlus Live.

Please refer to the training material for further instruction.

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.

Welcome to GPlus Live

Permission Level Descriptions
Health and Safety

Permission Access	Level 1 (Client Data Entry)	Level 2 (Client Data Manager)	Level 3 (Confidential Manager)	Level 4 (Client Administrator)
Complete and save forms	✓	✓	✓	✓
Download blank forms onto a local machine for offline completion	✓	✓	✓	✓
Downloaded and view completed forms (other than confidential documents)	✓	✓	✓	✓
Download control documents	✓	✓	✓	✓
Approve and recall approved forms		✓	✓	✓
Document Delete		✓	✓	✓
Upload function for Documents		✓	✓	✓
Confidentiality view			✓	✓
Complete and close Actions			✓	✓
Add and disable users				✓

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