Contractor and Employee Management: Setting up your Site

Under the company site menu item, you are able to set up information relating to your sites, such as time zone and alert functions. The following Quick guide will show you how. Log in to the desktop application for best viewing (www.gpluslive.com.au). *Note - only specific permission levels can edit this field.*

Navigate to menu item company then select Sites and select "Edit" button to update site management details.

Company - Sites

Site Name:	Enter the site's name or preferred company reference.
Contractors:	Link or de-link contractors that are utilising GPlus Live Contractor and Employee Management Module. It is site-specific not company specific.
Address:	The physically site address, can also include Lot and Plan details.
Typical Hours on Site:	This is linked to the overdue sign-outs. If employees or contractors do not sign out when leaving the site they will be notified by text to sign out of the site. Permitted users have the ability to override sign-out times via the sign-in register.
Shifts:	Option to include specific shift times to allow for sign-out reminders to be more tailer to specific sign-in times.
Description:	Add additional information relating to a site (i.e. concrete batching plant located on-site, directions to the site).
Time Zone:	Set the local time zone. This supports sign-in register, system generated communication.
Emergency Incident SMS Message Template:	This is the message that is automatically issued to people signed into site when the emergency incident feature is enacted. This message can be edited to include details about where to evacuate too and who the emergency warden is.
Questionnaire Alert Emails:	Who is to receive the questionnaire responses from the sign-in process. You can have multiple people selected, you just need to separate them by either a comma or semicolon. *Note: You will need to remove users that no longer need to this information.*
Mobile No for Questionnaire Alerts:	Define who is to receive the questionnaire responses. You can have multiple people selected, you just need to separate them by either a comma or semicolon. *Note: You will need to remove users that no longer need to this information.*
Do not allow signing in when documents are missing:	Tick box if you wish to block users from being able to sign in to site if requested documents have not been provided by contractors and employees.
Do not allow signing in when SWMS are missing:	Tick box if you wish to block users from being able to sign in to site if requested SWMS have not been provided by contractors and employees.

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.