Module: Plant and Equipment Module

A company you provide services to is now using GPlus Live to manage its Plant and Equipment on-site. Below is a quick guide on how to use the desktop and the mobile application.

Website: gpluslive.com.au we recommend that you reset the password provided to you. Please note our system also uses two-factor authorisation to access the mobile dashboard.

Menu Item Summaries

Home Page

Your "home page" is a snapshot view of all your current and open work orders. By selecting view details you are directed to a page where you can view the work order details, assign to your employees, or reject the requested work.

Work Orders

Under the "Work Orders" menu item you will find a list of all work orders that have been assigned to your company. You can export this data to CSV and view all historically completed work orders that have been completed using the GPlus Live system. Work orders can be printed at any time.

Work order details can be filtered and are searchable. The system automatically assigns the work order number and repair. By selecting view details, you will be directed to the information of the equipment that requires repairs from either defects or scheduled maintenance.

You can upload supporting material such as service sheets or any notes that you would like recorded to a piece of equipment at any stage using either the desktop or dashboard application.

Assigning Work Orders

To assign work orders to your employees select view details from either the home page of the work orders menu tab. Once in this new window, review details provided to you by the company and assigned to your employee by selecting the "Assign to Employee" button.

A pop up window will appear with a list of employees. If your preferred employee is not on this list and you have been granted access to the GPlus Live contractor and employee management module, add the employee (see CEM guide). If you do not have access, contact the contracting company or the team at GPlus Live to have them added. Inductions, required documents, and related site access and safety information may be required to be completed before attending the site.

When an employee is assigned the work order they will receive a text message and email advising them of the work orders.

Once assigned the status on the work orders page will be changed accordingly.

If your company is not in a position to complete the requested work, please select reject work order.

Work Orders Closed Out

Once work orders are completed the contracting company will be alerted and they will either accept the work and close the work order or, if they are not happy with the work, reject the work order and reissue for completion or more information.

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.

Completing Work Orders in Mobile View

Accessing the Personal Dashboard

Any assigned work orders can only be actioned via the mobile dashboard. To access the mobile dashboard head to gpluslive.com.au/my. You will need to use your 6-digit code and two-factor authorisations to access the dashboard. If you have forgotten this pin use the Recover Pin feature. Any issues please contact the team at GPlus Live.

Completing the Work Order

Once in your dashboard you will need to action any items that have a red number. To view work orders assigned to you select the tab called 'My Work Orders". Select view details to review the work order detail and mark each action as complete.

If you cannot complete an item, please select cannot complete.

Once the work has been completed, the company you are contracting to will be alerted.

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