



Welcome to GPlus Live

Quick Start Guide

Desktop Application

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Contractor and Employee Management Module

A company you provide services to is now using GPlus Live to manage its contractors and service providers on site. Below is a quick guide on how to use the system.

Website: www.gpluslive.com.au

We recommend that you reset the password provided to you. Please note: that our system uses two-factor authorisation to access the mobile dashboard.

Menu Item Summaries

Home page

Your "home page" is a snapshot view of the actions required and the status of requests (please note all some features are disable for contractor use).

Your home page will show you which employees have expired or missing inductions to complete for your linked clients, and missing and expired documents.

Management

Client Inductions: -

Client inductions are created by the Company you have been contracted to and are linked to your employees.

This view allows you to see what inductions have been assigned to your employees. Red means it is now due for completion and or has expired.

Employees will receive an email or SMS notification to complete their inductions. Employees can also see an induction status when logging into their personal GPlus Live dashboard. Their personal dashboard is assigned when a profile is created.

Company

Employee: -

An employee overview page is provided and shows you at a glance contact details, inductions and their defined competencies. Open each employee profile to access a comprehensive view of that employee's profile.

You can add employees at any time by selecting the add employee button and filling in each field (please note a work location can not be assigned by you as a contractor). Once you have set up an employee profile, a pin number needs to be issued to your employee. This can be done via email or SMS depending on which button is selected. This pin number is used to access the contracting site when signing in and completing the sites request. This pin number is unique and you cannot define your own pin.

Once a profile has been created your employees can upload any required documentation and edit their profile by opening www.gpluslive.com.au/my and entering their unique pin number. From this

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.



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dashboard your employees can complete requested inductions and review SWMS. If the Plant and Equipment Maintenance Module is in use access client equipment.

Availability to clients:

From the Availability to Clients sub menu item use the select company tool you wish to add your employees profiles to. In the pop up window define the site at which they are required to attend, define their job role on site. Select your employees and then the green add button. When an employee has been made available to a client they will then receive a request to complete all or any of the following items now assigned to the job role selected, which could include: inductions, Safe Work Method Statements, procedures, policies, and documentation.

When required you can simply archive an employee or remove access to a client and or site. If required, this information can be called upon.

Also under the availability to client sub menu item, you can choose to supply additional documents that may not be necessarily requested, you can also upload documents requested from this page.

Documents: -

Storage of all company documentation, i.e. insurances, and certificates and Safety and Health Management System etc. Keep these up to date as they will be linked to your employee's profiles and if they have not been provided or are expired, may impact o their ability to access the site and do your work.

Support

Need assistance, please contact us 1800 497 587, a dedicated help page can be found here:

<https://www.gpluslivesupport.com.au/copy-of-contractor-and-employee-manag>