



iWorkplace **Elements**

# Transform your digital workplace

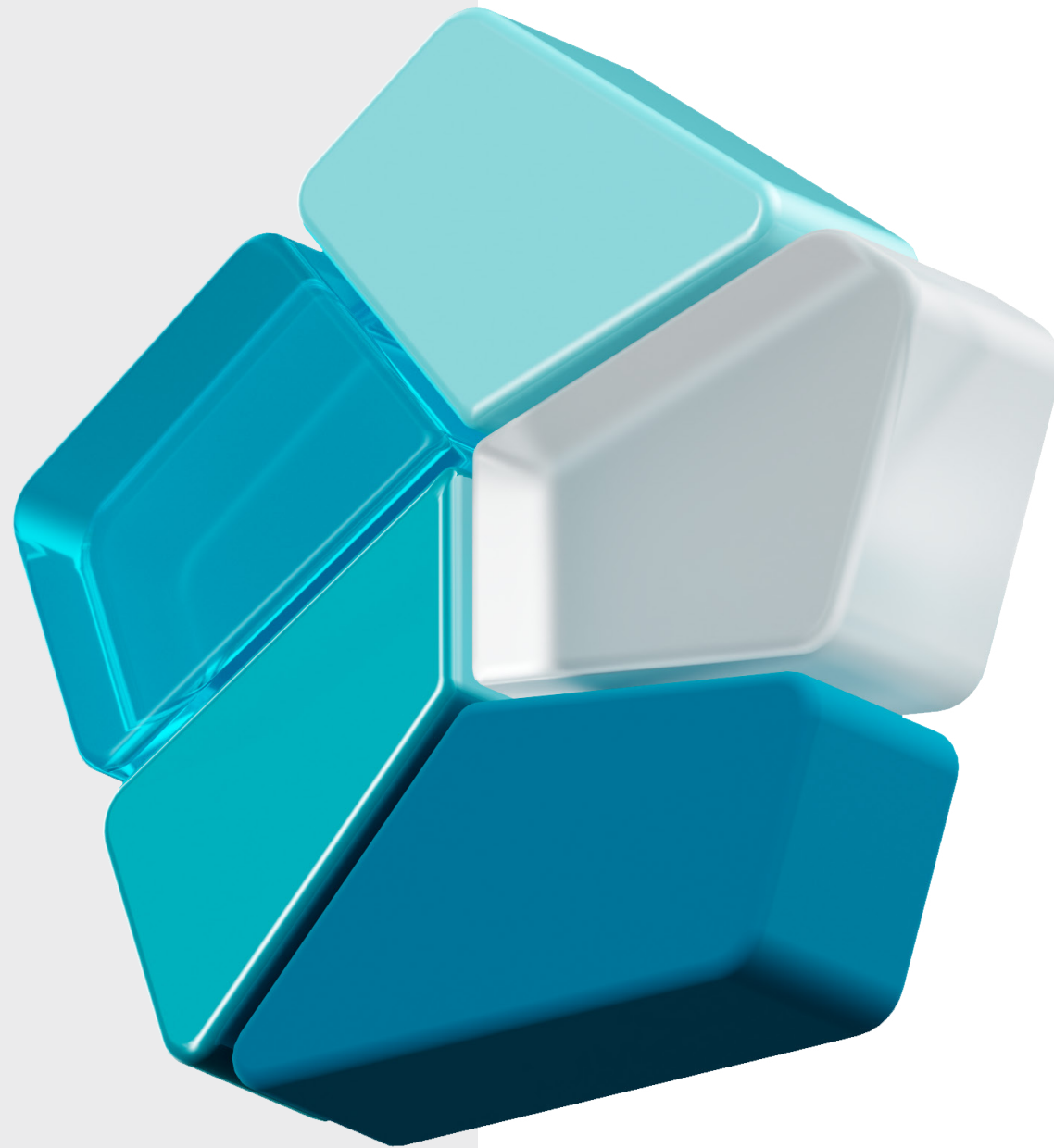
Unlock the ease and  
flexibility of secure M365  
content management



INFORMATION  
**LEADERSHIP**

 **Microsoft**  
Solutions Partner

Modern Work



Designed  
to make  
your life  
easier

Brought to you by  
**Information Leadership**  
#MakeWorkBetter





Frustrated  
with traditional,  
clunky  
information  
management  
systems?

Hi,



iWorkplace is more than just a product; it's a partner in your journey to making work better. Our highly experienced and knowledgeable team are dedicated to delivering content management solutions that are not only effective – but also make the complex simple.

Sarah Heal  
Chief Executive

## Welcome

Is your Microsoft 365, SharePoint, or Teams environment a mess?

Want to say goodbye to Teams sprawl and unmanaged OneDrive silos? Worried about protecting commercial information and securing sensitive documents?

Meet iWorkplace Elements, your solution to a clutter free, efficient digital workplace. Developed by the experts at Information Leadership, iWorkplace Elements optimises content management, boosts teamwork, and enhances productivity.

Imagine a modern workspace for seamless communication, streamlined document management, and automated workflows. With iWorkplace Elements you can mix and match solutions like Controlled Documents, Search, Employee Files, Contract Management, and Intranet to fit your specific business needs. Built on Microsoft 365, SharePoint, Teams, Azure and iWorkplace — it leverages your existing investments to do more with less.

Self-deployable, and supported by experts, iWorkplace Elements adapts to your unique workflows ensuring your information is secure, compliant and well-governed.

Say goodbye to the mess, and hello to a more productive future —take control of your content like never before with iWorkplace Elements!



# iWorkplace Elements

We're passionate about empowering customers to streamline processes, reduce costs, amplify collaboration, deliver efficiency, and maximise productivity.

Join the ranks of leading organisations who trust and rely on Microsoft and iWorkplace for their content management and digital workplace needs.

Build your digital core and enhance with a proven suite of iWorkplace solutions for document control, search, employee files, contract management and intranet.

iWorkplace Elements works with:

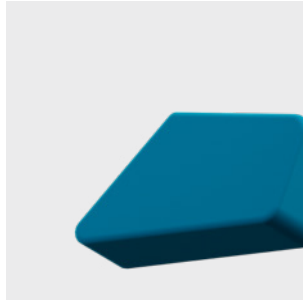


## Elements



### Essentials + Preview

Your digital core: M365 digital workplace, taxonomy, and self-service framework; and Preview environment showcasing what good looks like.



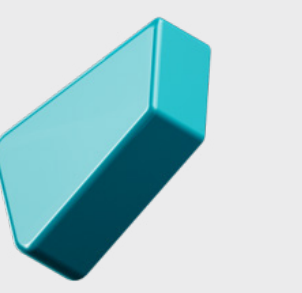
### Controlled Documents

Streamline your policies, procedures and other controlled documents while keeping sensitive information approved, secure and protected.



### Search

It's easier and quicker than ever to find the information you need with the iWorkplace Elements directory and search.



### Employee Files

Effortlessly secure and manage employee records — store, retrieve and collaborate on employee files with confidence.



### Contract Management

Streamline your contract lifecycle. iWorkplace Elements Contract Management is designed to enhance efficiency, reduce risks, and ensure compliance.



### Intranet

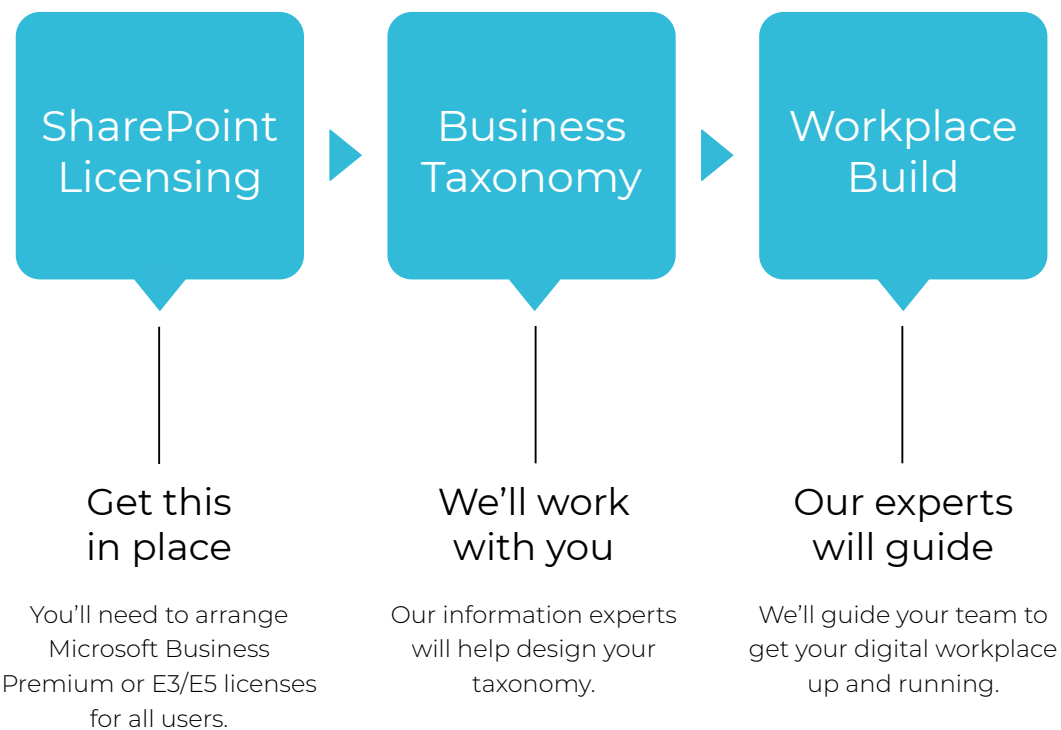
iWorkplace Elements Intranet is designed with the employee experience in mind. Boost collaboration, enhance efficiency and stay connected on any device, anywhere.





# Essentials + Preview

Get ready to build your new digital core with iWorkplace Elements Essentials + Preview.



iWorkplace Elements Essentials + Preview digital core: M365 digital workplace, taxonomy, and self-service framework; and Preview environment.

Looking for a modern, flexible, and efficient digital workplace without blowing the budget? This self-deployable solution, supported by our experts, enables your team to set up a modern digital workplace in days.

## Self-deployable

With our self-service approach, templates and comprehensive user guides, your IT team can independently set up your modern digital workplace, saving both time and money.

## Centralised document management

Store, organise, and share documents effortlessly. With iWorkplace Elements, your team can access the latest versions of files from anywhere, ensuring everyone is on the same page.

## Architecture and metadata

Our information architecture and metadata solutions are designed to help you streamline data management, enhance discoverability, boost productivity, ensure compliance, and facilitate collaboration.

## Enhanced collaboration tools

Cultivate teamwork with integrated tools that allow for real-time collaboration, co-authoring, and instant feedback. iWorkplace Elements makes working together easier and faster than ever.

## Avoids sprawl

M365's default setup can lead to disorganised workspaces and chaotic environments. Unclassified content lacks context, becoming problematic as organisation evolve. Our framework ensures seamless scaling and growth.

## Customisable workflows

Automate routine tasks and processes for systems administrators with customisable workflows. Save time and reduce errors by letting iWorkplace solutions handle the repetitive tasks.

## Pre-defined templates

iWorkplace Elements Essentials provides templated design patterns for simple file and find, case file management, external collaboration, projects and team management.

## Secure and compliant

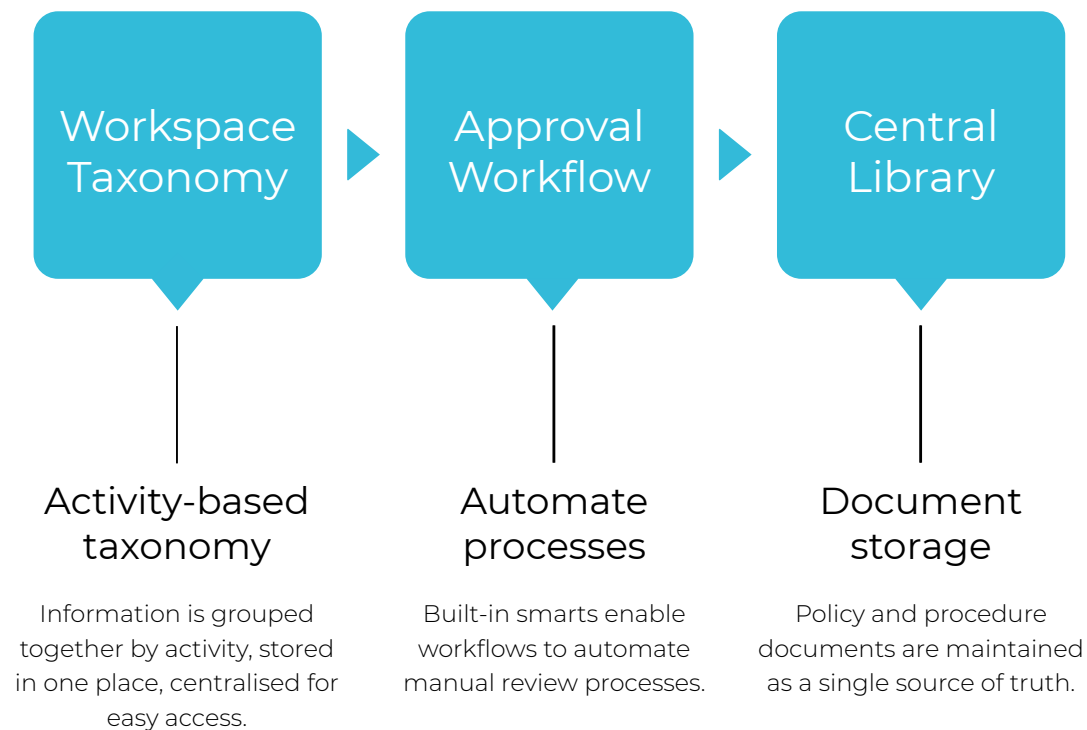
Protect your data with advanced security features and compliance controls. iWorkplace Elements Essentials ensures your information is safe and meets industry standards.

## Preview

With iWorkplace Elements Preview environment, you can showcase what good looks like before you go live!

# Controlled Documents

Save time and resources while keeping sensitive information safe.



iWorkplace Elements Controlled Documents solution streamlines your policies, procedures and other controlled documents while keeping sensitive information approved, secure and protected.

Does your business face challenges maintaining compliance documentation? Our automated publishing process includes version control, audit logging, archiving, and 'call to action' notifications.

## Unmatched Security

Protect your sensitive information with our state-of-the-art access controls. Only authorised personnel can access, modify, or distribute critical documents.

## Effortless compliance

Our automated publishing process enables seamless tracking and reporting of events to keep you ahead of your reporting and legislative requirements.

## Enhanced collaboration

Boost collaboration with real-time document sharing and editing capabilities. Empower your team to work together seamlessly, no matter where they are.

## Intuitive Interface

Our user-friendly interface ensures that your team can quickly adapt and maximise productivity. Utilise pre-defined reporting views to analyze upcoming reviews and recent changes.

## Manage it yourself

With iWorkplace Elements Controlled Documents solution you can manage business-critical documents like policies, procedures, guidelines and templates, organisation-wide and without extensive IT support.

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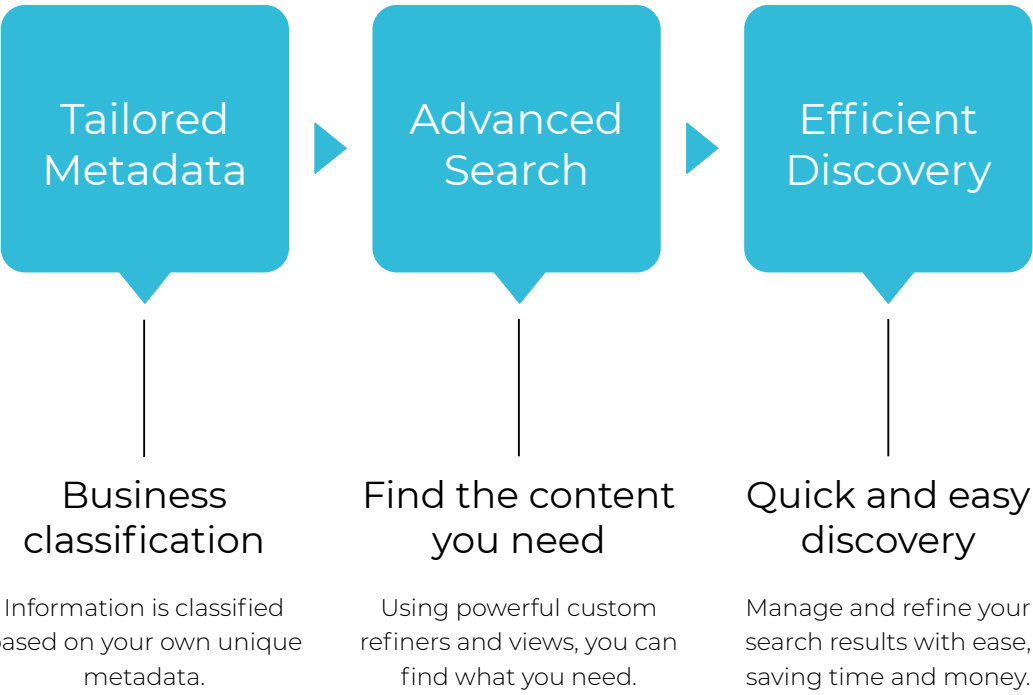
Protect your data with advanced security features and compliance controls. iWorkplace Elements Controlled Documents ensures your information is safe and meets compliance standards.





# Search

Comprehensive search capabilities, enhanced user experience, efficient content discovery — tailored to your metadata.



It's easier and quicker than ever to find the information you need with the iWorkplace Elements directory and search.

Is your workforce having trouble finding information quickly and easily, no matter where they are? This solution provides powerful search capabilities across your content by leveraging taxonomy.

### Comprehensive search capabilities

Experience seamless integration with SharePoint Online, enhanced by robust information architecture, to enjoy powerful search and refinement capabilities.

### Functional taxonomy

This resilient structure remains consistent, even when organisational changes occur, making it easier to find related information and reducing duplicated efforts.

### Enhanced user experience

Enjoy modern design with improved refiners, navigation, and functionality. Custom previews for Word, PDF, Excel, and PowerPoint make it easy to find exactly what you need.

### Find and collaborate 24/7

Your team can effortlessly find content to collaborate on and stay productive, whether they're in the office, at home, or on the go.

### Efficient content discovery

With features like custom refiners, sorting capabilities, and improved display templates, iWorkplace Elements Search allows you to manage and refine your search results with ease.

### Cloud-based

The solution's robust cloud-based infrastructure ensures that your content is accessible from any device, providing unparalleled flexibility and efficiency.

### Tailored to your metadata

Our search solution is designed to work with standard enterprise metadata, ensuring quick and efficient implementation. Whether you're searching for documents, pages, or media, iWorkplace Elements Search has you covered.

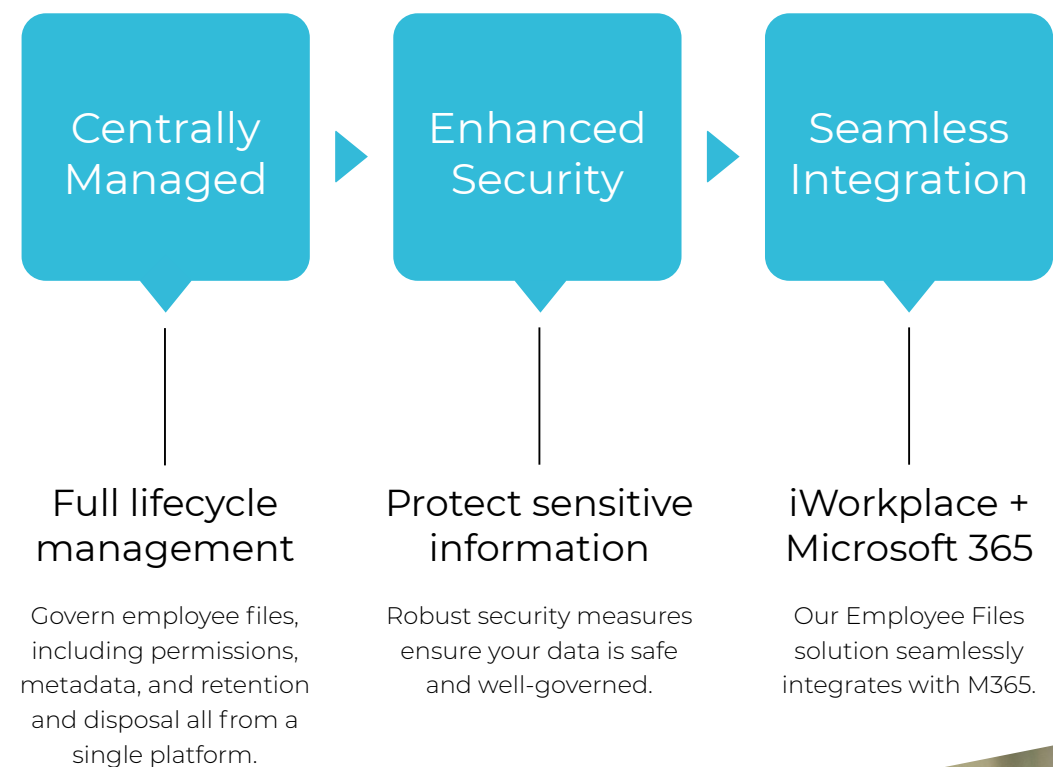
### Precise business classification

Utilising business classification based on function rather than organisational structure, means you get more accurate search results.



# Employee Files

Manage personally identifiable information and employee records with ease and peace of mind.



With iWorkplace Elements Employee Files you can effortlessly secure and manage employee records — store, retrieve and collaborate on employee files with confidence.

Are you struggling to manage employee files efficiently? iWorkplace Elements Employee Files solution is designed to streamline your document management processes, ensuring your information is secure, compliant, and easily accessible.

## Centralised file management

Store all employee files, including contracts, performance reviews, and training certificates, in one central location. iWorkplace Element's intuitive interface makes it easy to find, secure and manage documents.

## Real-time collaboration

Enables managers and HR teams to collaborate on documents in real-time, ensuring that the most up-to-date information is always available.

## Robust access controls

Govern and manage different settings for different roles from one central location to ensure that only authorised personnel can view or edit sensitive content.

## User friendly

The intuitive interface ensures that your team can quickly adapt and start using the platform effectively.

## Permissions visibility

Administrators can easily see who has access to employee files, making permission management simpler.

## Retention and disposal

Configure retention policies to automatically retain or dispose of content based on your organisation's compliance requirements.

## Integration

Integrates SharePoint with other Microsoft 365 tools like Teams, Outlook, and Planner for a unified experience.

## Reduce cost and risk

Reduce costs and risks associated with manual or unmanaged file management and improve overall productivity.

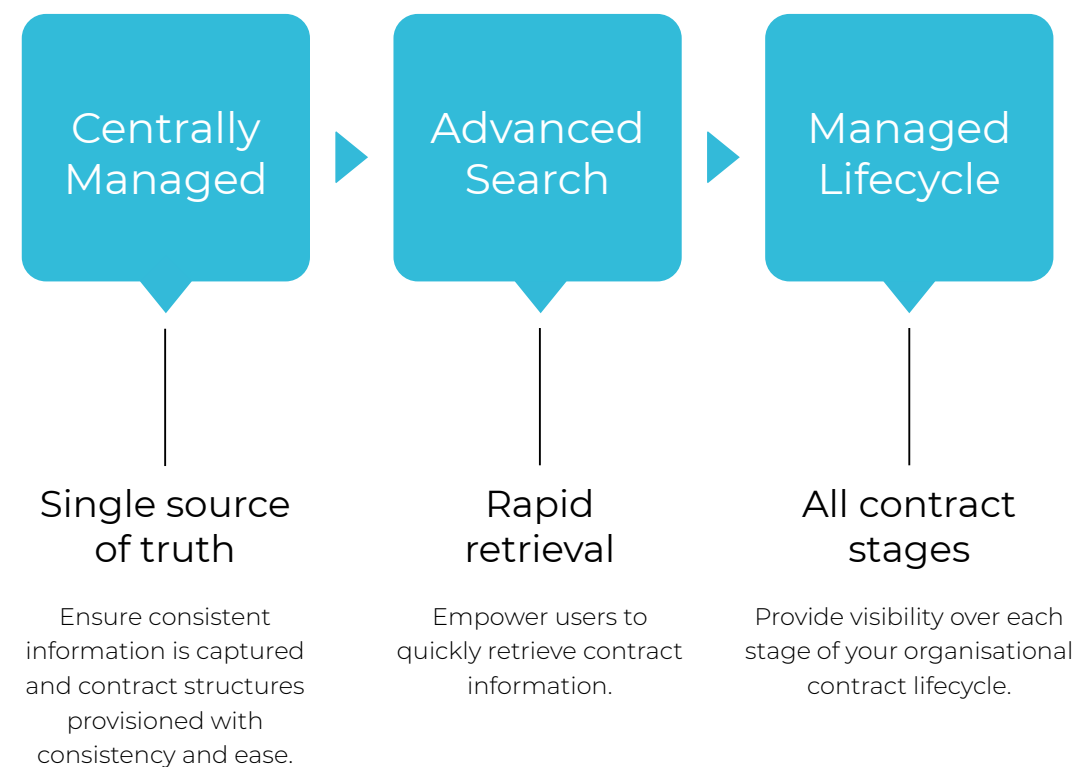






# Contract Management

Streamline contract management with iWorkplace Elements.



Streamline your contract lifecycle. iWorkplace Elements Contract Management is designed to enhance efficiency, reduce risks, and ensure compliance.

Is your organisation struggling to manage contracts effectively? This solution is designed to streamline the entire contract lifecycle — ensuring your contracts are managed securely, efficiently, and in compliance with regulatory requirements.

## Creation and collaboration

Easily create, store, and collaborate on contracts using iWorkplace Element's intuitive interface. SharePoint lists and libraries allow you to organise contract information and related documents in a structured manner.

## Advanced information retrieval

Search Hub brings all information together on a single page relating to a particular contract. Including ownership, timelines and related documents.

## Lifecycle management

Track the progress of contracts ensuring alignment with timelines and renewals.

## Permissions visibility

Administrators can easily see who has access to each contract, making permission management simpler.

## Access controls

Robust access controls ensure that only authorised personnel can view or edit contract information.

## Automated workflows

Ability to configure your own automated approval processes and notification workflows within this solution.

## Automated metadata inheritance

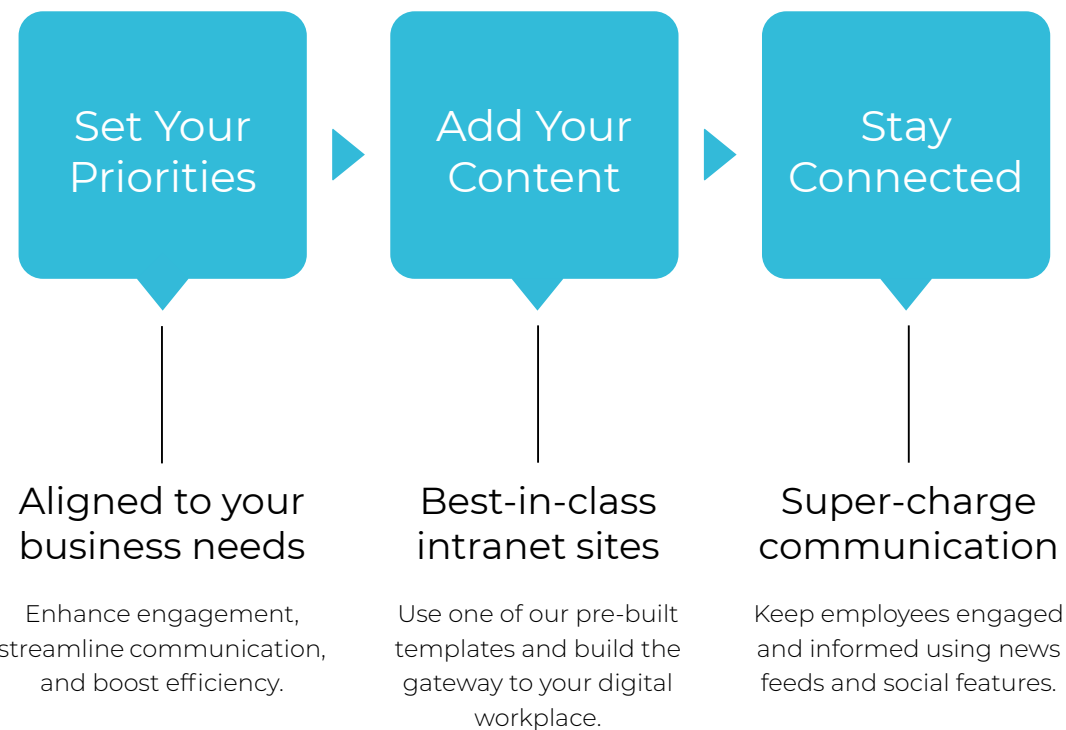
Leverage automation of metadata onto documents from your central register to enhance your contract retrieval experience.

## Cost savings

By centralising contract management, iWorkplace Elements helps reduce the need for additional tools and software, leading to significant cost savings within your organisation.

# Intranet

Boost collaboration, enhance efficiency, and stay connected with iWorkplace Elements intranet solution.



iWorkplace Elements Intranet is designed with the employee experience in mind. Boost collaboration, enhance efficiency and stay connected on any device, anywhere.

Does your business struggle with workforce communication, collaboration, and engagement? Transform organisational culture, improve how you work, and elevate your team's performance with our gold-standard intranet templates.

## Best-in-class

Experience seamless integration, enhanced productivity, and a more connected workplace. Amp up organisation-wide communication and engagement with Viva Engage, Teams and News Posts.

## Visual appeal

Our modern design elements and layout options deliver visually attractive and user-friendly communication sites.

## Search and discovery

Utilise powerful iWorkplace Elements search capabilities to quickly find documents, people, and information across your intranet.

## Intuitive navigation

Our expertly crafted navigation system ensures that users can effortlessly find the information they need, with logically organised content and user-friendly menus.

## Version control

Ability to manage different versions of site pages and track changes.

## Security and permissions

Manage who has access to specific content and information.

## Audience targeting

Tailor content to specific groups of employees based on their department, location, or role.

## Increase engagement

Built-in features for employee recognition and feedback, helping foster a positive workplace culture.

## Streamline communication

Provides a single source of truth for company news, announcements, and resources.

## Multi-channel communication

Enables businesses to utilise various communication channels, including intranet pages, email, and Teams, to reach employees wherever they are.

## Accessible on any device

Access critical information, communicate with your team, and stay connected from any device — be it your desktop, laptop, tablet, or smartphone.





# Partner with us

iWorkplace Elements is brought to you by Information Leadership, a leading Microsoft digital workplace specialist and modern work partner.

We provide digital workplace solutions that empower, transform and protect organisations in an AI-enabled world. With deep expertise in content, compliance and Microsoft technology — you can access a wide range of additional services and solutions including:

- Roadmaps, strategy and plans
- Governance frameworks
- Change management and adoption
- Migration, integration and analytics
- iWorkplace solutions and third-party apps
- Service level agreements

## Why

Join the ranks of leading organisations who trust and rely on Information Leadership and iWorkplace for their content management and digital workplace needs.

### Trusted solutions

Our commitment to customer satisfaction, innovation, and excellence ensures you have the tools necessary to enhance your work experience and achieve better results.

### Self deployable

iWorkplace Elements is robust yet user-friendly, can be set up in days, and is tailored to your needs without needing extensive IT support. Save time and money, while up-skilling your team so they're future-ready!

### Customisable workflows

iWorkplace Elements is all about agility and configurability, letting you streamline your content management processes quickly. With built-in smarts, it can be seamlessly adapted to your unique business processes, making it a perfect fit for any organisation, whether you're a medium-sized business or large enterprise.

### Architecture and metadata

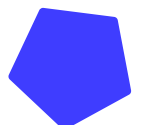
Our information architecture and metadata solutions are designed to help you streamline data management, enhance discoverability, boost productivity, ensure compliance, and facilitate collaboration.

### Built with Microsoft

Digital workplace tools and technologies to boost collaboration, enhance productivity, protect your data, enable flexible working, and deliver insights. iWorkplace, Microsoft 365, SharePoint, Teams, Copilot and Azure – iWorkplace Elements has got you covered.

### Robust security

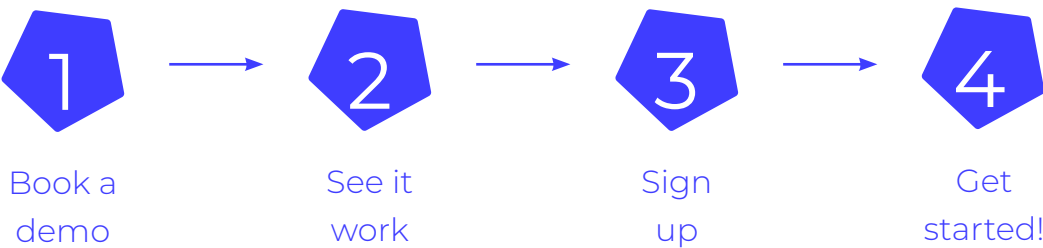
iWorkplace Elements has inbuilt advanced security features strengthened by best practice governance policies enable you to safeguard your digital workspace and keep sensitive information secure.





# Expert Team

iWorkplace Elements offers freedom, flexibility and security. Here's how you can unlock the ease and flexibility of secure M365 content management:



**Get in touch with our team to:**

- Book a free no obligation demo
- Explore use cases for your business and team
- Let us help deliver your business priorities
- Get pricing information



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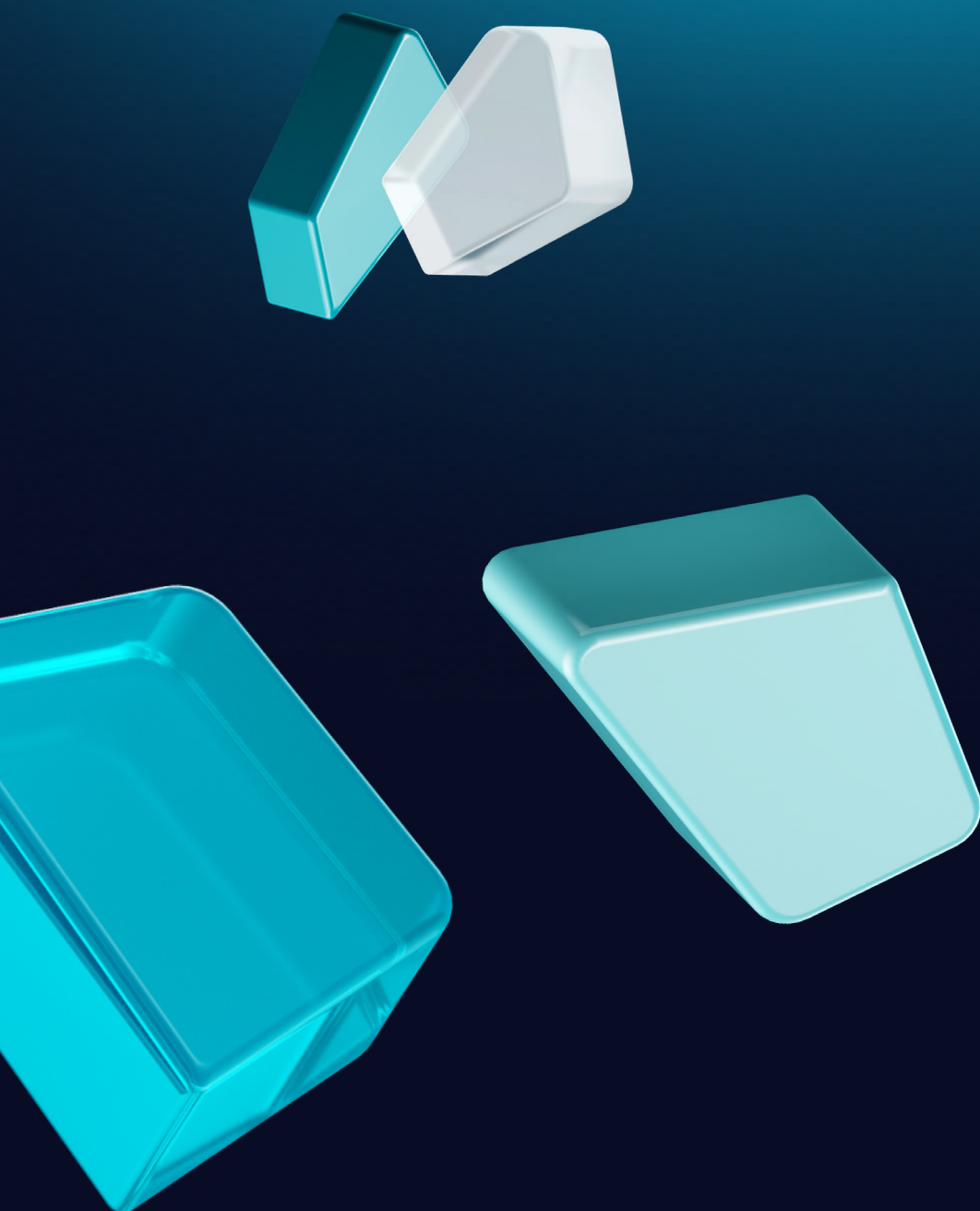
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**Leading content management team**

Our team of 60+ content management experts are based at offices in Auckland, Wellington, Christchurch and Dunedin.





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