iWorkplace **Elements**

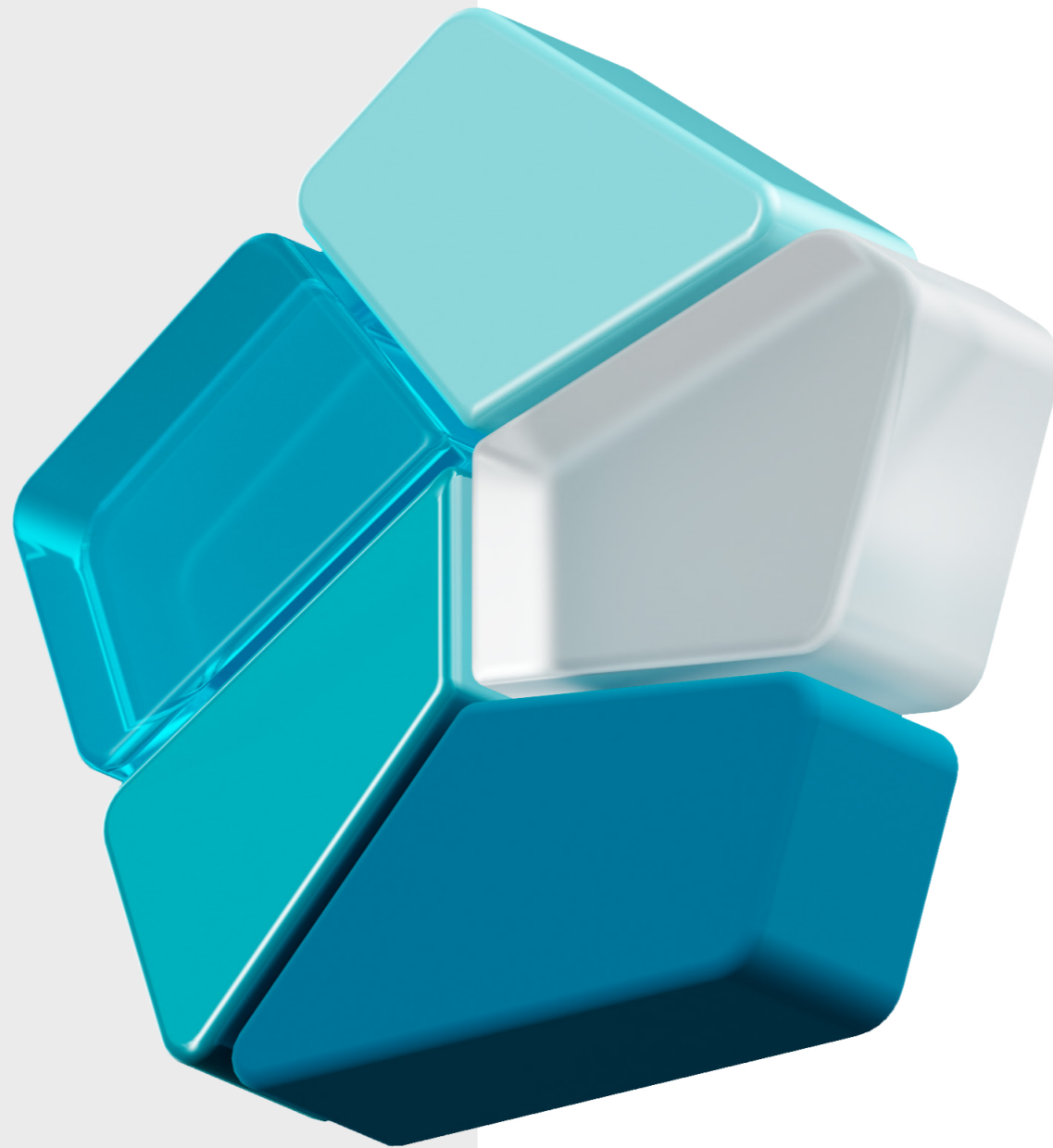# Transform your digital workplace

Unlock the ease and flexibility of secure M365 content management

INFORMATION LEADERSHIP

Microsoft
Solutions Partner

Modern Work

Designed to make your life easier

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.
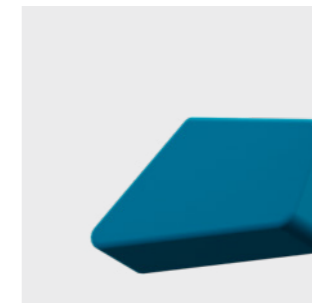
iWorkplace Elements works with:

Microsoft 365   **SharePoint**   **Microsoft Teams**   **Copilot**

Azure   **iWorkplace**

Elements

Essentials + Preview

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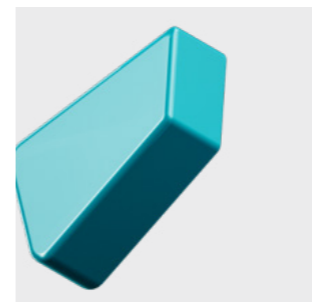
Controlled Documents

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.
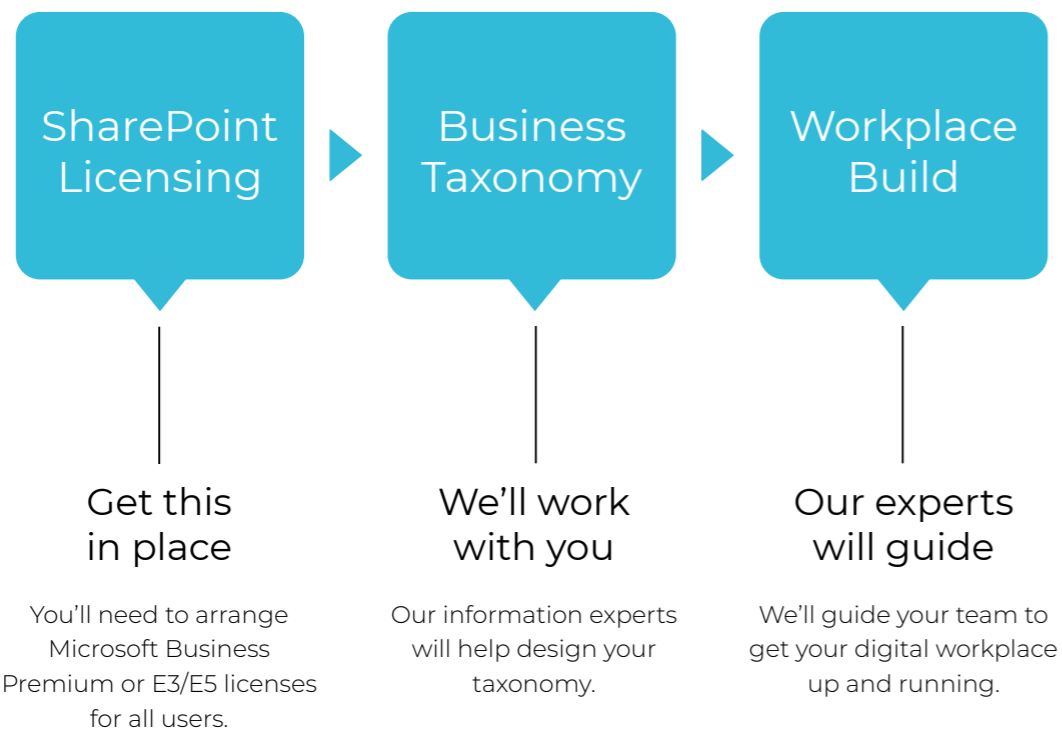
Intranet

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

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.

Essentials + Preview

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

SharePoint Licensing → Business Taxonomy → Workplace Build

Get this in place

You'll need to arrange Microsoft Business Premium or E3/E5 licenses for all users.

We'll work with you

Our information experts will help design your taxonomy.

Our experts will guide

We'll guide your team to get your digital workplace up and running.

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.

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.

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.

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

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

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.

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.

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.

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.
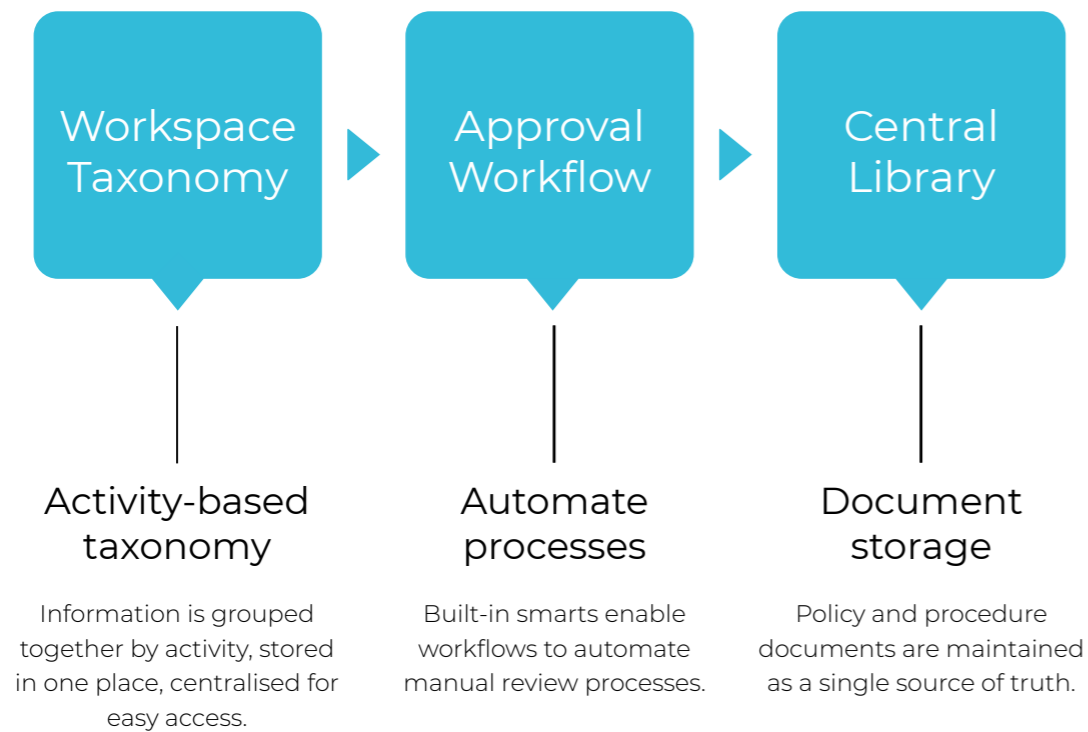
Controlled Documents

Save time and resources while keeping sensitive information safe.

Workspace Taxonomy	▶	Approval Workflow	▶	Central Library

Activity-based taxonomy

Information is grouped together by activity, stored in one place, centralised for easy access.

Automate processes

Built-in smarts enable workflows to automate manual review processes.

Document storage

Policy and procedure documents are maintained as a single source of truth.

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.

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.

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.

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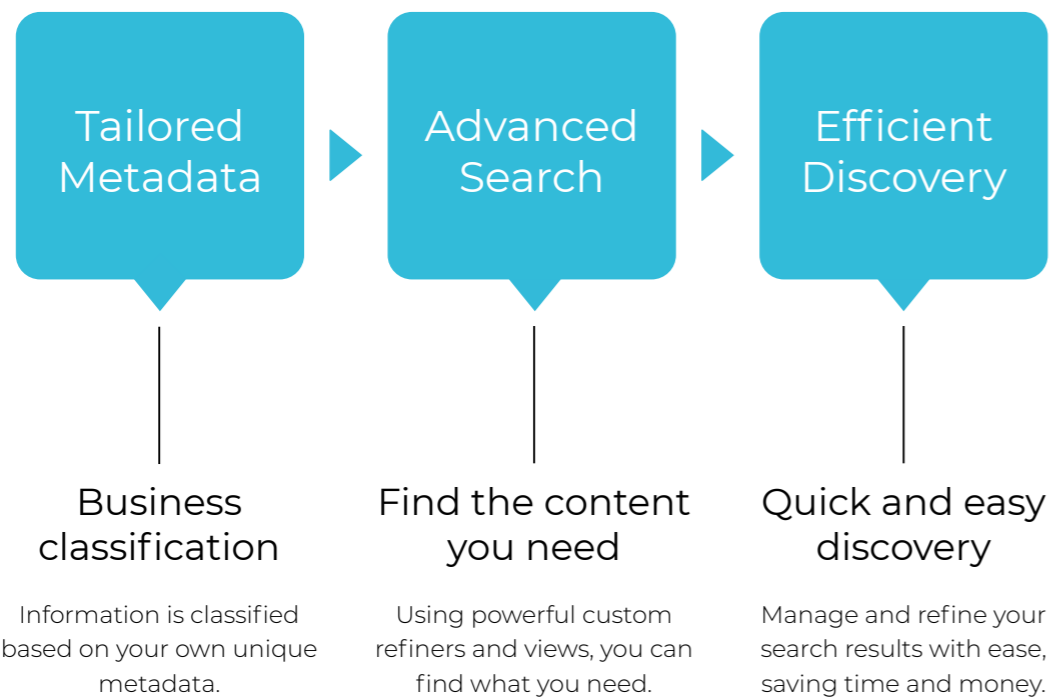
Secure and compliant
Protect your data with advanced security features and compliance controls. iWorkplace Elements Controlled Documents ensures your information is safe and meets compliance standards.

Search

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.

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

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.

Tailored Metadata	Advanced Search	Efficient Discovery

Business classification
Information is classified based on your own unique metadata.

Find the content you need
Using powerful custom refiners and views, you can find what you need.

Quick and easy discovery
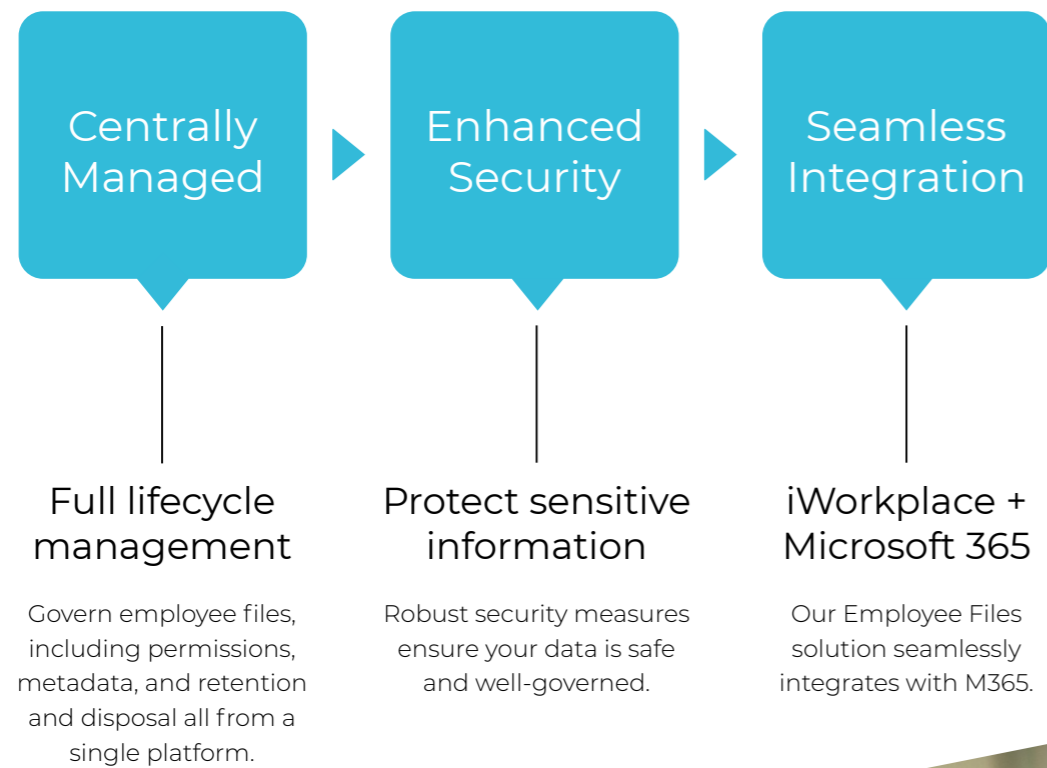Manage and refine your search results with ease, saving time and money.

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.

Centrally Managed ▶ **Enhanced Security** ▶ **Seamless Integration**

Full lifecycle management

Govern employee files, including permissions, metadata, and retention and disposal all from a single platform.

Protect sensitive information

Robust security measures ensure your data is safe and well-governed.

iWorkplace + Microsoft 365

Our Employee Files solution seamlessly integrates with M365.

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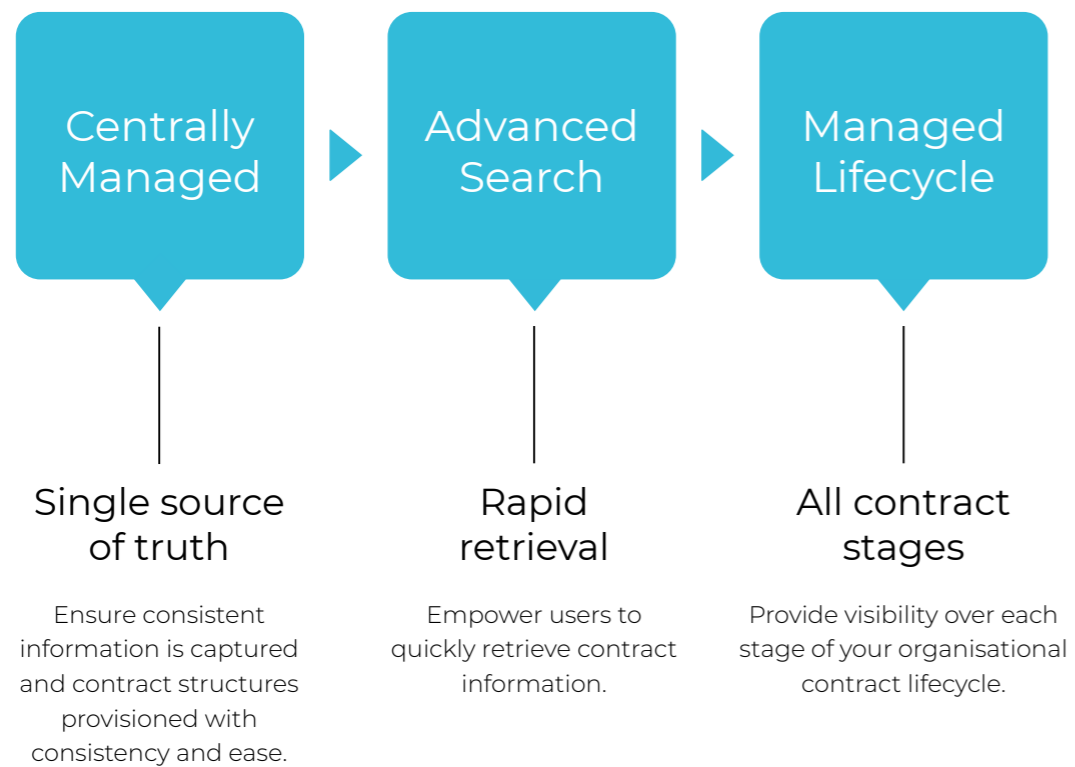
Reduce cost and risk
Reduce costs and risks associated with manual or unmanaged file management and improve overall productivity.

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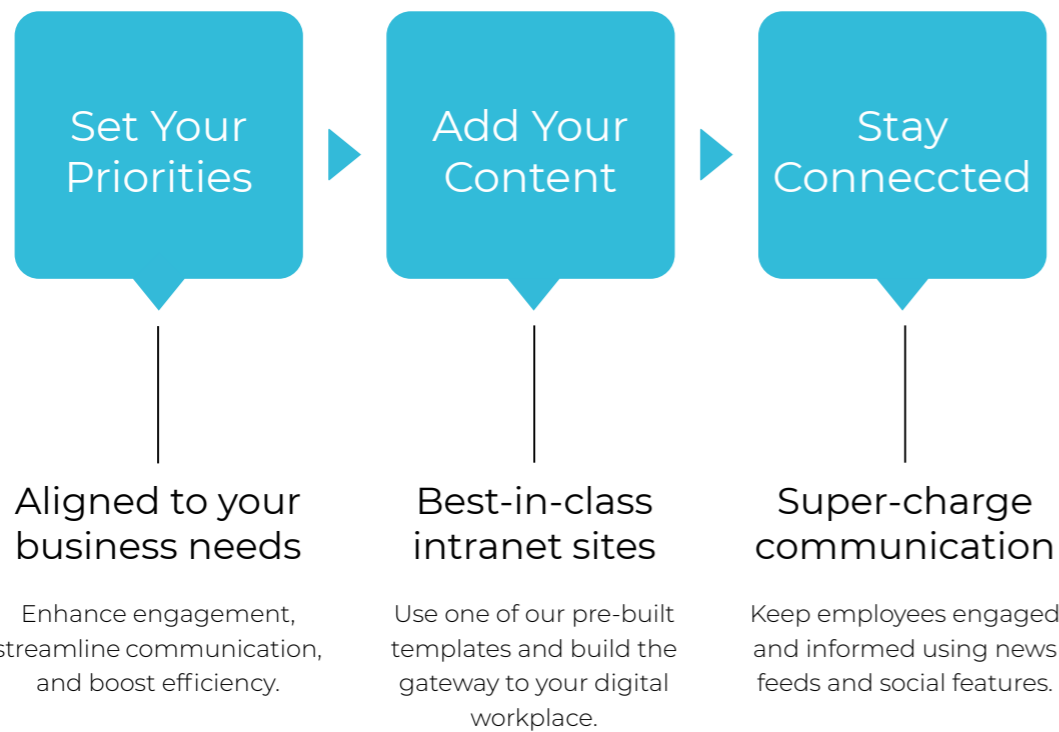
Automated metadata inheritance
Leverage automation of metadata onto documents from your central register to enhance your contract retrieval experience.

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.

Centrally Managed → Advanced Search → Managed Lifecycle

Single source of truth
Ensure consistent information is captured and contract structures provisioned with consistency and ease.

Rapid retrieval
Empower users to quickly retrieve contract information.

All contract stages
Provide visibility over each stage of your organisational contract lifecycle.

Intranet

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

Set Your Priorities ▸ Add Your Content ▸ Stay Conneccted

Aligned to your business needs

Enhance engagement, streamline communication, and boost efficiency.

Best-in-class intranet sites

Use one of our pre-built templates and build the gateway to your digital workplace.

Super-charge communication

Keep employees engaged and informed using news feeds and social features.

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:

1 → **2** → **3** → **4**

Book a demo   See it work   Sign up   Get started!
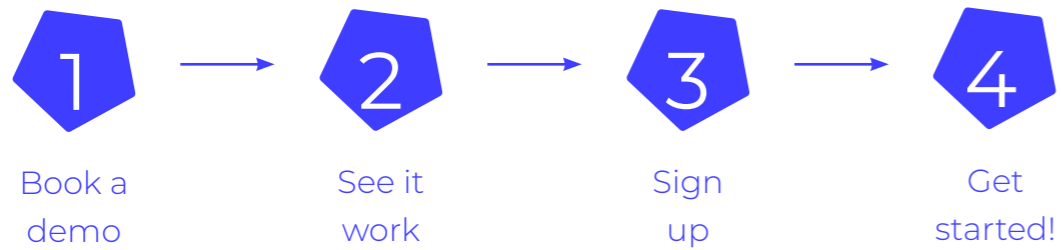
Get in touch with our team to:

· 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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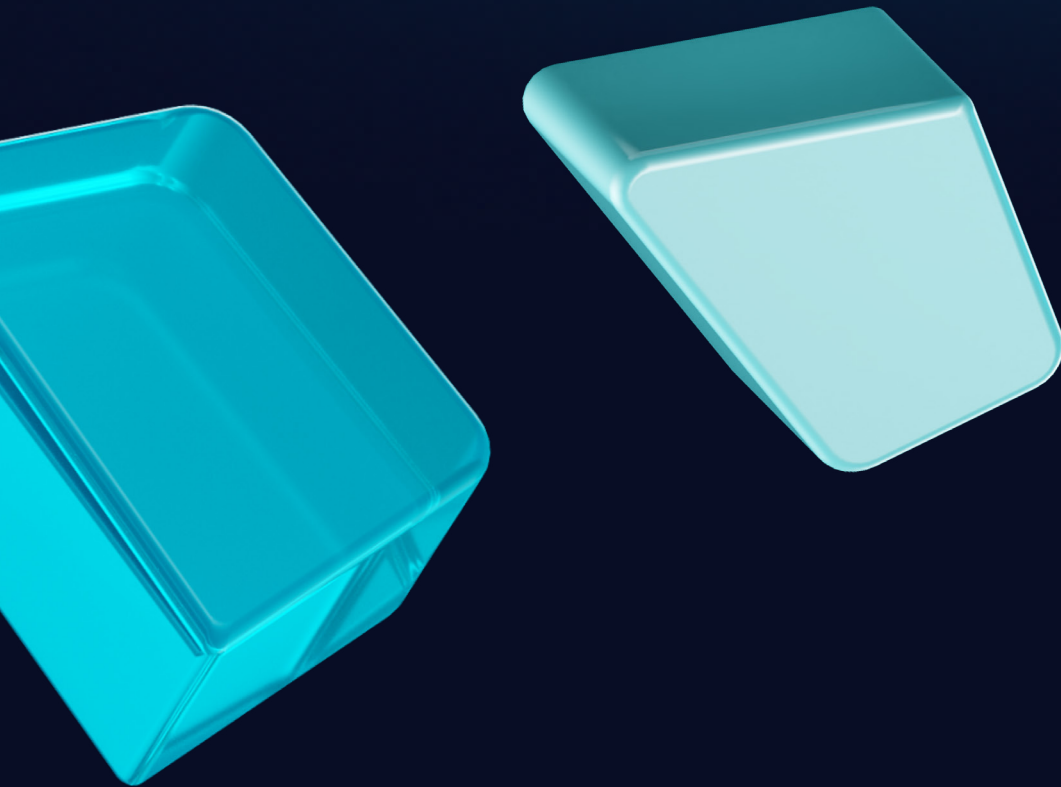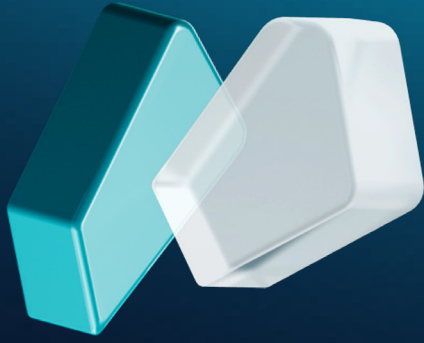E darragh@informationleadership.com

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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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