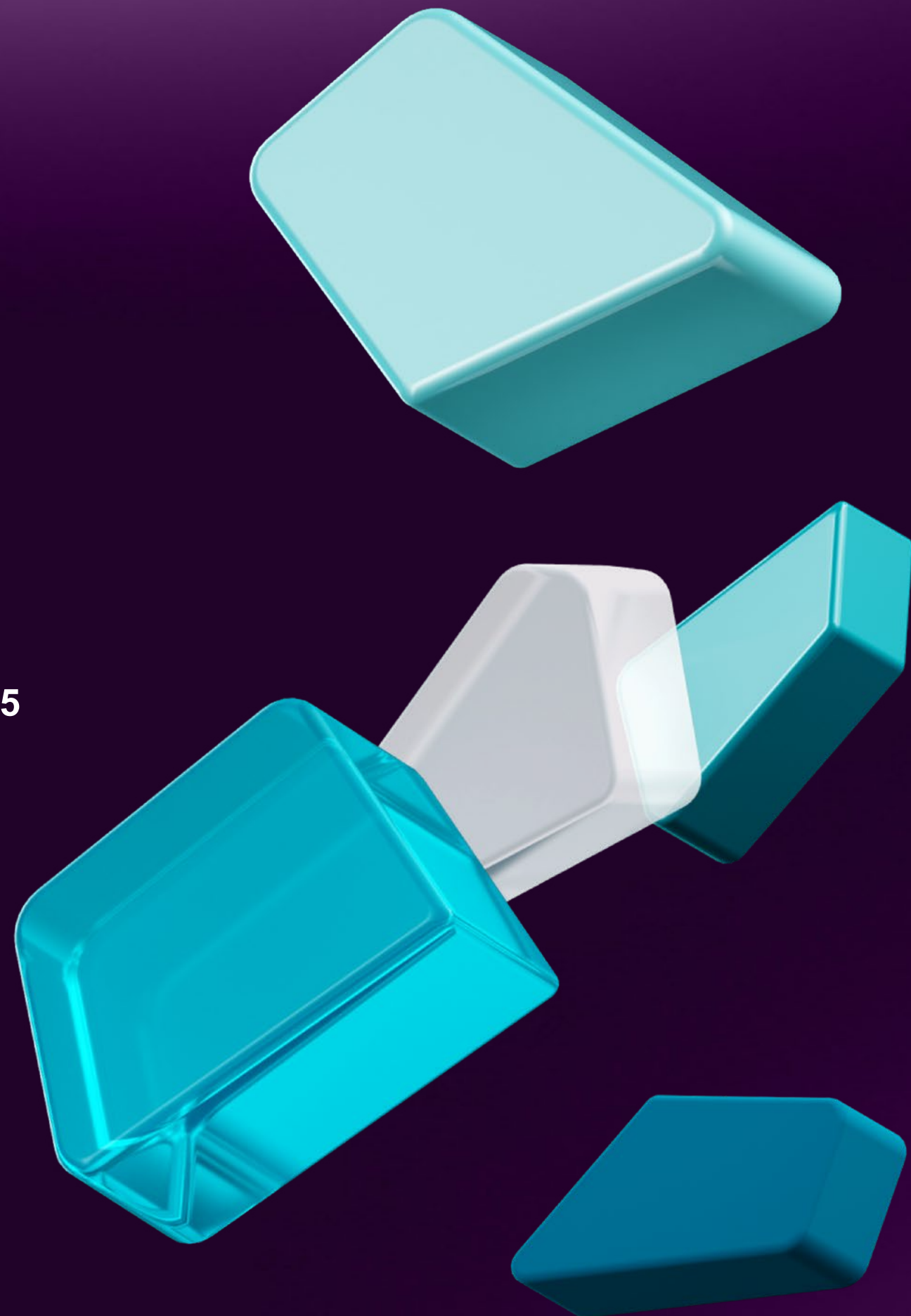**i** iWorkplace **Elements**

Transform your digital workplace

Unlock the ease and flexibility of secure M365 content management

professional **advantage**

Designed to make your life easier

Frustrated with traditional, clunky information management systems?

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 and exclusively available at Professional Advantage in Australia, 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!
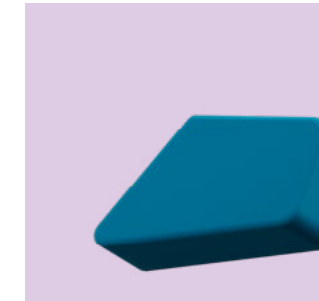
Elements

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.

iWorkplace Elements

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

Build your digital core and enhance it 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
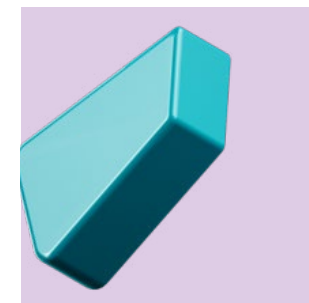
Azure   iWorkplace

Employee Files

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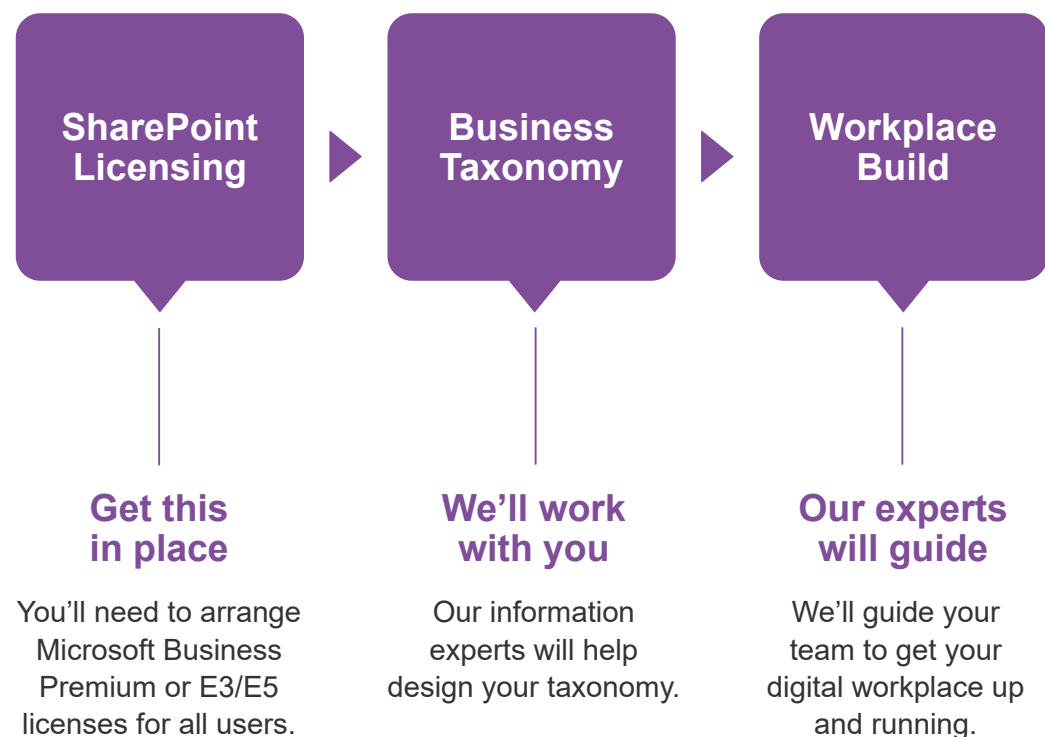
Contract Management

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

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.

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 time and money.

Centralised document management.
Easily store, organise, and share documents. 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 for real-time collaboration, co-authoring, and instant feedback. iWorkplace Elements makes working together easier and faster than ever.

Avoids sprawl.
Microsoft 365's default setup can lead to disorganised workspaces and chaotic environments. Unclassified content lacks context, becoming problematic as organisations 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.
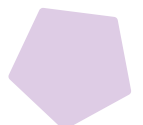
Pre-defined templates.
iWorkplace Elements Essentials provides templated design patterns for straightforward file and find, case file management, external collaboration, projects and team management.

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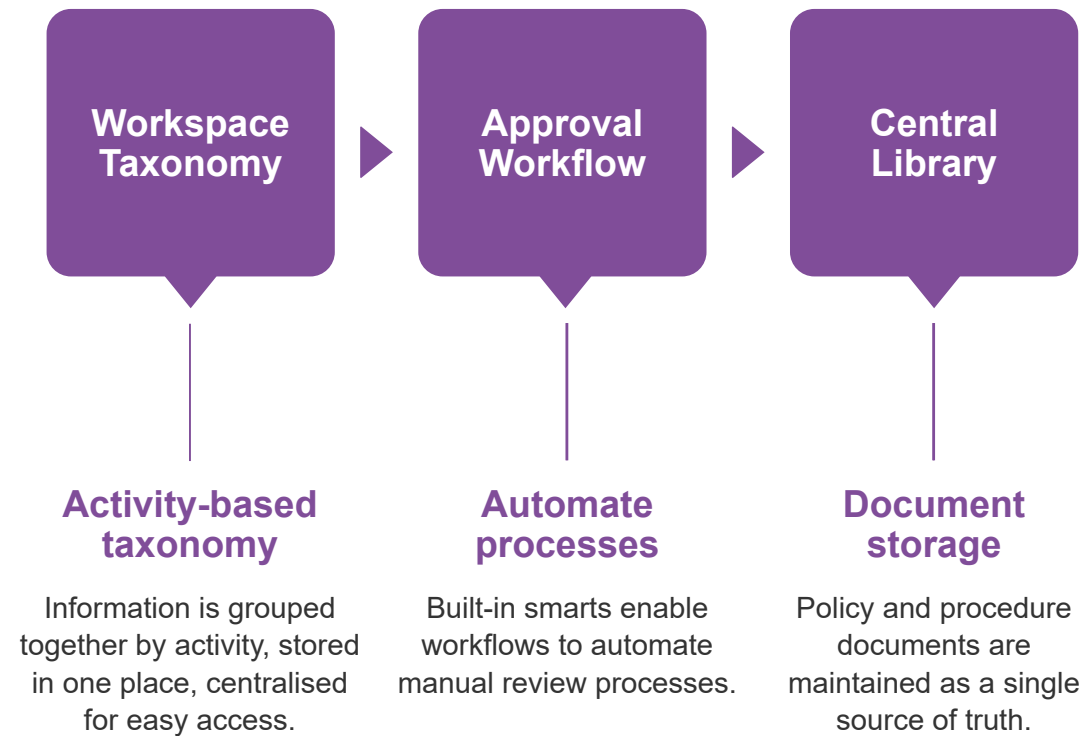
Preview.
With the iWorkplace Elements Preview environment, you can showcase what good looks like before you go live!

Controlled Documents

Save time and resources while keeping sensitive information safe.

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 predefined reporting views to analyse upcoming reviews and recent changes.

Manage it yourself.
With the 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 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.
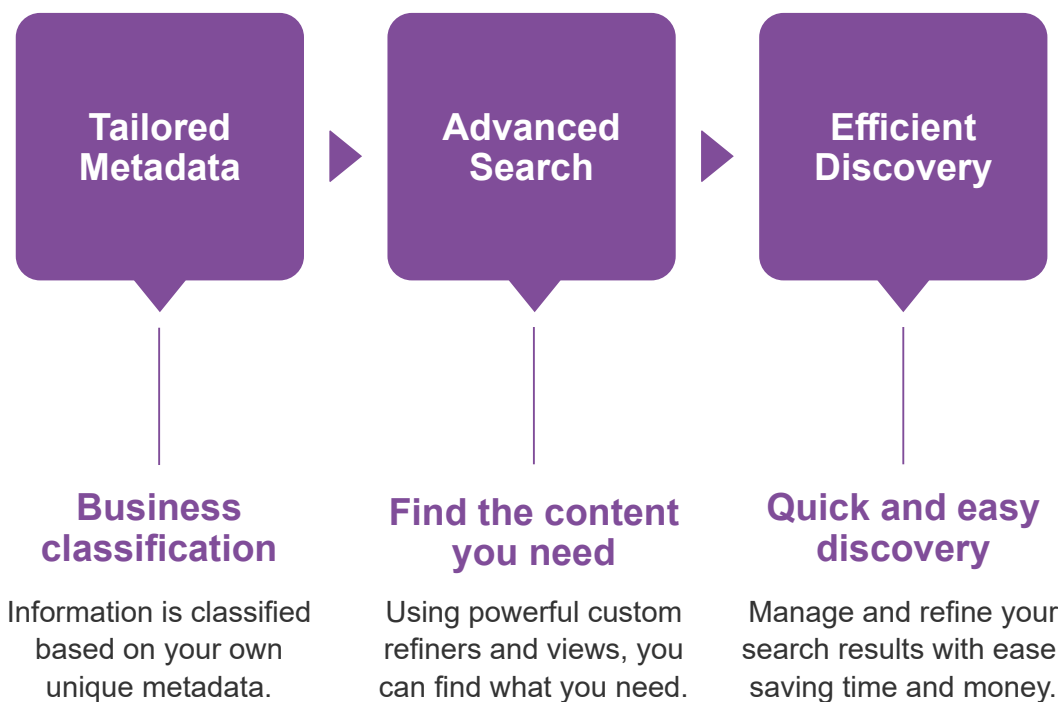
Secure and compliant.
Protect your data with advanced security features and compliance controls. iWorkplace Elements Controlled Documents ensures your information is safe and meets compliance standards.

Search

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

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.

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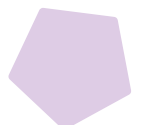
Enhanced user experience.
Enjoy modern design with improved refiners, navigation, and functionality. Custom previews for Word, PDF, Excel, and PowerPoint make it easy to find exactly what you need.

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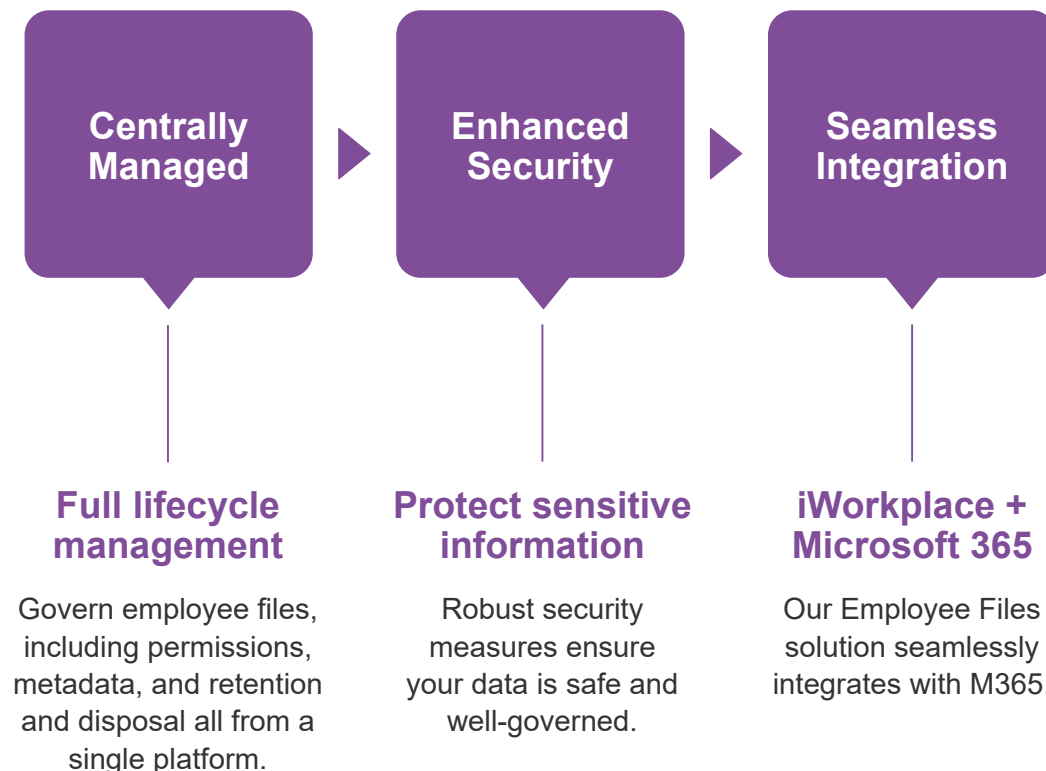
Tailored to your metadata.
Our search solution is designed to work with standard enterprise metadata, ensuring quick and efficient implementation. Whether you're searching for documents, pages, or media, iWorkplace Elements Search has you covered.

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

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

Find and collaborate 24/7.
Your team can effortlessly find content to collaborate on and stay productive, whether in the office, at home, or on the go.

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

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 in one central location, including contracts, performance reviews, and training certificates. 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 can access employee files, simplifying permission management.

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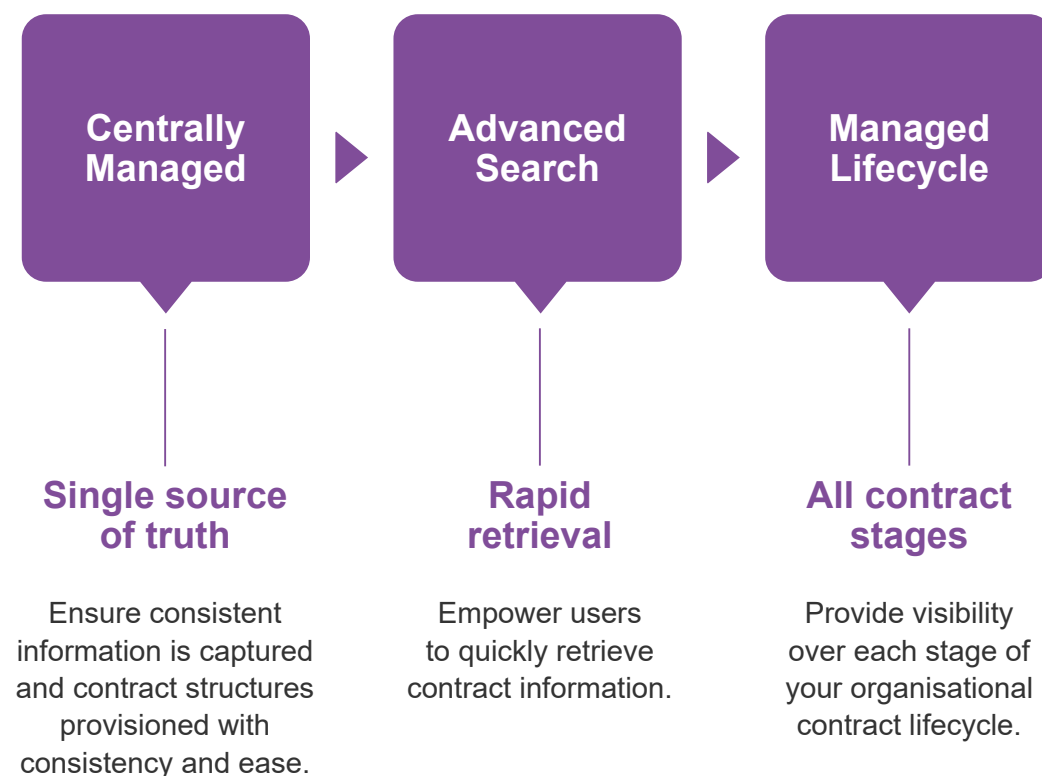
Reduce cost and risk.
Reduce costs and risks associated with manual or unmanaged file management and improve productivity.

Contract Management

Streamline contract management with iWorkplace Elements.

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.

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, simplifying permission management.

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 the 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.

Partner with us

iWorkplace Elements is exclusively available at Professional Advantage in Australia, a leading Microsoft digital workplace specialist and Modern Work partner.

For more than 20 years, we have been helping businesses, large or small, to achieve more from their existing software investments. With deep expertise in content management, compliance and Microsoft technology – you can access a wide range of additional services and solutions at Professional Advantage 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 that trust and rely on Professional Advantage 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 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 quickly streamline your content management processes. 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 a 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 that enable you to safeguard your digital workspace and keep sensitive information secure.
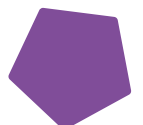
Expert Team

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!**
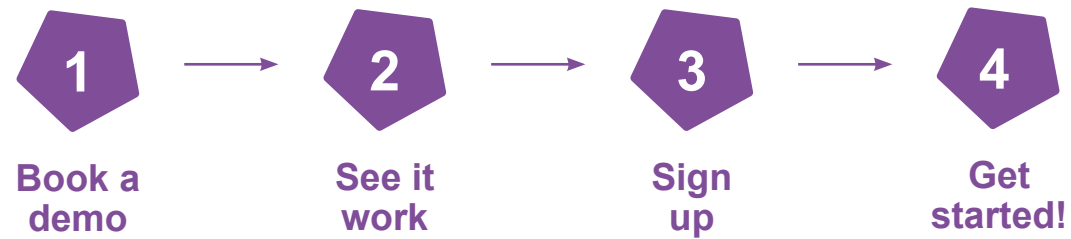
Get in touch with our team to:

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

1800 126 499
enquiries@pa.com.au
pa.com.au/iworkplace

professional **advantage**