

iWorkplace for Microsoft 365

Enterprise Information Management and Compliance Solution.

Is your team always struggling to find the right documents?

Are you worried about compliance and recordkeeping?

Is your organisation drowning in Teams, SharePoint, and email sprawl?

Microsoft 365 comes with powerful tools, but collaboration can quickly become chaotic without the proper structure and automated controls. That's where **iWorkplace for Microsoft 365** helps.

What is iWorkplace?

iWorkplace is a set of frameworks and tools built for Microsoft 365 that helps you achieve your information management and compliance requirements at scale in an easier, more cost-effective, and user-friendly way. It allows you to be comprehensive in your Information Protection and Compliance (IPC) approach while saving time and gaining insights into how your users interact with information.

Unlike SharePoint and Teams' standard content management features, iWorkplace provides ongoing automation and easy governance options that do not require IT administration roles or expertise.

Core Capabilities



Automated Classification and Retention Management

Implement systematic classification with **Smart Labels** that automatically apply retention and disposition rules based on content type, location, and metadata. Establish defensible disposal processes with comprehensive audit trails.



Metadata Governance Framework

Deploy **Smart Metadata** to automatically inherit and apply classification values based on hierarchical location, eliminating manual tagging and ensuring consistent records categorisation across your information architecture.



Case Management and Lifecycle Controls

Implement **Smart Case Files** to manage complex case file lifecycles with appropriate security classifications, access controls, and event-based retention triggers. Enable compliant closure processes that initiate appropriate retention periods automatically.



Enterprise Search and Information Access

Enhance discovery with properly classified content and consistent metadata application. Enable federated searches across multiple repositories while maintaining appropriate access controls and permissions.



Compliance Monitoring and Reporting

Generate comprehensive audit reports for regulators and internal stakeholders. Monitor classification rates, retention compliance, and disposition activities through centralised dashboards.



Personal Information Governance

OneDrive Manager controls the management of personal information repositories with the same rigour as organisational records. It detects high-risk content and enforces appropriate classification.

Simplify compliance. Supercharge productivity.

With iWorkplace, your business will be able to:

- **Stay compliant.**
Auto-apply metadata by hierarchy for easy filing and retrieval.
- **Increase productivity.**
Find, share, and collaborate on content faster. Streamlined workflows eliminate redundant, manual processes.
- **Ensure data security.**
Protect information with data loss prevention, sensitivity labels, and risk controls.
- **Simplify user experience.**
Collaborate and manage content and compliance on a single, intuitive platform.
- **Scale with confidence.**
Whether you have 100 or 10,000+ staff, you can add users, teams, and content without losing control over structure or compliance.
- **Save on costs.**
Reusable design patterns and low-cost Microsoft 365 licenses reduce ongoing costs.



Take control of your information governance with iWorkplace.

Professional Advantage is a long-time Microsoft partner with a rich content management and collaboration practice. We want to show you how iWorkplace can simplify content management and compliance in Microsoft 365. No matter your compliance needs, we are standing by to help. From assessment to deployment and management, we want to help your information and records managers take full advantage of Microsoft 365.

iWorkplace gave our management team and the Board peace of mind knowing that our content is well governed and compliant.

David Kneeshaw

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Energy & Water Ombudsman NSW (EWON)

Contact us today.

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