

Smart Guest Management

iWorkplace™ Smart Guest Management empowers your organisation to collaborate with confidence.

Maintain visibility & control over external guest access while saving time with our automated onboarding process. Simply approve or reject guest access & the rest is done for you.



Empower Users

Users can quickly & easily request external guests to be given access to your organisation.

With multiple site registers supported, users can select from teams across the organisation.



Governance Control & Visibility

External guests must be approved before having access to your organisation.

Request approvers can easily & promptly review requests from their email.

Track and manage guest access from the Smart Guest Registers.



Automated Life Cycle Management

Approved guests are automatically added to your Azure Active Directory and selected Microsoft Teams and SharePoint sites.

After a set period of inactivity, guests can be reviewed and automatically offboarded.

How does Smart Guest Management work?

1. Request a new guest

Users request a new guest and enter guest details



2. Reviewed for approval

Guest requests are reviewed and sent for approval

2. Review

Hi,
Alethea Lock is requesting approval for the following account to be created with Azure Active Directory:

- First Name: Sarah
- Last Name: Brown
- Job Title: Digital Marketing Consultant
- Company: Digital Design Consulting Ltd
- Email: iworkplaceDemo@gmail.com
- Mobile: +64123456789

And will initially be granted access to the following sites:

- Sumner Pumping Station

Select one of the options below to respond

Approve

Reject

1. Request

4. Visibility & control

First Name	Last Name	Member ID	Member Site Status
Site Title : Sumner Pumping Station (5)			
Sarah	Brown	22	Adding
Abby	Ship	9	Added
Jane	Smith	14	Added
Site Title : Chlorination Communication Campaign (11)			

3. Automatically onboarded

Upon approval, guests are automatically added to Azure Active Directory and Microsoft Teams

4. Visibility & control

Clearly track and manage guests' access

5. Start collaborating!



5. Collaborate