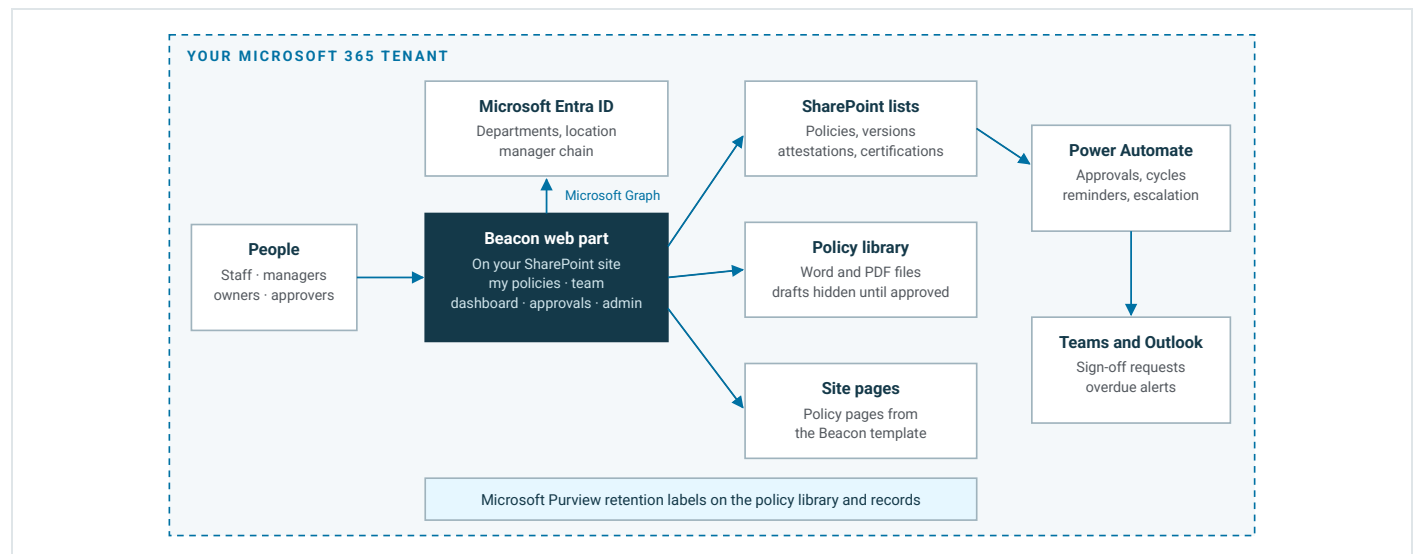


Beacon for IT and Microsoft 365 admins

Beacon is policy management and attestation for Microsoft 365. It's a solution accelerator: iomer builds it for your organization as a single deployment package and installs it in your own tenant, on SharePoint lists, a document library, site pages, Entra ID and Power Automate. There is no new vendor platform, no second sign-in, and no data leaving Microsoft 365.

ARCHITECTURE

How Beacon fits into Microsoft 365



Your administrator manages attestation cycles, certification types, lifecycle settings and the theme from Beacon's console. Changes beyond those settings come as a new version of your package, built and installed by iomer.

WHAT IOMER INSTALLS

One package, built for you

- ✓ The Beacon web part, built on the SharePoint Framework, for a modern SharePoint page in your intranet
- ✓ Beacon's lists, policy document library and policy page template, set up with your categories, approvers, audiences, cycles, certification types and theme
- ✓ Power Automate flows for approvals, publication, reminders, attestation cycles and escalation, using standard connectors
- ✓ Nothing hosted by iomer: once installed, Beacon runs entirely in your tenant

WHERE YOUR DATA LIVES

In your tenant, as SharePoint content

- ✓ Policies, versions, signatures, certifications and the audit trail are SharePoint list items and library files, under your security, retention and data residency settings
- ✓ No separate database, server or vendor cloud
- ✓ Sign-in with Microsoft 365 accounts; departments and the manager chain from Entra ID through Microsoft Graph
- ✓ A signature stores the minimum needed to show attestation: who signed, the name typed, the version and the time

Lists and libraries

LIST OR LIBRARY	WHAT IT HOLDS
BCN_Policies	One item per policy: title, category, document or page, owner, audience, review cycle, next review date, retired flag and reason
BCN_PolicyVersions	One item per version: status, major or minor, change summary, author, approver, dates, link to the document or page
BCN_PolicyDocuments	Uploaded Word and PDF files with major and minor versioning and content approval, so drafts stay hidden until approved
Site Pages	Policy pages from the Beacon template, kept unpublished until approved
BCN_PolicyEvents	The lifecycle audit trail
BCN_AttestationCycles	Recurrence, audience, policy and next run; stopped when a policy is retired
BCN_Attestations	One record per person per policy version: due date, completed date, typed signature and timestamp
BCN_Certifications	Certifications with issue and expiry dates
BCN_Settings	Lifecycle rules and the theme, as JSON

DELIVERY

How iomer builds and installs Beacon

1 Plan Policies, owners, approvers, cycles, certification types and audiences.	2 Build Your organization's deployment package, with your settings built in.	3 Install In your tenant, with your Microsoft 365 admin, who approves the app and its permissions.	4 Import Your policies, as documents or pages, and your certification records.	5 Launch Training for owners, approvers, managers and admins, and a launch plan for staff.
--	--	--	--	--

SAME IN EVERY BUILD

A foundation reviewed once

- ✓ The web part and the list and library design
- ✓ Approval, publication, reminder, cycle and escalation flows
- ✓ Separation of duties and the version and signature records
- ✓ The lifecycle audit trail and the attestation export

SPECIFIC TO YOUR BUILD

Your settings, built in

- ✓ Categories, owners and approvers
- ✓ Audiences mapped to your Entra ID departments and groups
- ✓ Review cycles, attestation cycles and certification types
- ✓ Theme, site location and your imported policies

MICROSOFT 365 UPDATES

Built to keep working through Microsoft 365 updates

Beacon uses supported Microsoft interfaces and standard SharePoint features: the SharePoint Framework, SharePoint lists, library versioning and content approval, Microsoft Graph, and Power Automate with standard connectors.

A recent example. Microsoft retired SharePoint alerts in July 2026. Every Beacon notification runs through Power Automate, so the retirement doesn't affect it. When Microsoft changes something Beacon relies on, the change reaches you as a new version of your package, built, tested and installed by iomer.

Microsoft 365 plans Beacon works with

PLAN	READ AND SIGN	EMAIL NOTICES	DYNAMIC AUDIENCES	RETENTION LABELS, MANUAL	RECORDS THAT LOCK, EVENT-BASED RETENTION
E5	Included	Included	Included	Included	Included
E3	Included	Included	Included	Included	E5 Compliance or Purview add-on
Business Premium	Included	Included	Included	Included	Purview add-on
F3 (frontline)	Included	Included	Included	Included	Purview add-on

Beacon uses SharePoint, Entra ID and Power Automate with standard connectors. People without an Exchange mailbox get their notices in Teams. Dynamic audiences use Entra ID P1; assigned groups work on any plan. Larger organizations may need a Power Automate Process licence for Beacon's flows, which we size with you during planning. Checked in September and October 2026; Microsoft changes plan contents, so check before you buy.

BEFORE YOU START

What you need

- ✓ SharePoint Online and Power Automate
- ✓ A Microsoft 365 account for everyone who signs
- ✓ Entra ID departments and the manager field kept up to date
- ✓ A policy owner in HR or compliance
- ✓ A Microsoft 365 admin to approve the installation with us

PLAIN FACTS TO PLAN AROUND

SECURITY AND COMPLIANCE

What Microsoft's certifications cover

Your Beacon records are stored by Microsoft 365, which Microsoft independently audits against standards such as ISO/IEC 27001 and SOC 2. Those reports cover Microsoft 365 itself, not iomer, and are available in Microsoft's Service Trust Portal (servicetrust.microsoft.com).

The policy library

With content approval on and major and minor versions enabled, a new upload starts as a draft and isn't visible to readers until approved. Agree the library's version limits with your records team.

Records and retention

Retention labels can apply to the library and list items. Records that lock against edits, and retention that starts when a version is replaced, need E5-level Purview licensing.

Connectors

The Approvals connector is standard and covered by Microsoft 365 licences. Integrations that need premium connectors need extra Power Automate licences.

Electronic signatures

Beacon records who signed, when and which version they were shown. Canadian and US e-signature laws generally accept records like these; ask your counsel to confirm. Not legal advice.

Accessibility

Designed to WCAG 2.2 AA, with paper sign-off recorded by a manager for anyone who can't sign on screen.

Removal

Built from standard parts: remove the app, turn off its flows, and keep or archive the lists and library. Your records stay in your tenant.