

An iomer Solution Accelerator for SharePoint

Journey

*Employee onboarding for SharePoint,
installed in your tenant.*



One onboarding plan for each new hire, their manager and every team that owns a step, with every task tracked and every approval on record. Built on SharePoint, Entra ID and Power Automate, so your data stays in your tenant.

What Journey does

Onboarding streams

Reusable streams such as IT Setup or Site Safety, targeted by department, location, role or group.

Automatic assignment

Rules create journeys when someone joins a group or their profile matches, with due dates from their start date.

Org-chart approvals

Multi-level approvals resolve from the Entra ID manager, the stream owner or an approver list, with a full trail.

Policy acknowledgements

In their first weeks, new hires acknowledge the policies that apply to them. Journey records who, when and which version.

Secure documents

Forms upload to a private folder per new hire, visible only to them, their manager and HR.

Reporting and export

Completion by stream, manager, department, location or start date. Export to CSV or connect Power BI.

A view for everyone involved

NEW HIRE

Their whole journey in one place: tasks by stream, due dates, policies to acknowledge and forms to upload.

LINE MANAGER

Every direct report's progress on one screen, overdue items flagged, approvals one click away.

STREAM OWNER

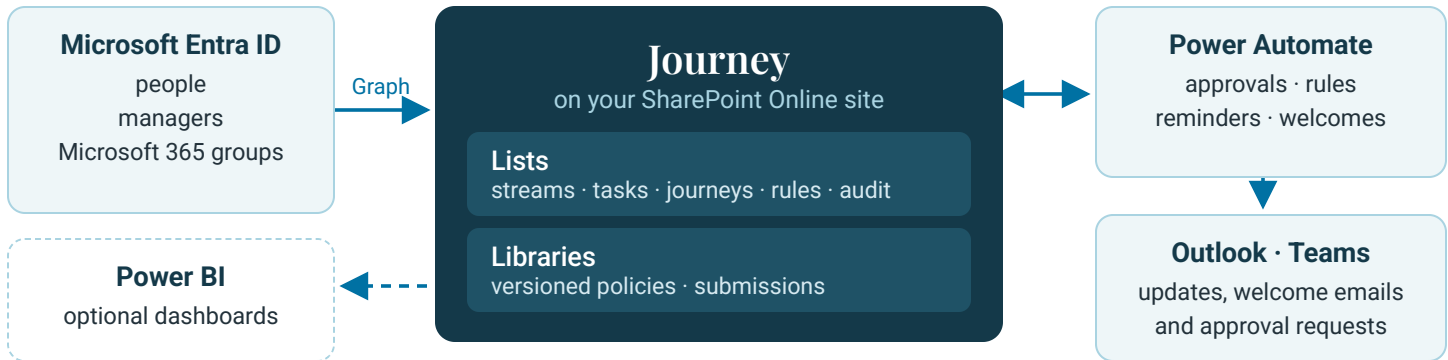
A completion matrix of every new hire against every task in their stream, plus their approvals.

ADMINISTRATOR

A console to build streams and tasks, set permissions and approval levels, assign journeys and report.

How it works

Everything runs inside your own Microsoft 365 tenant.



Specifications

HOSTING

All data stays in your Microsoft 365 tenant, on a dedicated SharePoint site. iomer holds none of it.

AUTOMATION

Standard Power Automate connectors: approvals, assignment rules, reminders and welcome emails.

TASK TYPES

Read a page or document, complete an action, attend a meeting or training, upload a form, acknowledge a policy or request an approval.

RECORDS

Each task's completion, who did it and when. Policy acknowledgements by version. An audit log that can't be edited.

IDENTITY

Entra ID through Microsoft Graph for people, managers and groups. Approver lists as a fallback.

SECURITY

Task records visible to the new hire, their manager and stream owners. A private upload folder per new hire.

REPORTING

Filter by stream, manager, department, location, person and start date. Charts, CSV export and Power BI.

BRANDING

Inherits your SharePoint site theme, or set a palette or brand colour. Status colours stay fixed for accessibility.

What you need

- Microsoft 365 with SharePoint Online and Power Automate
- An account for everyone taking part, new hires included
- Managers recorded in Entra ID, or approver lists
- No premium Power Automate licences

Delivered by iomer

1. **Plan** your streams, approvals and policies
2. **Build** your deployment package
3. **Install** it in your tenant with your IT team
4. **Pilot** with real new hires
5. **Launch** with training for every role