SharePoint

Injio *Docs*

Injio Docs

Controlled document management made easy!

Injio Docs is WebVine's controlled-document management solution built on SharePoint Online, designed to simplify how organisations create, review, approve, publish and retire official documents. It combines SharePoint Online's native security, lifecycle controls and compliance framework with an intuitive layer for document control, including automated approval workflows, version control, metadata enforcement and structured publishing.

Built using SharePoint Online and Microsoft 365 best-practice guidance, Injio Docs provides a consistent, audit-ready environment for managing policies, procedures, SOPs and other controlled documents. Power Automate drives streamlined approval and notification workflows, while integrations with Microsoft 365 Copilot and SharePoint Premium support intelligent automation and enhanced content governance.

Whether your focus is compliance, ISO-aligned document control, policy management or enterprise-wide document lifecycle governance, Injio Docs delivers a scalable, user-friendly platform that reduces risk and improves consistency across the organisation.

What's included

- Installation and configuration of Injio Docs
- Metadata and document taxonomy setup
- Automated document lifecycle and approval workflows
- Tailored user experience for authors, reviewers and approvers
- Governance configuration aligned to compliance requirements

Why It Matters

- Ensures compliant, audit-ready control of policies, procedures and SOPs.
- Prevents outdated or unapproved documents from being used.
- Creates consistent, organisation-wide document governance.
- Automates approvals and version control to reduce manual effort.
- Improves document findability and trust through structured metadata.
- Provides a scalable, future-ready foundation on SharePoint Online.

Outcomes for your organisation

- Strong governance and lifecycle controls to support compliance and reduce risk
- Consistent document control across teams, locations and departments
- Automated, repeatable workflows powered by Microsoft 365 tools
- A scalable foundation ready for new features, regulatory needs and evolving content management requirements

Duration: From 8 weeks

Investment: Implementation from 20,000 + Injio Docs subscription per user (AUD ex GST)

WebVine

info@webvine.com.au | www.webvine.com.au