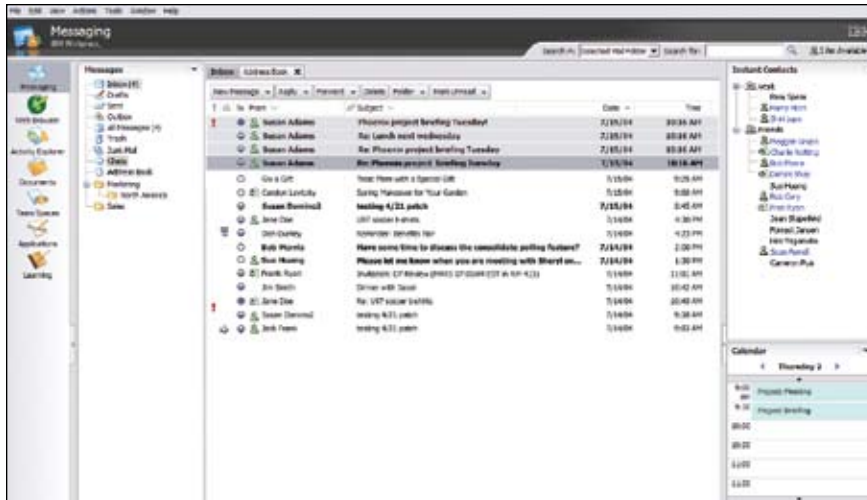




## IBM® Workplace™ Collaboration Services, Version 2.6



IBM® Workplace™ Collaboration Services is an innovative product from the IBM Workplace family of products that help to transform the way people work. Delivering unmatched business flexibility, Workplace Collaboration Services provides organizations with a wide range of powerful collaboration capabilities, such as e-mail, calendaring and scheduling, presence awareness, instant messaging, learning, team spaces, Web conferencing, and document and Web content management. These capabilities enable organizations to deploy a single collaboration solution for the enterprise out of the box, with the flexibility to deploy one, two or more services in any combination, all running within a single, fully integrated IBM Workplace collaboration environment.

### Highlights

- **Enables ease of use and costs less to manage than multiple products by providing a single, unified collaboration environment, all centrally managed and administered**
- **Offers more flexibility, using a service-oriented architecture with modular collaboration components that can be easily integrated into customized portals with business applications**
- **Can help reduce training and travel costs with an integrated online user environment that includes Web conferencing, learning, document management and more**
- **Built on open standards to provide businesses with the flexibility to deploy, across the hardware and software, infrastructures that are best suited for their needs**
- **Helps increase productivity by giving people the collaborative capabilities that match the context of their roles and that can adapt easily as business needs change**
- **Helps protect investments—provides integration with Lotus and Microsoft environments and runs on a wide range of hardware and operating systems**

### **Simplification for end users and administrators**

Today's businesses require simplification of each phase of software deployment, ranging from installation to using the productivity tools and collaborative capabilities that people must work with every day.

For this reason, IBM Workplace Collaboration Services provides a unified collaboration environment that enables ease of use and can cost less to manage than when using multiple products. It delivers a simple, consistent user interface that helps make it easier for people to work together to handle nonroutine tasks more quickly and accurately, reducing redundancies and driving simplification into business processes. And all of the collaboration capabilities are easily administered and deployed centrally from a single, integrated collaboration infrastructure in one simple license for IT to purchase and administer.

With the ability to deploy the right collaborative tools for each person's role, everyone in an organization can have the capabilities they need to increase productivity. And with a choice of client experiences that is available, ranging from a basic Web browser

to an optional, full, rich client, people can have the client that enables them to be more efficient with day-to-day tasks. For the IT staff, all client options are administered centrally, with no-touch deployment, helping simplify administration and reduce the costs of support.

Delivering a simplified model for building, deploying and managing a custom collaborative Workplace environment, business users can use the intuitive self-service tool and a range of predefined templates for team spaces, document libraries and learning. With Workplace Collaboration Services, businesses can adapt quickly to an ever-changing marketplace and can accelerate collaborative business processes by bringing the right tools together with individuals and teams—reducing task times that previously took days or weeks down to minutes.

### **Flexibility to respond quickly to change**

As an organization addresses changing business needs, it strives to maximize productivity and the underlying IT infrastructure must be flexible. It should adapt to the business, rather than requiring that the business adapt to the technology. To answer these business needs, Workplace Collaboration Services

is built on open standards and on a componentized service-oriented architecture (SOA). This gives the organization the flexibility to deploy, across the hardware and software, infrastructure that is best suited for its needs and to deliver just the capabilities any given individual requires.

Using modular components, organizations can have the flexibility to adapt quickly to changing business conditions, providing the capabilities users need, on demand, in the context of the work they're doing. With Workplace Collaboration Services, you can create adaptive, portal-based work environments that provide personalized experiences in line with individual roles, enabling people to do their jobs more effectively—anytime, anywhere. End users can access these capabilities via the out-of-the box "my Work" interface, or organizations can assemble the collaboration components into a customized, role-based Workplace environment. The underlying SOA provides a flexible and easy way to deploy just the capabilities any given individual needs, as well as brings together existing or newly developed capabilities as part of a customized solution.

### **Investment protection**

Organizations don't have the desire or the luxury to start all over in building an integrated, consistent collaboration environment. And most organizations live with the reality of a heterogeneous infrastructure—multiple hardware platforms, multiple operating systems, and multiple databases. Workplace Collaboration Services works with what you have, and it's designed to protect your IT investments now and in the future. It supports a broad range of hardware platforms, operating systems and databases. And it integrates with both IBM Lotus® and Microsoft® environments.

Built-in productivity tools, such as a word processing editor, a spreadsheet editor and a presentation editor, can interoperate with your existing desktop environment. These tools give Workplace Collaboration Services users—who may not have or need Microsoft Office applications—the ability to interchange information with Microsoft Office users. Workplace Collaboration Services users can open Microsoft Office application documents and save them directly into the Workplace Collaboration Services document library, preserving the time and cost put into your valuable business documents.

### **An integrated, portal-based collaborative environment**

Businesses will find the collaborative environment that is right for them from the wide range of integrated, ready-to-use communication and collaboration capabilities:

#### *Web content management*

Web content management helps streamline the Web content management process by placing content creation and management in the hands of content experts, for author once, publish everywhere control, helping businesses to reduce content development and implementation time.

#### *Document management*

Document management capabilities can be experienced through the optional rich client or a basic Web browser. They enable the management of the complete life cycle of office documents, from inception to collaborative authoring to review, approval and archiving.

#### *Team collaboration*

Team collaboration provides integrated presence awareness, instant messaging, Web conferencing and customizable team spaces to help

individuals, teams and entire organizations become more responsive, increase business efficiencies and collaborate easily.

#### *Mail, calendar and address book*

Messaging capabilities can be experienced through the optional rich client or a basic Web browser. By combining e-mail, calendaring and scheduling and a personal address book, everyone in your organization can stay connected and communicate more effectively.

#### *Learning*

The learning capability is an integrated learning environment that streamlines the management of training programs, resources and courseware. It helps organizations more efficiently meet ongoing training and compliance requirements, and easily measure the results of learning activities.

#### *Common collaborative environment*

Workplace Collaboration Services delivers differentiated business value through a completely integrated Workplace environment that applies common features across all capabilities. This environment includes integration between each of the capabilities, central administration and policy management, federated search, a welcome page, a portlet

palette supporting a drag-and-drop user interface for instant customization of your environment and application program interfaces (APIs) that provide access to most functions available in the user interface and much more.

### *Optional IBM® Workplace Managed Client™*

Recognizing that different users have different needs, Workplace Collaboration Services supports an optional rich client for people who can benefit from advanced productivity features. Workplace Managed Client delivers the innovative Activity Explorer™ feature, giving users an activity-centric collaborative environment to track and manage multiple points of interaction (activities) that relate to a project or process. By allowing teams to record and organize their shared conversations and documents, using an easy-to-navigate, structured interface, Activity Explorer extends collaboration beyond what is possible through instant messaging and e-mail. And with offline support that encrypts your

information, users can easily synchronize their work to a portable system, such as a notebook computer, and take it with them to any business location where network access is not readily available.

### **For more information**

IBM provides flexible licensing options so that you can easily purchase one or more individual collaboration services, when that is the desired approach for solving your specific business needs. To learn about the flexible licensing options and to see the system requirements, visit:

**[ibm.com/software/workplace/collaborationservices](http://ibm.com/software/workplace/collaborationservices)**



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