

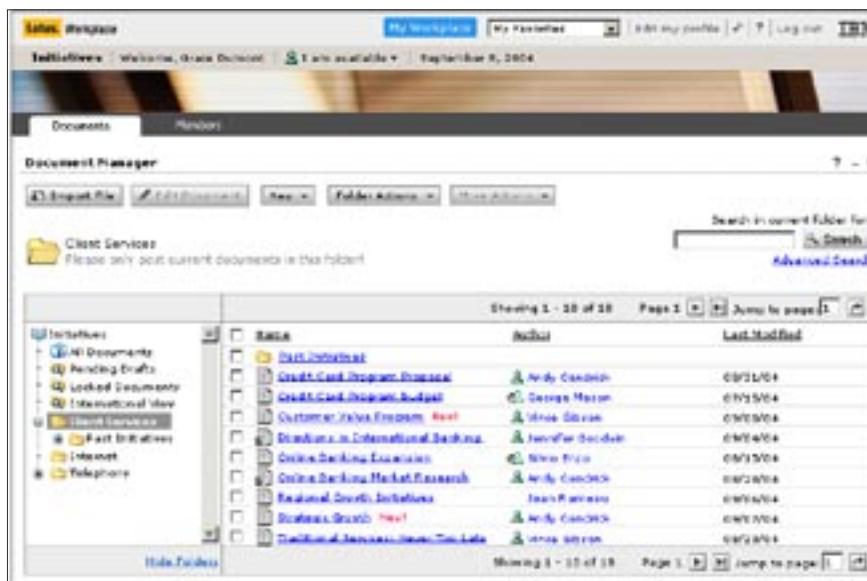
IBM Lotus Workplace Documents 2.0

Highlights

- **Provides Lotus Workplace users with fundamental document organizing, sharing and handling capabilities**
- **Helps users easily access, collaborate on and manage documents and information from a single corporate repository**
- **Lets users edit a document, spreadsheet or presentation and upload it for storage—even without access to the original application**
- **Gives users the flexibility to work offline or online, in a security-rich environment**
- **Offers fast, easy search capabilities across multiple document libraries, enabling users to quickly find information**
- **Enables users to save and archive e-mail and attachments to increase operating efficiencies and adhere to compliance specifications**
- **Lets you leverage IBM DB2® Content Manager as a central repository**

Make the most of critical information assets

In every industry and sector of global business today—whether retail, healthcare or manufacturing—leaders are searching for ways to make their organizations more nimble. But with most organizations, business-critical documents are scattered—on employees' hard drives, file servers, file cabinets. As a result, it can be virtually impossible for anyone within your organization to make the most of these important information assets. And with budgets tightening, you must improve operational efficiencies to reduce costs and lower the total cost of ownership for your existing IT investments. A robust, collaborative document management solution allows business users with diverse backgrounds and in different locations to work together to create, edit and share documents, spreadsheets and presentations across your organization. With an efficient document



This document library view, in the Lotus Workplace environment, shows documents organized in a familiar file folder structure. The view also indicates if document authors are online and available to chat about their documents.

management solution, your staff can focus on your business objectives by leveraging existing knowledge. And you can improve productivity, gain flexibility and choice, and help lower total cost of ownership.

IBM Lotus® Workplace Documents 2.0 software provides a cost-effective, standards-based collaborative document management system that can simplify document handling and editing. Users can easily organize and share important documents—in a security-rich environment. Robust document life-cycle management capabilities facilitate the entire process, from collaborative authoring to archiving—and make it easy to find, store and manage critical business documents, including spreadsheets, presentations, drawings and e-mail. With Lotus Workplace Documents, your organization can manage documents more efficiently. Enable employees to share information quickly and easily. And build a strong content management foundation in the process.

Maximize operating efficiencies while reducing costs

Through its open-standards-based Lotus Workplace platform, IBM offers a clear path to help you simplify

operations and reduce the total cost of ownership of your IT resources. You can leverage existing assets—while building in the robust collaboration capabilities you need to improve productivity and maximize efficiencies. As a key component of the Lotus Workplace portfolio, Lotus Workplace Documents software enables your organization to:

- *Integrate document management capabilities seamlessly into your Lotus Workplace environment*
- *Add collaborative capabilities to existing document management assets, including IBM Lotus Workplace Messaging™ and IBM Lotus Team Collaboration software*
- *Digitally organize and store documents on a long-term basis to protect business-critical knowledge*
- *Share documents between individuals, across teams and throughout your entire organization*
- *Manage e-mail documents and make them available more efficiently than through e-mail alone—or protect important e-mail from corporate records-management rules that might delete them while they're still needed*
- *Leverage DB2 Content Manager as a repository for added storage*

Browser-based management capabilities come right out of the box. Users can access documents through a browser, navigate the document library, perform searches, check documents in and out, and edit them in the original applications. For more robust function, rich-client capabilities are available. To maximize productivity, you can designate the users who have access to rich-client features. Instead of having users download the application, the server can be set to automatically install the client on designated workstations for licensed users. The next time the user logs on, the rich-client features are available—including editing and the ability to take documents offline and then to synchronize them once the user has reconnected.

Regardless of the industry you're in, Lotus Workplace Documents software can facilitate the development of a high-performance workforce that can respond quickly and accurately to customers, partners, suppliers and colleagues—anywhere, anytime. And help put you at the competitive forefront.

Quick and easy access to important business documents

Lotus Workplace Documents software makes information assets accessible to everyone in your entire organization. The intuitive folder feature enables users to specify which users can view shared documents. Folder and document owners control both security and visibility for the organization, particular groups, teams and individuals. By only allowing authorized users to view folders and their content, users can help ensure that sensitive business information is protected.

Document library capabilities enable users to check in and check out documents for review cycles. And with the document-locking feature, only one user at a time can check out the file to review and to make edits. Everyone in the group can track the review process and understand who is working on the most current version. This preserves the integrity of the document during review cycles. And minimizes the confusion that can come with having an entire group review the same draft simultaneously.

Lotus Workplace Documents software includes robust search capabilities, including the ability to perform a full-text search using a key word or phrase. Both document metadata and content are scanned to locate the search

information. With this function, users can quickly find the information they need, increasing their productivity and maximizing your business efficiency.

Robust editing capabilities

With Lotus Workplace Documents software, team members can access licensed IBM WebSphere® Portal technology-based editors through a Web browser to make changes to word-processing, presentation and spreadsheet documents. Your organization can extend the editing experience further by licensing IBM Workplace Client Technology to provide access to rich document editors. Whether a browser or the rich client is used with Lotus Workplace Documents, individuals can then upload documents for other team members to review and comment, helping them increase their productivity and make decisions quickly.

Integrate collaboration and e-mail to maximize productivity

With Lotus Workplace Documents, you have the option to integrate the leading-edge collaboration capabilities from IBM Lotus Workplace Team Collaboration software to provide users with presence-awareness capabilities. Users can leverage these capabilities to post comments about documents under review for other

team members to view and respond to. And chat with document authors, editors and owners—regardless of their locations.

You also have the option to integrate Lotus Workplace Documents software with your organization's IBM Lotus Workplace Messaging applications to share—and preserve—critical business knowledge. Users can check in an e-mail as a document and make it available to everyone in the group. With these robust integration capabilities, you can help users collaborate more seamlessly to improve productivity.

The right document management solution for your business

IBM Lotus Workplace Documents software can help you protect and preserve your organization's intellectual capital. Minimize duplication of efforts by enabling team members to reuse information assets across your organization. Streamline access to these assets, reducing maintenance costs and optimizing user productivity. And connect your most important business asset—people—by facilitating collaboration across workgroups. The result? A centralized, consistent management solution that can improve business efficiencies. Help lower your total cost of ownership. And drive competitive advantage.

IBM Lotus Workplace Documents 2.0 at a glance

Hardware requirements

Microsoft® Windows® 2000 Advanced Server or Linux operating system

- 2GHz or faster processor
- 2GB minimum available memory
- 9.75GB available disk space (plus 2GB temporary disk space) for installation
- Additional DB2 disk storage required

IBM AIX®

- IBM @server® pSeries® 630, model 6E4
- Four 1.45GHz or faster processors
- 4GB minimum available memory
- 9.75GB available disk space (plus 2GB temporary disk space) for installation

Software requirements

Server requirements

Server operating systems (one of the following)

- Microsoft Windows 2003 Standard Edition
- Microsoft Windows 2003 Enterprise Edition
- Microsoft Windows 2000 Server with Service Pack (SP) 4
- Microsoft Windows 2000 Advanced Server with SP4
- Red Hat Enterprise Linux AS for Intel (x86), Version 2.1 (Linux on Intel 32 bit)
- SuSE Linux Enterprise Server (SLES) 32 bit Intel®, Kernel Version SLES 8.24
- IBM AIX, Version 5.1 with Maintenance Level 4
- IBM AIX, Version 5.2

Supported Lightweight Directory Access Protocol (LDAP) directories

- IBM Directory Server, Version 4.1 with Fix Pack 2
 - IBM Directory Server, Version 5.1 with Fix Pack 1 (provided with Lotus Workplace CD set)
 - IBM Lotus Domino® 5.0.11+ and Version 6.5
 - IBM Lotus Domino Directory Assistance R6.5 (federate multiple Domino directories (NABs) only)
 - Microsoft Active Directory 2000
 - Novell eDirectory, Version 8.7
 - Sun ONE Directory Server, Version 5.1 with Fix Pack 3
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IBM Lotus Workplace Documents 2.0 at a glance (continued)

Client requirements

Client operating systems (one of the following)

- SuSE Linux Desktop, Version 1.0
 - Red Hat Enterprise Linux WS, Version 3.0 with Update 1
 - Microsoft Windows XP
 - Microsoft Windows 2000 Professional with SP2 or later
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Client browsers (one of the following)

- Microsoft Internet Explorer, Version 5.5 with SP2 on Windows 2000, with Microsoft Java™ Virtual Machine (JVM), Version 1.1
 - Microsoft Internet Explorer, Version 6.0 with SP1 on Windows 2000 and Windows XP, with the Sun plug-in version of JVM, Version 1.4.2
 - Mozilla, Version 1.4 on Linux, with the Sun plug-in version of JVM, Version 1.4.2
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RCP and rich client

- Microsoft Windows XP
 - Microsoft Windows 2000 Professional with SP2 or later
 - SuSE Linux Desktop, Version 2.0
 - Red Hat Enterprise Linux WS, Version 3.0 with Update 1 (kernel: 2.4.21-9, compiler: gcc 3.2, glibc: 2.3.2)
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JDK and J2EE client

- JDK, Version 1.4
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Linux Desktop and Windows manager client

- Gnome, Version 2.2
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Supported mail clients

POP3 clients

- IBM Lotus Notes® 6.5 (on Windows 2000 and Windows XP)
 - Microsoft Outlook XP or Microsoft Outlook 2002 (on Windows 2000 and Windows XP)
 - Microsoft Outlook Express, Version 6 (on Windows 2000 and Windows XP)
 - IBM WebSphere Portal Internet Mailbox, Version 4.2 and Version 5.0
 - Lotus Notes 6.02 (on Windows 2000 and Windows XP)
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IMAP clients

- IBM Lotus Notes® 6.5 (on Windows 2000 and Windows XP)
 - Microsoft Outlook XP or Microsoft Outlook 2002 (on Windows 2000 and Windows XP)
 - Microsoft Outlook Express, Version 6 (on Windows 2000 and Windows XP)
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**Leading-edge services and solutions—
whenever and wherever you need them**

Lotus Workplace Documents extensive set of capabilities can add significant business value, which can be further enhanced when customized to fit specific industry or customer needs. You can also leverage the technical expertise offered by IBM Software Services for Lotus and IBM Business Partners, when you choose to deploy and customize the full set of Lotus Workplace Documents functionality.

IBM Software Services for Lotus is a worldwide organization that can help you achieve the best results and return on investment (ROI) from Lotus software solutions. These advanced services complement the robust capabilities of IBM technologies, including IBM Lotus Notes®, IBM Lotus Domino®, IBM Lotus Instant Messaging and Web Conferencing and IBM Lotus Team Workplace software. By engaging the IBM Software Services for Lotus team, you can get support for your key processes and enable the ongoing transformation of your organization.

IBM Business Partners, located in more than 80 countries around the world, offer a breadth of solutions and services that enable companies to successfully communicate, collaborate and learn. By teaming with an IBM Business Partner, you can take advantage of solutions and services—vertical or horizontal—uniquely tailored to your organization.

These resources are available to help you quickly maximize the capabilities of your software solution and to achieve a fast return on your investment. Through expert consultation, in-depth understanding of Lotus technologies, custom application development, real-world experience and knowledge transfer, IBM Software Services for Lotus and IBM Business Partners can help you turn your IT investments into quantifiable business value.

For more information

To learn more about IBM Lotus Workplace Documents software, visit:

ibm.com/lotus/workplacedocuments

To learn more about IBM Software Services for Lotus and IBM Business Partners, visit:

ibm.com/lotus/services

ibm.com/lotus/partners



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