

Ensure that individuals, teams and entire organizations— together with their customers, business partners and suppliers— are better informed, better coordinated and more resilient.



**Lotus** software

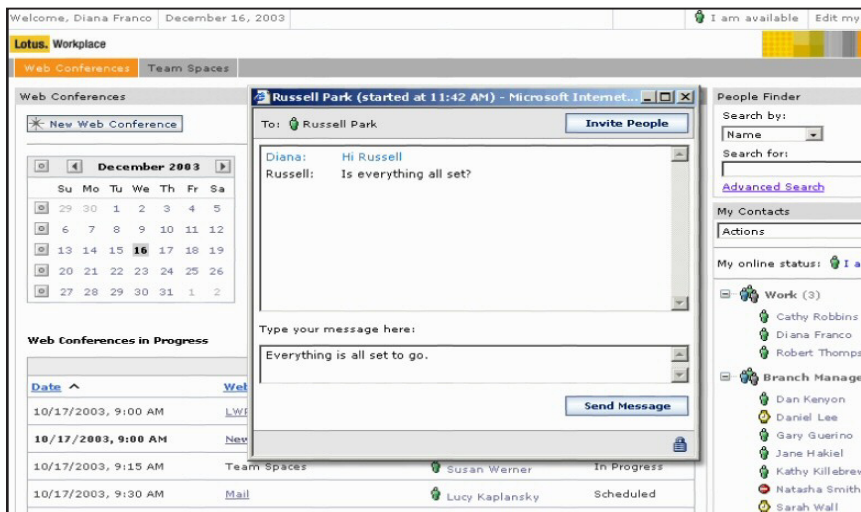
## IBM Lotus Workplace Team Collaboration 1.1

### Highlights

- **Allows the moderator of a team space or team Web conference to define and control member access and participation**
- **Allows users to create Web-based discussion forums and lets members engage in threaded discussions**
- **Lets users know, in advance, whether people are available to collaborate, share information and take action**
- **Provides broadcast-style meeting capabilities that enable the moderator to share presentations and participants to download meeting materials**
- **Lets authorized members perform scoped and cross-team space and Web conference searches**
- **Provides a centralized location for documents as well as built-in methods for tracking feedback from team members**
- **Allows authorized members to read, edit and delete documents, and create and delete folders**

In today's increasingly on demand business environment, organizations like yours are looking to simplify their infrastructure and business processes ... improve access ... bring together centralized and geographically dispersed teams ... increase productivity ... improve customer responsiveness and make quality decisions faster. And that's all while controlling costs.

To help you succeed in this environment, Lotus® software from IBM, a leader in collaboration and human interaction, has created Lotus Workplace Team Collaboration. This product gives you increased access to critical information—a single, collaborative foundation that integrates the on demand capabilities of instant messaging and presence awareness, team Web conferencing and team space capabilities expressly for the new, dynamically adaptive IBM Lotus Workplace environment. These capabilities can help you gain instant access to the right people and the right information. They can help you to foster a sense of community and minimize geographical and organizational boundaries. You can extend such capabilities—which are at the heart of Lotus Workplace Team Collaboration software—to your entire value chain. They facilitate collective and efficient decision-making and help you to centralize operations and reduce costs.



Increase productivity and make faster, smarter decisions by contacting experts in real time, attending or scheduling team Web conferences, or locating the information you need—all with point-and-click ease.

**IBM Lotus Workplace Team  
Collaboration software for developing  
your on demand organization**

IBM Lotus Workplace Team Collaboration addresses the needs of organizations that are—or want to be—on demand. Lotus Workplace Team Collaboration adds a powerful core set of real-time collaborative capabilities for teams. It is designed to reduce the complexity of computing, while enabling users to gain instant access to the right people and information, seamlessly bring together geographically and organizationally dispersed team members. Increasing personal and team productivity. Improving general responsiveness. Facilitating faster collective decision making.

Lotus Workplace Team Collaboration provides anytime, anywhere access. It is crucial to the IBM on demand business strategy of helping organizations transform their businesses to become more responsive, cost-effective and integrated end-to-end.

**Become better coordinated,  
better informed and more resilient**

Of critical value to the Lotus Workplace environment, Lotus Workplace Team Collaboration helps organizations, their customers and their business partners to be better coordinated, better informed and more resilient.

***Better coordinated***

Lotus Workplace Team Collaboration allows you to bring together geographically dispersed teams for increased productivity. You can integrate these capabilities with applications such as e-mail, team spaces, portals and Web applications to maximize return on investment (ROI) in your existing application infrastructure.

***Better informed***

Lotus Workplace Team Collaboration improves your access to critical information, streamlining decision making and increasing responsiveness. Customers, partners and suppliers can easily communicate and coordinate activities, all of which can lead to improved business performance and lower costs.

***More resilient***

Organizations using Lotus Workplace Team Collaboration are resilient and able to adapt dynamically to changes — which can be a huge competitive advantage. These solutions help enterprises address today's business challenges: improving responsiveness, enhancing customer service, and anticipating and responding to market opportunities and threats.

You can find uses for this integrated, multifunction, collaborative environment in areas such as:

- *Supply chain management (SCM)*
- *Sales force automation (SFA)*
- *Customer relationship management (CRM)*
- *Responding to requests for information (RFIs)*
- *Product design*
- *Mergers and acquisitions*

## Features of Lotus Workplace

### Team Collaboration

Lotus Workplace Team Collaboration blends synchronous collaboration with asynchronous collaboration, meaning that users can take advantage of the following features:

- *Membership*  
Allows the moderator of a team space or team Web conference to define and control member access and participation.
- *Instant messaging and presence awareness*  
Lets users know, in advance, whether a person or people are available to collaborate, share information or take action.
- *Document manager*  
Provides a centralized location for documents as well as built-in methods for tracking changes and comments made by team members. Authorized members can read, edit and delete documents, as well as create and delete folders.
- *Discussion forum*  
Allows users to create Web-based discussion forums, or a forum within a forum, and allows members to engage in threaded discussions.

- *Team Web conferencing*  
Provides broadcast-style meeting capabilities, including enabling the moderator to share presentations and participants to optionally download meeting materials.
- *Search*  
Gives authorized members the ability to perform scoped and cross-team space and Web conference searches.

Lotus Workplace Team Collaboration helps individuals, teams and entire organizations—not to mention customers, business partners and suppliers—to become better coordinated, better informed and more resilient. Lotus Workplace Team Collaboration is also easier and more cost-effective to install, use, maintain and upgrade than using separate products for each function. Using Lotus Workplace Team Collaboration helps reduce complexity ... and your total cost of ownership (TCO).

## Benefits of Lotus Workplace

### Team Collaboration

If your organization's teams—like most teams—have to manage a large volume of data requiring significant amounts of coordination, you may find that Lotus Workplace Team Collaboration:

- *Provides instant, anytime access to people and information, minimizing the cycles associated with people nonproductively sending back and forth e-mails or leaving each other voice-mails, and provides complex searches for timely information—giving people more time to focus on their core business*
- *Brings together geographically dispersed team members, instilling a sense of community*
- *Increases personal and team productivity, simplifying the users' experiences and virtualizing spontaneous and planned collaboration activities*
- *Improves responsiveness to customers as well as colleagues, business partners and suppliers, all while reducing the need for in-person meetings and the costs associated with related business travel*
- *Enables faster, more informed team decision-making, centralizing timely and accurate information directly related to the decision at hand*

Each function of the Lotus Workplace Team Collaboration can produce positive results for your organization. For example:

### ***Instant messaging and presence awareness***

This features Web browser-based instant messaging. It also offers integrated presence awareness throughout the product, presence awareness management, contact list management and portlets, multiway text messaging, and statistics management features. Using instant messaging and presence awareness, you can:

- *Provide instant access to the right people and information*
- *Minimize mutually unsuccessful attempts at e-mail contact.*
- *Stop wasting time tracking down the right contact person for information*
- *Achieve freer, easier collaboration for users*

### ***Team Web conferencing***

Enjoy team Web conferencing and broadcast meetings that require no client download. You can schedule, prepare, attend and search Web conferences. The component features a My Meeting summary view and a summary of active meetings. And

you can easily control who creates a meeting, lock the meeting—and even eject participants! With team Web conferencing, you can:

- *Streamline collective information dissemination and review*
- *Facilitate faster decision-making processes*
- *Instantly assemble geographically dispersed team members with easy-to-use, robust team collaboration tools*
- *Make organizational boundaries disappear*
- *Reduce the need for in-person training and business travel and its related cost*

### ***Team spaces***

Manage your team spaces by creating, navigating and searching them at will. Team spaces allows you to start and maintain discussion forums and perform document management functions such as document locking and creating productivity portlets. You can set team spaces policies, manage members' statuses and perform searches across all team spaces members. Using team spaces allows you to:

- *Easily bring together geographically dispersed team members—within and outside the organization*
- *Securely centralize discussions and information critical to the team*

- *Facilitate collective decision-making processes*
- *Reduce "information silos" and encourage the free sharing of pertinent data*

### **How does Lotus Workplace Team Collaboration fit into the IBM on demand strategy?**

With Lotus Workplace Team Collaboration, Lotus complements the on demand strategy by providing the necessary collaboration tools for companies to help them:

- *Respond dynamically to business demands*
- *Adapt to variable causes, such as fluctuating business processes or supply and demand issues, with real-time ease*
- *Enhance communications with key partners, suppliers and customers with select tasks such as manufacturing, logistics and fulfillment to HR and financial operations*
- *Enhance business operations with real-time access to ensure better preparation for unexpected changes and threats, including computer viruses, spikes in demand and natural disasters*

**Added value: IBM Software Services for Lotus and IBM Business Partners**

Lotus Workplace Team Collaboration's extensive set of capabilities can add significant business value, which can be further enhanced when it is customized to fit specific industries or customer needs. These capabilities can provide options for customers to leverage the technical expertise offered by IBM Software Services for Lotus (ISSL) and IBM Business Partners as users decide to deploy and customize the full set of Lotus Workplace Team Collaboration functionality.

IBM Software Services for Lotus is a worldwide organization that helps companies achieve the best results and ROI from Lotus software solutions. These advanced services complement the powerful capabilities of our technologies, such as Lotus Notes® and Domino®, Lotus Instant Messaging and Web Conferencing (Sametime®), and the Lotus Team Workplace (QuickPlace®) software. By engaging our team, you can get support for your key processes and enable the ongoing transformation of your organization.

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

**Leading-edge services and solutions—tailored to today's 24/7 environment**

When you choose IBM Lotus Workplace Team Collaboration software, you get a lot more than just an excellent product. When you choose Lotus software products, you have access to vast resources through the global team at IBM Software Services for Lotus and our network of qualified IBM Business Partners. We're here to help you quickly maximize the capabilities of the software and 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, we can help you turn your IT investments into quantifiable business value.

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

**ibm.com**/lotus/services

**ibm.com**/lotus/partners

**For more information**

To learn more about how IBM Lotus Workplace Team Collaboration and other messaging and collaboration software can help your business, visit:

**ibm.com**/lotus/

workplaceteamcollaboration

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## Software requirements for Lotus Workplace Team Collaboration 1.1 at a glance

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### Server software

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#### *Supported server operating systems*

One of the following operating systems is required on the computer where Lotus Workplace will be installed:

- IBM AIX® Version 5.1 with Maintenance Level 3
  - IBM AIX Version 5.2
  - Microsoft® Windows® 2000 Server with Service Pack 2 and later
  - Microsoft Windows 2000 Advanced Server with Service Pack 2 or later
  - SuSE Linux Enterprise Server 32-bit Intel® processor, kernel version 7 2.4 and SLES 8
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#### *Supported IBM WebSphere Application Server version*

IBM WebSphere® Application Server Enterprise, Version 5.0.1

If WebSphere Application server is installed prior to the Lotus Workplace installation but WebSphere Portal is not, you have the option to use the installed WebSphere Application Server. However, installing a new copy of the WebSphere Application Server (provided with the WebSphere Portal installation that is part of Lotus Workplace installation) is recommended.

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#### *Supported WebSphere Portal version*

IBM WebSphere Portal Enable for Multiplatform, Version 5.0

You can install WebSphere Portal as part of the Lotus Workplace product installation, or you can install Lotus Workplace products over an existing WebSphere Portal installation.

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#### *Supported storage databases*

Lotus Workplace includes IBM DB2® software, licensed for use only by Lotus Workplace products. The database must be installed prior to Lotus Workplace installation.

- IBM DB2 Universal Database™ Workgroup Server Edition, Version 8.1 with Fix Pack 2
  - IBM DB2 Universal Database Enterprise Server Edition, Version 8.1 with Fix Pack 2 (provided with Lotus Workplace CD set)
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#### *Supported HTTP servers*

IBM HTTP Server, Version 1.3.20 and Version 1.3.26 (Version 1.3.26 provided with WebSphere Application Server installation)

- iPlanet Web Server Enterprise Edition 4.1, Service Pack 7, 8, or 9
  - Lotus Domino Enterprise Server (as Web server) 5.012, 6.02
  - Microsoft IIS 5.0
  - Microsoft IIS 4.0
  - Sun ONE Web Server (formerly iPlanet), Enterprise Edition 6.0.1
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#### *Supported LDAP directories*

Lotus Workplace products require one of the following Lightweight Directory Access Protocol (LDAP) directory servers. A directory server must be installed and configured prior to Lotus Workplace installation. The directory server can be on the same computer as the Lotus Workplace products, or on a separate computer.

- 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, Version 5.0.12 and 6.0.2
  - Microsoft Active Directory - 2000
  - Novell eDirectory Version 8.6.2
  - Sun ONE Directory Server Version 5.1
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### Client software

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#### *Supported client operating systems*

All Lotus Workplace products support the following client operating systems:

- Microsoft Windows 2000 Professional, Service Pack 2 and later
  - Microsoft Windows XP
  - SuSE Linux 32-bit Intel, kernel version 7 2.4 and SLES 8
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#### *Supported browsers*

All Lotus Workplace products support the following browsers:

- Microsoft Internet Explorer 5.5 with Service Pack 2—on Windows 2000, with Microsoft Java™ Virtual Machine (JVM) 1.1
  - Microsoft Internet Explorer 6.0 SP1 on Windows 2000 and Windows XP with the Sun plug-in version of Java Virtual Machine (JVM) 1.4.1
  - Netscape Mozilla 1.3 on SuSE Linux 32-bit Intel, kernel version 7 2.4 and SLES 8—with the Sun plug-in version of Java Virtual Machine (JVM) 1.4.1
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