IBM

IBM® Workplace™ Documents 2.6

Highlights

■ **Provides fundamental document organization, sharing and storage capabilities**

■ **Helps users access, collaborate on and manage documents from a single corporate repository**

■ **Lets users start with Microsoft Office files and save to and from the document library**

■ **Optional rich client provides IBM productivity tools to create, edit and share documents**

■ **Provides choice of browser access or rich-client experience**

■ **Integrates project management capabilities into the rich-client experience to provide users with access to the latest project plans**

■ **With the rich client, users gain flexibility to work off- or online, in a security-rich environment**

■ **Offers fast, easy searching across multiple libraries**

■ **Enables users to save e-mail and attachments into document libraries**
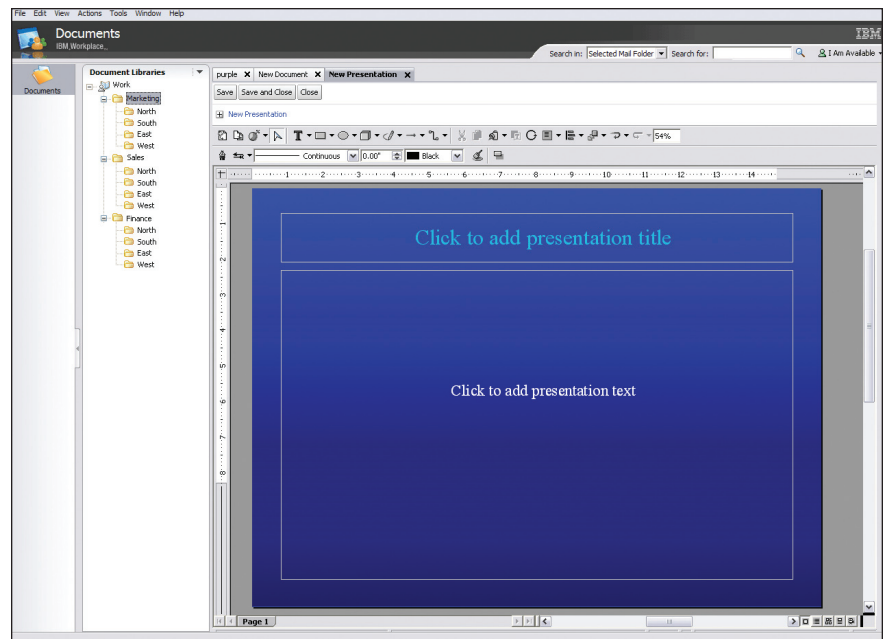
This IBM presentation editor view shows how presentations can be created or edited from within IBM Workplace Documents environments and saved directly to a document library.

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 and in e-mail. 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 complexity and lower the total cost of ownership for your existing IT investments.

ON **DEMAND BUSINESS**™

A collaborative document management solution allows business users with diverse backgrounds, in different locations, to work together to create, edit and share a wide variety of document types across the organization. With an easy-to-use document management solution integrated into your collaborative environment, your staff can focus on your business objectives by leveraging existing knowledge.

And you can help improve productivity, gain flexibility and choice, and lower total cost of ownership.

Built and managed on a componentized, service-oriented architecture (SOA) using open standards, IBM® Workplace™ Documents 2.6 software makes it flexible and easy to deploy any mix of document management capabilities within a composite Workplace environment, giving people the tools they need for their roles.

IBM Workplace Documents software provides a cost-effective, standards-based collaborative document management system that can help end users find and reuse important intellectual capital and collaborate to improve efficiencies. Users can easily organize and share important documents—in a security-rich environment. Workplace Documents software provides a variety of

authoring capabilities and facilitates document review and approval processes. It also makes it easy for your staff to find and manage critical business documents, including spreadsheets, presentations, drawings, project plans, e-mail and more. Workplace Documents software can help your organization manage documents more efficiently, enable employees to share information quickly and easily, and build a strong content management foundation.

Help maximize operating efficiencies while reducing costs

Through its open-standards-based IBM Workplace strategy, 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. Workplace Documents software enables your organization to:

- *Integrate document management capabilities seamlessly into your IBM Workplace environment.*
- *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 attachments to save disk space in mail files and make them more accessible than through e-mail alone.*

Browser-based management capabilities come 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 functionality, optional rich-client capabilities are available. You can designate the users you want to have access to rich-client features and let them just select the download tab to initiate the download of the rich client. The server manages the process of installing and configuring the client for use with the appropriate applications based on the user's profile. Once the client is installed, it's ready for use—including the IBM productivity tools that allow users to author and edit documents without requiring a license to other productivity suites. Users also get the ability to take documents offline and then to synchronize them with the document library on the server once the user has reconnected.

Quick and easy access to important business documents

Workplace Documents software makes information assets accessible to everyone in your organization. Desktop integration allows users to access libraries and documents directly from within Microsoft® Windows® Explorer, just like folders and directories on their local hard drive. It makes it seamless to move documents between the local machine and the server, and gives users a single place to see all their documents—both local and in libraries. To check a document in to a library, just drag it to the appropriate folder and drop it in.

The intuitive folder feature enables users to specify who can view shared documents. Folder and document owners control both security and visibility for the organization, teams and individuals. By allowing only authorized users to view folders and their content, users can help ensure that sensitive business information is protected, while still sharing with their coworkers.

Document library capabilities enable users to check in and check out documents for review and approval cycles. And with the document-locking feature,

only one user at a time can check out the file to review and to make edits, preventing users from creating conflicting versions of documents and ensuring that everyone has the correct version of a given document. Everyone can track the review process and understand who is working on the most current version. This can help minimize the confusion that can come with having an entire group review the same draft simultaneously.

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

Robust authoring and editing capabilities

With Workplace Documents software, your organization can extend the editing experience by licensing IBM® Workplace Managed Client™ 2.6 software to access IBM productivity tools to help users edit word processing, spreadsheet, presentation and project management documents. Individuals can then upload documents for other team members to review and comment on, helping them to increase their productivity and make decisions quickly.

These editors can open and save files in a variety of popular formats that enables users to exchange files with users of supported personal productivity suites, so users won't have to worry about not being able to share files with non-IBM Workplace users.

With Workplace Managed Client 2.6 software, you can get added support for document templates, providing the ability to create a new document based on an existing template. We also added support for the OASIS OpenDocument file format (also know as OpenDoc or ODF), which is a new, public XML-based standard for document storage and interoperability.

Workplace Documents software also includes Microsoft Office integration. Your staff members can use their Microsoft Office software programs to create documents and then just choose *File—Save to Library* to save directly to a selected document library or folder. This saves time, allows users to continue to work in a familiar software application and requires less training from your IT staff.

Integrate collaboration and e-mail to help maximize productivity

With Workplace Documents software, you have the option to integrate the leading-edge collaboration capabilities from IBM Workplace Team Collaboration™ software to provide users with presence-awareness capabilities. Users can leverage these capabilities to chat with document authors, editors and owners—regardless of their location. You also have the option to integrate Workplace Documents software with your organization's IBM Workplace Messaging® software to share—and preserve—critical business knowledge stored in e-mail and attachments.

The right document management solution for your business

Workplace Documents software can help you protect and preserve your organization's intellectual capital, minimize duplication of efforts with information reuse, streamline access to these assets, reduce maintenance costs and optimize user productivity. It can also connect your most important business asset—people—by facilitating collaboration across workgroups.

Leading-edge services and solutions

IBM Workplace software products give you access to vast resources through the global team at IBM Software Services and its network of qualified IBM Business Partners.

Worldwide language support

As a leader of globalization standards, IBM products implement comprehensive globalization standards to enable support of worldwide languages. For a complete list of supported languages for IBM Workplace Documents 2.6 software, refer to the *Language Support* section of the *Technical Specifications* document available on the product's Web page.

For more information

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

ibm.com/software/workplace/documents

For organizations that are interested in a wide range of integrated, ready-to-use collaboration capabilities that are experienced through a single user interface on a single infrastructure, learn how IBM Workplace Collaboration Services software makes it flexible and easy to deploy just the capabilities people need for their roles using a modular, componentized SOA with open standards. To learn more, visit:

ibm.com/software/workplace/collaborationservices

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