ACCESS SAP® APPLICATIONS AND INFORMATION FROM IBM® LOTUS NOTES®
IMPROVE PRODUCTIVITY, DECISION MAKING, AND COMPLIANCE

With Alloy™ software by IBM and SAP, you can access SAP® software and information from within the IBM® Lotus Notes® environment, both online and offline. As a result, you can be more productive, make more-informed and faster decisions, and improve compliance with corporate policies.

Organizations are facing significant workforce shifts. The increase in knowledge work is creating a growing class of business users who demand fast, simplified access to critical information. Organizational structures have flattened, placing a larger percentage of employees in decision-making roles and increasing demands on business users' time. Exposure to a new generation of consumer Web sites has raised users' expectations for access and usability when it comes to enterprise applications.

Simply training users to become fully proficient in your enterprise applications is not cost-effective or practical. Business users neither have the time nor the inclination to learn complex enterprise software. Heightened global competition and economic forces are constraining corporate earnings and increasing pressure to control costs. Also, stricter government regulations such as the Sarbanes-Oxley Act are increasing the cost of noncompliance and forcing organizations to provide better tools to support compliance.

Organizations require software solutions that facilitate information sharing, support common business processes, and improve business users' productivity by enabling them to perform tasks more quickly and efficiently and reduce redundancy and errors. To support key business processes, organizations need to rapidly deploy new software and extend existing software without extensive customization. Organizations that run both SAP® software and IBM® Lotus Notes® can now achieve these objectives with Alloy™ software.

Intuitive Access to Business Applications

Alloy – a jointly developed product from IBM and SAP – gives you access to SAP applications and information through Lotus Notes. The software simplifies how you interact with people, processes, and information in the following ways:

- **Familiar working environment** – Alloy facilitates access to key enterprise processes and information through the Lotus Notes environment both online and offline. Since you work in the familiar Lotus Notes environment, Alloy is intuitive to users and thus training is minimized, helping to speed user adoption.
- **Rapid deployment** – Alloy can be rapidly deployed without extensive customization to support key business processes.
- **Extensibility** – You can easily extend Alloy to integrate additional business functionality in SAP software with Lotus Notes.

Support for Key Business Processes

Business users spend the majority of their time on unstructured, nonrepetitive tasks. These tasks are often related to e-mail, meetings, document creation (a strategy, plan, or analysis), problem solving, event management, or collaboration. Typically, both structured and unstructured processes and information serve as inputs for these tasks and therefore require context from enterprise software. But these business users are often disconnected from real-time enterprise information and

Alloy ™ by IBM® and SAP®

processes, causing them to lose momentum when changing their frame of reference to perform these tasks.

Alloy helps business users to be more efficient and effective by supporting key business processes. Now, instead of switching among applications and environments, you can perform key functions – like managing reports, approvals, and custom functions – all from within the Lotus Notes environment. Instant messaging functionality supports your collaborative approach to decision making by facilitating contact with others without disrupting structured business processes.

Simplifying key processes and making workflow management easier for the business user improves productivity, decision making, compliance, and ROI.

Reports Management
Business users that require access to business intelligence (BI), enterprise resource planning (ERP), and line-of-business (LOB) reports must often enlist the help of IT to schedule and personalize these reports. The business users are then interrupted each time they have to switch and sign on to a different environme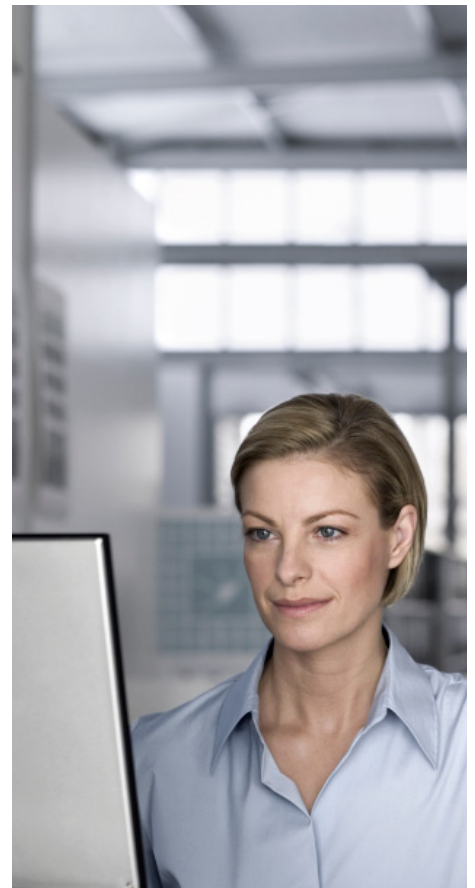nt to access the reports. If they want to view the reports when they're offline, the reports will not be up-to-date with the latest business information.

Alloy reports management functionality helps alleviate these challenges. The software serves as a single point of access to BI, ERP, and LOB reports. Self-service functionality lets users execute, forward, and subscribe to reports based on SAP credentials to maintain data security. Delivery options to receive the reports in Lotus Notes e-mail allow users to keep a history of executed reports as well as access the reports offline. Business users can also personalize and schedule reports and share relevant reports with their coworkers.

Leave Management
Simple leave requests and approvals require access to multiple systems, and often business users only have limited access to information on annual entitlement and vacation balance. Managers need access to aggregated employee information to be able to approve and monitor vacation liability and balance. Typically with enterprise software, performing relatively simple HR tasks like leave requests requires end-user training. Alloy changes that.

With Alloy, you can submit and manage personal leave requests using the calendar in Lotus Notes. Managers can approve the requests from Lotus Notes e-mail while having access to the relevant information they need to approve or reject requests. Employees can

Delivering SAP processes and information in the familiar Lotus Notes environment makes access intuitive for the growing class of business users.

open and monitor the approval and receive notification through Lotus Notes if a request has been approved or rejected.

Travel Management
Like leave management processes, travel management processes require access to multiple systems and up-to-date information on travel policies, plans, and budgets. Now you can transparently integrate trip management functionality into Lotus Notes with Alloy.

Employees can create travel and expense requests directly from the Lotus Notes calendar. Managers receive the approval requests through Lotus Notes e-mail while having access to the relevant information they need to approve or reject requests. Employees can then open and monitor the approval and receive notification through Lotus Notes if a request has been approved or rejected.

Workflow Decision Management
In addition to leave and travel management functionality, your organization can integrate decision steps from any business process supported by SAP software into your Lotus Notes environment by configuring the Alloy software. For example, if your organization is managing the recruitment process in an SAP application, you can integrate decision steps like hiring approval, end-of-probation approval, and offer approval into Lotus Notes. This way, your recruiting team can manage the process without having to leave the Lotus Notes environment.

Customization
To make decisions, business users need access to relevant information. For example, to approve a leave request, a manager needs to know who else is on leave during the same time frame. To approve a travel request, a manager needs to know how much money is left in the travel budget. To approve the hiring of a candidate, a manager needs to see interview feedback.

With Alloy, your organization can gather all the relevant information to support these processes in Lotus Notes within the context of a decision-step e-mail. Using familiar tools like IBM Lotus Domino® Designer, LotusScript, and the workbench for the ABAP™ programming language, a developer can customize Alloy to bring the relevant information from SAP software into Lotus Notes.

The SAP and IBM Advantage

Alloy is unique in the following ways:
- The software provides an environment that allows in-house developers and system integrators to customize and extend its functionality to better serve unique needs.
- Alloy fully leverages existing investments in SAP applications and Lotus Notes, eliminating the need to build and maintain expensive custom programming or interfaces, thus increasing ROI.
- It is the first product jointly developed and supported by SAP and IBM.

Delivering Business Value

By providing business users with SAP software functionality through Lotus Notes, your organization makes better use of its existing technology investments. You also gain more support for compliance efforts and corporate decisions by providing controlled access to up-to-date information for business users, without having to train them how to use new software.

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Ultimately, with Alloy your organization can benefit from the following:
- **Increased effectiveness, responsiveness, and productivity** of business users by integrating the collaborative functionality of Lotus Notes with SAP applications, workflows, and information in a familiar interface to minimize training requirements
- **Faster and better decision making** through intuitive access to relevant, contextual business information
- **Better risk management and mitigation** as users can more easily adhere to business processes, follow workflows, and act on essential information
- **Increased ROI** by leveraging existing investments in SAP applications and Lotus Notes

Find Out More

To learn more about Alloy software, call your SAP or IBM representative today or visit www.sap.com/alloy or www.ibm.com/software/lotus /products/alloy.

QUICK FACTS

Summary

With Alloy™ software by IBM and SAP, business users can easily access SAP® software and information from within the IBM® Lotus Notes® environment, both online and offline. Your organization can be more productive, improve decision making, and increase compliance with corporate policies.

Business Challenges

- Meet the demand for fast, simplified access to critical business information
- Respond to increased pressure to control costs
- Provide better tools to support compliance with stricter government regulations
- Facilitate information sharing, support common business processes, and improve productivity of business users
- Support key business processes by rapidly deploying new software and extending existing software without extensive customization

Key Features

- **Reports management** – Personalize, schedule, and access SAP reports from Lotus Notes; view them online and offline; and share reports securely with coworkers
- **Leave management** – Submit personal leave requests using the calendar in Lotus Notes; managers can review, approve, and reject them from Lotus Notes e-mail
- **Travel management** – Request trip approvals using the calendar in Lotus Notes; managers can approve travel requests from Lotus Notes e-mail
- **Workflow decision management** – Approve SAP workflows from within Lotus Notes, both online and offline
- **Customization** – Supply any relevant information from SAP applications to Lotus Notes through custom configuration

Business Benefits

- **Increased effectiveness, responsiveness, and productivity** of business users by integrating the collaborative functionality of Lotus Notes with SAP applications, workflows, and information
- **Faster and better decision making** through easy and intuitive access to relevant, contextual business information
- **Better risk management and mitigation** as users can more easily adhere to processes, follow workflows, and act on essential information
- **Increased ROI** by leveraging existing investments in SAP applications and Lotus Notes.

For More Information

Call your SAP or IBM representative, or visit
www.sap.com/alloy or www.ibm.com/software/lotus/products/alloy.

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