

Provides everyone along your value chain with the tools to be better informed, more productive and more efficient



Lotus® software

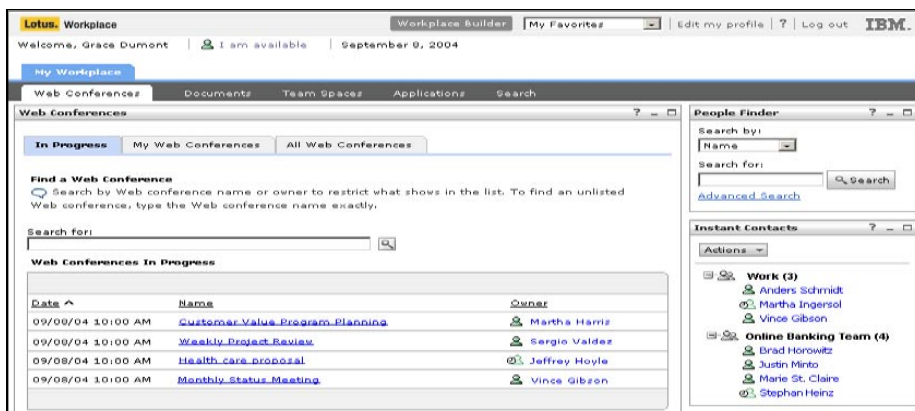
IBM Lotus Workplace Team Collaboration 2.0

Highlights

- **Allows the moderator of a team space or 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 user know, in advance, whether people are available to collaborate, share information and take action**
- **Provides Web conferencing capabilities that enable the moderator to share popular file formats, including presentations and documents**
- **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 face a number of challenges. To compete effectively, companies must simplify their infrastructures and business processes, improve access to critical information, bring together centralized and geographically dispersed teams, increase productivity, improve their abilities to respond to customer needs and make quality decisions faster. And control costs in the process.

To help you succeed in this environment, IBM Lotus® Workplace Team Collaboration 2.0 gives you fast access to critical information. As part of the leading-edge Lotus collaboration and human interaction platform from IBM, Lotus Workplace Team Collaboration offers a single, collaborative foundation that integrates on demand capabilities—including instant messaging and presence awareness, Web conferencing and team space capabilities—expressly for the dynamically adaptive IBM Lotus Workplace environment. These capabilities can help you give users immediate 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 these capabilities—which are at the heart of Lotus Workplace Team Collaboration software—to your entire value chain. So you can more effectively facilitate collective and efficient decision making, and help 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.

Designed to help you build your on demand organization

Lotus Workplace Team Collaboration addresses the needs of organizations that are—or want to be—on demand businesses. Lotus Workplace Team Collaboration adds a powerful, integrated set of real-time, team capabilities to reduce the complexity of computing, while enabling users to gain instant access to the right people and information. By seamlessly bringing together geographically and organizationally dispersed team members, you can increase personal and team productivity, improve general responsiveness and facilitate faster collective decision making.

Lotus Workplace Team Collaboration provides virtually anytime, anywhere access to vital human and information resources. As a crucial component of the IBM on demand business strategy, it can help your organization transform its business to become more responsive, cost-effective and integrated end to end.

Become more productive, better informed and more efficient

Of critical value to the Lotus Workplace environment, Lotus Workplace Team Collaboration helps your organization, customers and partners to be more productive, better informed and more efficient.

More productive

Lotus Workplace Team Collaboration allows you to increase productivity by bringing together geographically and organizationally dispersed teams more effectively. You can integrate these capabilities, 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, helping to improve business performance and lower costs.

More efficient

Lotus Workplace Team Collaboration can help you increase operating efficiencies, enabling your organization to adapt dynamically to changes, which can offer a significant competitive advantage. You can leverage this robust solution to help you address today's business challenges: improving overall responsiveness, enhancing customer service, and anticipating and addressing market opportunities and external threats.

This integrated, multifunction, collaborative environment offers solutions in many areas.

- *Supply chain management (SCM)*
- *Sales force automation (SFA)*
- *Customer relationship management (CRM)*
- *Product life-cycle management (PLM)*
- *Mergers and acquisitions*

Robust features to address your team collaboration requirements

Lotus Workplace Team Collaboration blends real-time with asynchronous collaboration, enabling users to take advantage of the following features:

- *Instant messaging and presence awareness*
Lets users know, in advance, whether a person or group of people is available to collaborate, share information or take action. Also includes presence awareness management, contact list management and portlets, multiway text messaging and statistics management capabilities.
- *Web conferencing*
Provides live meeting capabilities, including enabling the moderator to share presentations and giving participants the option to download meeting materials.

Users can participate in Web conferences—no client download required. They can schedule, prepare, attend and search Web conferences. This component features a My Meeting summary view and a summary of active meetings. And users can easily control who creates a meeting, lock the meeting—and even eject participants.

- *Team spaces*

Provide out-of-the-box capabilities that can be customized to suit a team's particular requirements. Team spaces include self-service management that allows an authorized member to create, customize and navigate personal team spaces, and invite team members to collaborate about projects or initiatives.

Team spaces allow users to start and maintain discussion forums and perform document management functions, such as document locking and creating productivity portlets.

- *Library*

Provides a centralized location for documents, along with built-in methods for tracking changes and comments made by team members. Authorized members have the ability to read, edit and delete documents, as well as to create and delete folders.

- *Workplace Builder*

Helps you easily customize team spaces to meet industry-specific or business process-specific requirements—without requiring programming skills.

- *Discussion forum*

Allows users to create Web-based discussion forums, or a forum within a forum, and allows members to engage in threaded discussions.

- *Search*

Gives authorized members the ability to perform searches within a single team space or across team spaces. Users also have the ability to search Web conferences of which they are members.

Lotus Workplace Team Collaboration is easier and more cost-effective to install, use, maintain and upgrade than using separate products for each function. You can leverage this solution to help reduce the complexity of your IT infrastructure—and help lower your total cost of ownership (TCO).

Maximizing business value

Like most teams, your organization's teams probably have to manage a large volume of data requiring them to coordinate significant amounts of information. Lotus Workplace Team Collaboration can help ease this burden by:

- *Providing instant, anytime access to people and information, minimizing the time wasted tracking down the right contact person, or the cycles associated with sending numerous e-mails or leaving voice mails.*
- *Providing complex search capabilities for timely information—giving people more time to focus on your organization's core business.*

- *Bringing together geographically dispersed team members, instilling a sense of community by erasing organizational boundaries.*
- *Increasing personal and team productivity by simplifying users' experiences and allowing both spontaneous and planned collaboration activities.*
- *Improving responsiveness to customers, as well as colleagues, partners and suppliers, all while helping to reduce the need for in-person meetings and the costs associated with related business travel.*
- *Streamlining collective information dissemination and review to enable faster, more informed team decision making by centralizing timely and accurate information directly related to the decision at hand.*
- *Helping reduce the need for in-person training and business travel, and the related cost.*

How does Lotus Workplace Team Collaboration fit into your on demand strategy?

Lotus Workplace Team Collaboration complements your on demand strategy by providing the necessary collaboration tools to help your organization:

- *Respond dynamically to unpredictable changes in business demands.*
- *Adapt to variables, such as fluctuating business processes or supply-and-demand issues, with real-time ease.*
- *Focus on core competencies, differentiate resources and assets and integrate your business with strategic partners to manage specific tasks, including manufacturing logistics and fulfillment.*
- *Manage business operations with highly secure, real-time access to ensure better preparation for unexpected changes and threats, including computer viruses, spikes in demand and natural disasters.*

Leading-edge services and solutions —available whenever and wherever you need them

The Lotus Workplace Team Collaboration extensive set of capabilities can add significant business value, which can be further enhanced when they're customized to fit specific industries or customer needs. These capabilities can provide options for you to 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 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 robust capabilities of IBM technologies, such as IBM Lotus Notes®, IBM Lotus Domino®, IBM Lotus Instant Messaging and Web Conferencing (IBM Lotus Sametime®) and IBM Lotus Team Workplace (IBM Lotus QuickPlace®) 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 engaging with an IBM Business Partner, you can obtain solutions and services — vertical or horizontal — which are 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.

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

ibm.com/lotus/services or

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

IBM Lotus Workplace Team Collaboration 2.0 at a glance

Server software requirements

Supported server operating systems

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

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

Supported IBM WebSphere Application Server versions

- IBM WebSphere® Application Server Enterprise, Version 5.0.2.3

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

Supported IBM WebSphere Portal versions

- IBM WebSphere Portal Enable for Multiplatform, Version 5.02.1

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

Supported storage databases

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

- IBM DB2 Universal Database™ Workgroup Server Edition, Version 8.1 with Fix Pack 4a
- IBM DB2 Universal Database Enterprise Server Edition, Version 8.1 with Fix Pack 4a (provided with the Lotus Workplace CD-ROM set)
- Microsoft SQL Server 2000 with Service Pack 2 (Learning Management and Learning Delivery servers only)
- Oracle 9.2.0.4
- IBM Cloudscape™, Version 5.1.36

Supported HTTP servers

- IBM HTTP Server, Version 1.3.26 and Version 2.0.42.1
 - iPlanet Web Server Enterprise Edition 4.1, Service Pack 7, 8 or 9
 - IBM Lotus Domino® Enterprise Server (as a Web server) 5.0.9a, 5.0.12, 6.0.2
 - Microsoft Internet Information Services (IIS) 5.0
 - Sun ONE Web Server (formerly iPlanet), Enterprise Edition 6.0 Service Pack 4
 - Apache 1.3.20
 - Apache 1.3.26
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IBM Lotus Workplace Team Collaboration 2.0 at a glance (continued)

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 the 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 the Lotus Workplace CD-ROM set)
- IBM Lotus Domino, Version 5.0.11 or later and Version 6.5
- IBM Domino Directory Assistance, Release 6.5—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

Client software requirements

Supported client operating systems

- Microsoft Windows 2000 Professional with Service Pack 2 or later
- Microsoft Windows XP
- SuSE Linux Desktop (SLD), Version 1.0
- Red Hat Enterprise Linux WS, Version 3.0 Update1

Supported 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 with Service Pack 1 on Windows 2000 and Windows XP with the Sun Solaris plug-in version of Java Virtual Machine (JVM) 1.4.2
- Netscape Mozilla 1.4 on Linux with the Sun Solaris plug-in version of Java Virtual Machine (JVM) 1.4.2
- Netscape 6.2 or later on all supported platforms*

Supported rich client editions

- Windows 2000 and Windows XP
- SuSE Linux Desktop (SLD), Version 2.0 (within 90 days of SLD eGA)
- Red Hat Enterprise Linux WS, Version 3.0 Update1-Kernel: 2.4.21-9, Compiler: gcc 3.2, glibc: 2.3.2
- Java Development Kit (JDK) and Java 2 Platform, Enterprise Edition (J2EE), Version 1.4.1
- Linux Desktop and Windows manager, Gnome Version 2.2

* Applies to Lotus Workplace Collaborative Learning only.



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