

# Employees Collaboration

IT Valley SOLUTIONS AND SERVICES

**IBM Lotus Software delivers robust collaboration software that empowers people to connect, collaborate, and innovate while optimizing the way they work. With Lotus you can drive better business outcomes through smarter collaboration. This family of products has fall below a lot of programs**

**We will find hereunder a brief introduction about Lotus family**

## **1- IBM messaging and collaboration**

it is a solutions are security-rich, cost-effective, multi-platform offerings that help organizations of any size to create exceptional work experiences. These solutions help enable you to:

- Work in context with integrated social tools without switching between separate tools.
- Collaborate from virtually any device or web client.
- Build social applications that integrate information with social networks.
- Choose from flexible deployment options through on-premises, cloud, and hybrid implementations.
- Protect your infrastructure and sensitive business data with content filtering, virus protection, and encryption.

IBM messaging and collaboration solutions help employees to be better informed, productive, and nimble in their interactions with others and help your organization to become a social business.

### **1-1 Lotus Notes**

- Lotus Notes provides a robust and productive user experience with a single point of access to email, calendars, contacts, activities, instant messaging, feeds, office documents, collaboration tools and business applications.
- Lotus Notes helps users manage their ever-growing inboxes effectively, with full-text search, delegation, mail filtering and sorting, conversation views and flags.

- Lotus Notes helps increase user productivity with customizable widgets that can recognize specific patterns of text in Lotus Notes documents; recognized text can be clicked to perform the appropriate business action associated with that widget, such as retrieving information from a flight number in an e-mail.
- Lotus Notes helps users instantly locate and connect with resources via presence awareness, business cards and instant messaging incorporated in context within the inbox and calendar.
- Lotus Notes helps minimize or eliminate the impact of computer viruses through robust security features.
- Lotus Notes helps drive business value through composite application technology that allows you to integrate and present line-of-business solutions and data from multiple systems into a single view for end-users.
- Lotus Notes helps users to be productive even when disconnected from the network with advanced replication technology.

## **1-2 - Lotus Notes Benefits**

- **Replicas and Replication:** Lotus Notes lets you keep multiple copies of a single database, called replicas, on multiple servers or workstations. This lets users on a variety of networks in a variety of locations access the same information.  
Replication is the process of exchanging modifications between replicas. Through replication, Notes makes all of the replicas essentially identical over time. For example, users in one office can make changes to a replica on their server at the same time that users in another office make changes to a replica of the same database on their server. When the servers replicate, each replica is updated with the information from the replica on the other server.  
Replication makes Notes easily scalable: as capacity needs grow, only additional replicating servers need to be added.
- **Working offline:** As an example, replication allows a mobile user to replicate a copy of his Notes email database to his laptop before leaving the office. He can work

on the email database reading, responding to, or deleting email messages offline. Once back at the office, he can replicate the email database on his laptop back to the server, deleting the mail that he had flagged for deletion, sending the replies, and receiving new mail.

- **Customization:** Lotus Notes is very customizable. Every application can be customized in less time than it would take with most other applications.
- **Security:** Lotus Notes provides high level of security to protect your information.
  - ❖ Databases have several levels of security that can be established for different users or groups. Certain areas of a form can be encrypted so that only those that have a key can see it. The same form can have multiple fields encrypted with different keys.
  - ❖ Documents can have digital signatures. This allows the recipient of the document to verify that content of the document has not been altered and that the person who signed it is who he/she says he/she is.
  - ❖ The Notes Administrator cannot change a user's password.
  - ❖ To prevent users from obtaining a copy of the database by gaining physical access to the server, the entire databases can be encrypted.
  - ❖ You can prevent sensitive information from being forwarded by the recipient to others (i.e. recipient of an email message cannot pass it on).
- **Workflow:** Notes allows you to set up applications to make routing the form to the appropriate person easier. For example, a user fills out a Purchase Order; once submitted, the form is automatically sent to the Business Manager. The Business Manager approves it and digitally signs the form. Now the form is sent to Purchasing, who receives it; and, after processing it, the information in the database can automatically update accounting records, and fax the form to the vendor.
- **Inheritance:** The ability to have a document inherits values from another document. For example, the response to a posting in a newsgroup can inherit the information

from the original document so you can see information such as who posted the original, when it was posted, subject of the post, and so on.

- **Document sharing:** Lotus Notes makes it easy for several people to work on a document, review it, and make comments.
- **Modification Log:** Lotus Notes makes log document modifications (who modified it when) easy
- **Rich Text Documents:** Any Lotus Notes Document, including email, can have graphics, video, and sound along with regular text.
- **Web Publishing:** Almost all the benefits of Lotus Notes are now available from the Web. Notes databases are automatically converted to HTML, in real time, making it possible for you to browse or edit information in the databases on the Web.

### **1-3 - Lotus Notes Highlights**

- Offers flexible deployment models that deliver a seamless user experience
- Enables messaging and collaboration over the cloud, on premises, or as a hybrid model of the two
- Helps reduce costs and leverages existing assets
- Connects users to information from practically anywhere, at any time—from PCs, web browsers and a wide range of mobile devices

### **2.0 portal services**

With the recent developments in Web 2.0, businesses are quickly realizing the potential benefits of using collaboration software such as wikis, team collaboration programs, and forums. It has become imperative to provide a mechanism for users to collaborate at different levels.

Existing WebSphere Portal users can quickly take advantage of these new modes of collaboration by using custom integration portlets. This article explains a method for integrating WebSphere Portal applications by using Lotus Quickr Web 2.0 services. We include a working example that can give immediate benefits to your customers.

# Product overviews

First, let's go over some key features of the products we're discussing.

## **2.1 Lotus Quickr**

Lotus Quickr is team collaboration software that contains features such as content libraries, team places, connectors, templates, and personal file sharing, all of which facilitate faster and more effective collaboration, among small and large teams alike. Lotus Quickr adopts Web 2.0 infrastructure and is well suited to deal with flexible, virtual teams. Among the services that Lotus Quickr offers are these:

- Collaborative authoring using a wiki
- Information sharing using blogs Content sharing using content libraries
- Instant communications using instant messaging

These services make Lotus Quickr useful in a global economy in which teams are geographically separated but frequently work together.

As of this article's writing, the latest release of Java™ 2 Platform, Enterprise Edition for Lotus Quickr is version 8.1, and it's actually built on top of WebSphere Portal V6.0. Although there is an IBM Lotus Domino® version of Lotus Quickr that is available, we refer to the Java 2 Platform, Enterprise Edition version here.

## **2.2 WebSphere Portal**

WebSphere Portal is an integration platform capable of bringing several services together as a single, unified, consistent user interface (UI) that delivers role-based, process-driven, in-context, and personalized information to users, contributing to their overall productivity.

WebSphere Portal offers several services and capabilities such as Web content management, in-context situational applications, consumer gadget applications, team collaboration software, and single sign-on (SSO) capabilities.

As of this article's writing, the latest release of WebSphere Portal is version 6.1, which includes an enhanced user experience supported by various underlying Web 2.0 technologies such as Asynchronous JavaScript and XML (AJAX), Representational State Transfer (REST), palettes, drag and drop, smart markup, and dynamic menus using semantic tags.

### **3 -Lotus Expeditor**

IBM Lotus Expeditor software is IBM's client integration framework. It assists developers in integrating a wide variety of client and server applications to optimize the information that your employees need to accelerate your business processes. Expeditor is used, in production; by bank tellers, call centers, government employees, insurance adjusters, and in other customer care applications, worldwide. Use it to extend your IBM Lotus or IBM WebSphere or other legacy applications such as Microsoft .NET. Lotus Expeditor software supports laptops, desktops, kiosks, branch office integration hubs and mobile device clients. It provides the flexibility of service oriented architecture (SOA) and a standards-based programming model from the OSG alliance and the Eclipse foundation. The Lotus Expeditor 6.2 software also includes Lotus Expeditor integrator software which provides a local concentrator and integration hub for transactional messaging for satellite locations of an enterprise such as retail outlets or remote offices.

## IT Valley Capabilities

As we committed to bring latest services and technologies to our customers the best solutions and applications through our team and our partnerships, IT Valley offering

**Implementation:** IT Valley provide implementation and deployment of IBM Lotus applications; Implementation includes products installation, configuration and customization for customers who will use messaging and applications on their Lotus platform.

**Migration:** IT Valley can assist in migrating high volume of messaging data, using best practices and a professional migration plan.

**Integration:** We integrate our mail solutions with the customer's business applications (examples: Faxing solutions, Mobile device solutions, email archiving solutions) to help our customers have the full functionality of their complete solution.

**Mail Security:** We provide anti-spam solutions to help secure what flows through our customer's network.

**Mail Backup Service:** This is sort of a high availability service providing customers with safety and a disaster recovery plan for their valuable data.

**Training:** We provide our customers with Administration training and End user training to help them use IBM Lotus products with ease.