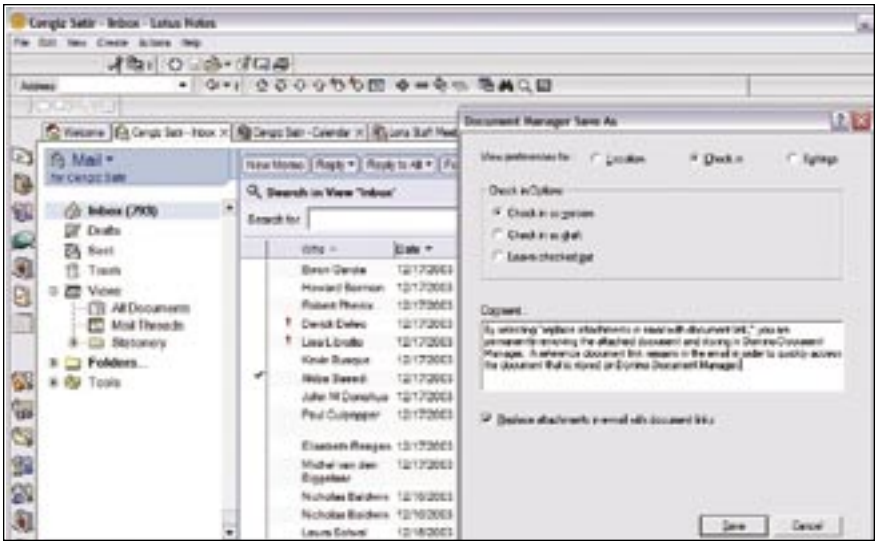
Lotus. software

IBM Lotus Domino Document Manager 6.5.1

Highlights

- ***Provides high-value, low-cost document management for organization-wide applicability***
- ***Manages the complete document life cycle, from collaborative authoring, storage and management to archiving***
- ***Manages documents for IBM Lotus Notes, Microsoft Outlook®, and other standard desktop applications and Web browsers***
- ***Integrates with IBM Lotus Instant Messaging and Web Conferencing software***
- ***Provides rigorous, flexible security options to help protect critical business documents***



Lotus Domino Document Manager allows users to detach documents easily into its library, local file system or file server. Users can control document profile information and define security levels.

Streamline document management to increase employee productivity

In today's competitive environment, businesses need to eliminate redundancy, accelerate time to value and protect the intellectual capital contained in business documents. With IBM Lotus® Domino® Document Manager software, you can implement a document library environment that can foster organization-wide collaboration and increase employee productivity.

Lotus Domino Document Manager software has a distributed document library and built-in collaborative capabilities to make it easy for your employees to capture, organize, access and share the information they need to perform their job duties more efficiently. With capabilities for responding quickly to customers and enhancing productivity, IBM Lotus Domino Document Manager software supports your company's transition to becoming an e-business on demand™ enterprise.

Integrate to support advanced functionality and usability

Lotus Domino Document Manager software integrates transparently with your employees' e-mail and desktop applications. No additional training is required, so user communities can readily adopt document management practices. Simple actions like "save as" and "open as" from within users' familiar desktop applications now tie directly to Lotus Domino Document Manager check-in and check-out features, streamlining the overall process.

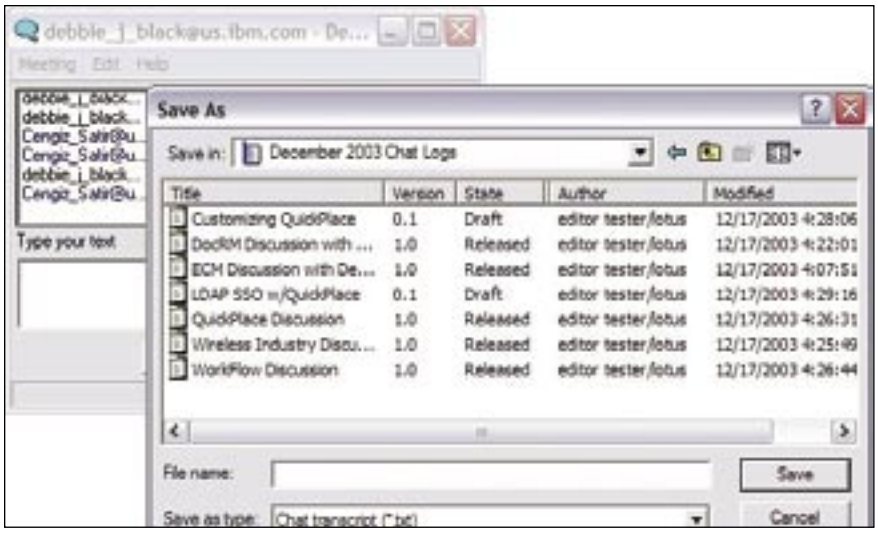
With new e-mail integration capabilities, your employees can selectively store attachments—including spreadsheets, presentations and text documents—directly from within an IBM Lotus Notes® inbox to specified Lotus Domino Document Manager document libraries for thorough document tracking. And with the enhanced managed library function, users can create multiple documents and send e-mail message text to Lotus Domino Document Manager software. Also, in the Web client interface, the flexible frame library hierarchy gives users a view of document libraries that is more intuitive and easier to navigate. This speeds document creation and searching and increases usability and productivity.

Enable collaborative document management with integrated tools

With Lotus Domino Document Manager software, authorized users can organize and exchange documents through a variety of clients. You can create custom clients to meet individual user needs, making the software flexible across heterogeneous environments. You can configure Lotus Notes or Microsoft® Office applications as clients, as well as Microsoft Explorer file manager and industry-standard Web browsers, for flexible collaboration capabilities.

Lotus Domino Document Manager integrates with Lotus Instant Messaging and Web Conferencing 6.5.1 (formerly Sametime®) software, enabling users to save and archive chat sessions for more complete information management. Lotus Instant Messaging and Web Conferencing software can be configured so that when you open a document profile—in either Lotus Notes or Web client—you can also have a tab or button that activates an instant messaging session.

The document profile will show a list of people online who are relevant to the document, such as the author or reviewer. You can initiate a Lotus Instant Messaging chat to facilitate discussion of the document and speed content editing. You can also



Instant messaging integration capability directly associates a discussion with a document to enable efficient peer review and collaboration. Lotus Domino Document Manager maintains the discussion thread and version control of the document being discussed.

associate a threaded discussion with any document to encourage feedback and brainstorming. And team members can use a threaded discussion to streamline the approval process during document review cycles.

Facilitate customization with flexible application development tools

Lotus Domino Document Manager open application programming interfaces (APIs) allow you to use IBM LotusScript, Microsoft Visual Basic, Visual C++ and other programming languages to access features and capabilities. And you can integrate with other business applications, like relational databases and transactional systems. Intuitive APIs and integration with IBM Lotus Workflow™ software make it simple and straightforward to integrate Lotus Domino Document Manager software with e-business applications—including customer relationship management and Web content management applications such as Lotus Workplace Web Content Management.

Leverage easy document creation and efficient review cycles

Setting up a document library is easy, and it can be used with all supported clients. You can define document lifecycle steps quickly, just by filling out a simple form. Users can work with documents locally—by dragging and dropping any document from your network to their desktops and into a Lotus Domino Document Manager document library—while maintaining version control across the entire enterprise. Multilevel version control capabilities keep drafts intelligently organized. Replicated document repositories, wherever they're physically located, fully support functions like check-in and check-out and document locking. As a result, you always know which version is the most current and accurate, and only one version is being reviewed at any point in time.

Lotus Domino Document Manager is designed to let you track and manage documents from initial draft through reviews to a final, approved document. Finalized documents can be easily searched, accessed and reused to improve efficiency and quality. Automatic expiration events and reminders keep review and approval cycles moving smoothly. Reviewers can conveniently comment on originals or make updates to drafts. And with the capability to search across libraries and servers by running a Domino Domain search, you can further enhance productivity with improved application performance. Clustering and failover functionality also support efficient performance.

Lotus Domino Document Manager software is designed to operate with workflow and e-business applications. You can configure it to automatically move completed documents to IBM CommonStore for Lotus Domino or IBM Tivoli® Storage Manager software based on flexible criteria. A proxy document remains available for convenient search, discovery and retrieval. Or, by defining archival criteria based on a document's type, you can automatically store documents on offline media when they reach the end of their active lives. Key attributes of an archived document's content and retrieval information remain in a Lotus Domino Document Manager document library for future retrieval and use.

Rely on a security-rich system

Lightweight Directory Access Protocol (LDAP) directory improvements enhance document security, and single sign-on (SSO) session-based authentication between the Web client and desktop client makes user access easy. New improvements allow you to authenticate LDAP users with the Lotus Domino Document Manager directory and support nested LDAP groups. By setting access levels according to predefined groups, users can save time, increase productivity and maintain normal conventions for access control. And proven, industrial-strength Lotus Domino security features, from certificate-based authentication to Secure Sockets Layer (SSL) encryption to document-level access controls, provide a security-rich environment for your data.

Advanced security features and document control capabilities can help reduce your exposure to litigation and industry fines for noncompliance. Lotus Domino Document Manager software uses an organized file cabinet system to support improved document life-cycle management. The master file cabinet serves as a central repository for all of your projects' various documents. To optimize network efficiency, the master file cabinet is replicated to each of your distributed sites as a local cabinet—automatically synchronizing each replica, so team members can access and share documents from any local replica without disrupting document integrity elsewhere.

Within the local file cabinet, authorized participants create named folders or binders for documents. Authors assign new documents a predefined type—for example, a business plan. Stored documents can be conveniently accessed using Lotus Notes clients, Web browsers and even the desktop applications used to create them. You can tag favorite documents for quick access and bookmark documents across multiple binders to reduce duplicate documents. Load new file cabinets quickly by importing whole directories of documents from the file system. And set up multiple levels of categorization within file cabinets.

Distributed document-locking capabilities, when combined with the industry-leading replication capabilities of IBM Lotus Domino database software, enable team members in different locations to check content in and out of a local document library.

Accommodate growth with the IBM Content Management portfolio

Lotus Domino Document Manager is a part of the IBM Content Management portfolio, which includes products to address areas including records management, hierarchical storage management and Web content management. Investment in Lotus Domino Document Manager can be extended as your organization's needs grow.

For more information

To learn more about using IBM Lotus Domino Document Manager 6.5.1 software to improve your enterprise document management, visit:

ibm.com/lotus/dominodoc

IBM Lotus Domino Document Manager Version 6.5.1 at a glance

Server requirements

IBM Lotus Domino Document Manager software is now aligned with all IBM Lotus Domino software-based products in a common release schedule and runs on any of the following platforms paired with an IBM Lotus Domino server:

Intel®

- Microsoft Windows® Server 2003—Lotus Domino 5.0.12, 6.03, 6.5 and 6.5.1
- Microsoft Windows NT® Server—Lotus Domino 5.0.12, 6.03, 6.5 and 6.5.1
- Microsoft Windows 2000 Advanced Server—Lotus Domino 5.0.12, 6.03, 6.5 and 6.5.1 IBM OS/400®
- OS/400, Version 5 Release 1 and Release 2—Lotus Domino 5.0.12, 6.03, 6.5 and 6.5.1

IBM AIX®

- AIX, Version 5.1 and 5.2—Lotus Domino 5.0.12, 6.03, 6.5 and 6.5.1

Sun Solaris operating environment for Sparc

- Sun Solaris 8 and 9 operating environment—Lotus Domino 5.0.12, 6.03, 6.5 and 6.5.1

Client requirements

Notes client support for Lotus Domino 5.0.12, 6.03, 6.5 and 6.5.1:

- Microsoft Windows XP Professional; Windows 2000 Professional; Windows NT Workstation, Version 4

Desktop client support for Windows Explorer, Open Document Management API (ODMA) and API:

- Microsoft Windows XP Professional; Windows 2000 Professional; Windows NT Workstation, Version 4

Web browser client support:

- Internet Explorer 5.5 SP2, Internet Explorer 6.0
- Netscape Communicator 4.78/4.79

ODMA application support

Microsoft Office applications	**ODMA applications**
Microsoft Word 2000	Microsoft Word 97
Microsoft Word XP	Microsoft PowerPoint® 97
Microsoft Excel 97	Microsoft Photo Draw 2000
Microsoft Excel 2000	Microsoft Visio® 2000
Microsoft Excel XP	IBM Lotus Word Pro 9.6 or later
Microsoft PowerPoint 2000	IBM Lotus Freelance 9.6 or later
Microsoft PowerPoint XP	IBM Lotus 1-2-3 9.8

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