IBM

IBM Lotus Workflow 7

A member of the IBM® Workplace™ family

Highlights

■ *Shares common attributes and platform support with other IBM Lotus Notes and IBM Lotus Domino 7 products*

■ *Extends the workflow capabilities of Lotus Domino software to provide a powerful workflow-management system*

■ *Enhanced integration with IBM Lotus Domino Document Manager 7 software to streamline routing of documents*

■ *Provides instant messaging capabilities through out-of-the-box integration with IBM Lotus Sametime 7 software*

■ *Helps both to improve worker response time and reduce operating costs*

IBM Lotus® Workflow™ 7 software is an easy-to-use, standalone workflow application development tool that extends the native workflow capabilities of IBM Lotus Domino® software. Integrating easily with your IBM Lotus Notes® and Lotus Domino environments, Lotus Workflow software provides the ability to automate, manage and monitor business processes, and helps reduce the burden of paper-based work. Mission-critical workflow applications can be supported and maintained, rolled out across the enterprise and quickly modified as processes evolve.

One of the hallmarks of Lotus Workflow software is its flexibility. Processes can range from completely ad hoc, informal teamwork to rigidly structured procedures with multiple levels of approvals and automatic notification to managers when deadlines are missed. Lotus Workflow software makes it easier to document and refine your company's processes to reflect changing business needs.

Automate business processes throughout your enterprise
Lotus Workflow software offers an easy-to-use application-development tool to design and adapt business processes and track work as it moves through your organization. The product provides point-and-click tools and reusable object libraries for routing rules, role assignment, deadline handling and task automation, so even complex processes can be automated with little or no programming.
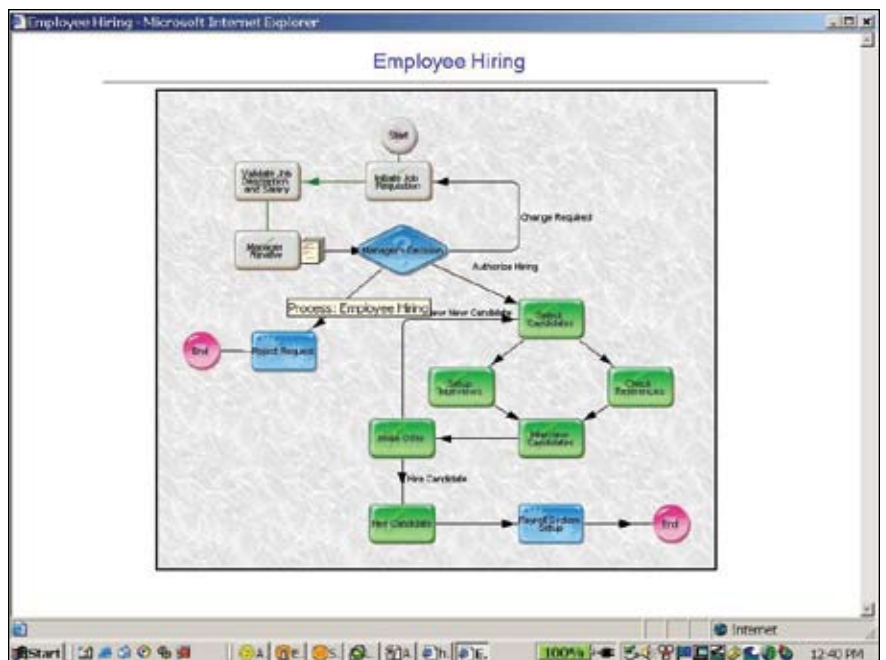
With Lotus Workflow 7 software, enhanced capabilities help you use the Web — whether Internet, intranet or extranet — to manage business processes across your enterprise more effectively, saving you time and helping to improve your employees' productivity.

Lotus Workflow software includes a graphical design tool, robust database technology, built-in workflow logic, directory tools and Web-enhanced application programming

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interface (API) toolkits. Lotus Workflow 7 software adds the ability to expose its services by leveraging Lotus Domino 7 software's core support for the hosting of Web services. By providing a platform for automating, refining and managing complex business processes, Lotus Workflow software can help to both improve employee response time and reduce costs. Users can typically perform manual processes more quickly and consistently, with fewer errors, because steps are predefined and documented. Users can also complete paperwork faster, because documents can be created, modified, stored, moved and managed elec-tronically—eliminating the paper chase that can slow critical and routine business processes. And you can easily update workflow applications to reflect changes in your organization and to build increased efficiencies into critical business processes.

Gains in productivity

If you're a workflow participant, Lotus Workflow software saves valuable time by helping you organize your work and set priorities. Work arrives with all the supporting documents. You can sort your work by priority or due date, so you can work on the most important or most time-sensitive tasks first. Lotus Workflow software

Lotus Workflow software makes it easy to map out all the steps of a standard business process.

also allows you to delegate work, form teams to help you and report prob-lems to your supervisor or manager. And with collaboration and communi-cation through integration with the Lotus Notes and Lotus Domino 7 family of products, your team's best practices are easy to establish, keep and share through discussion threads, e-mails and Lotus Notes databases.

Enhanced document management

Lotus Workflow software is an appli-cation that allows your organization to plan, schedule, track, monitor and archive its document-based work and projects. With Lotus Workflow software, you can control the life-cycle work-flow of documents stored or created

in Lotus Domino Document Manager (IBM Lotus Domino.Doc®) software. Lotus Workflow 7 software allows Lotus Workflow Web browser users to make changes to a document and any attachment that is checked out from the Document Manager system.

If your organization's processes are mostly paper based, Lotus Workflow software can dramatically reduce the time it takes to accomplish tasks. Automating processes and moving documents electronically virtually eliminates the time required to move paper around your organization. In addition, the instructions and routing rules contained in the process definitions assure that problems are caught early and that repetitive tasks are automated.

Improvements in process control

When procedures and rules live only inside the heads of workers, consistency and quality can suffer. Lotus Workflow software can be a powerful knowledge management tool for standardizing your organization's processes while providing great flexibility for modifying and improving them. Over time, the process definitions created under Lotus Workflow software can become a storehouse of best practices for the organization, which can be shared across the enterprise.

Keep what you have; leverage what you know

An integral part of the IBM® Workplace™ family, Lotus Workflow software builds on your developers' existing knowledge of IBM Lotus software products, such as IBM Lotus Notes and Lotus Domino, as well as other Lotus products. Fast integration with Lotus Domino Document Manager, IBM Lotus Sametime®, IBM Lotus QuickPlace® and Lotus Notes applications can help improve productivity and save time. Participants can see their work assignments as part of a flow diagram, using either the Microsoft® Windows® technology- or Web-based Lotus Workflow Web Viewer, to quickly and easily check the status and context of a currently running

job. Lotus Workflow software fully uses Lotus Domino secure message routing, replication and Web-browser support to help developers create workflow designs that are scalable, manageable and reusable across your entire enterprise. Lotus Workflow software also leverages Lotus Domino database support of granular access control to improve security and management.

Integration with IBM Lotus Workflow Developer Toolkit allows you to build more-robust workflow solutions and tap into other directories, including the IBM Lotus Domino Directory and Lightweight Directory Access Protocol (LDAP). Lotus Workflow and Lotus Domino Document Manager software are highly compatible, so you can store and manage documents with Lotus Domino Document Manager software, while using Lotus Workflow applications to rapidly deliver documents across your enterprise. This enables your team to edit, review and approve drafts, and delegate and complete assigned tasks faster.

Visual tools and powerful process logic

Lotus Workflow software provides an intuitive visual design environment to help managers and developers

collaboratively design and review business processes. The flow-chart-style visual interface—and a business object library in which to store workflow design elements—can help developers to both rapidly and cost-effectively create workflow applications.

Leading-edge services and solutions— available when and where you need them

Choosing Lotus software from IBM means you have access to the vast resources available through the global team at IBM Software Services for Lotus and IBM's network of qualified IBM Business Partners. IBM Software Services for Lotus is available to help you quickly maximize the capabilities of your Lotus software investments. 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, visit ibm.com/lotus/services or ibm.com/lotus/partner.

For more information

To learn more about Lotus Workflow 7 software, visit:

ibm.com/lotus/workflow

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