IBM Lotus Quickr provides a way to exchange business content quickly and easily, enabling effective collaboration between connected teams

At a glance

IBM Lotus Quickr is team software that helps you access and interact with the people, information, and project materials required to get the job done faster and to make better, more informed decisions. The rich features of Lotus Quickr enable you to:

- Organize and share everyday business files

- Ease communications and discussions

- Easily set up online team spaces and perform typical business processes

- Collaboratively author and edit content

- Coordinate meetings and events

Lotus Quickr includes connectors that allow you to work both from a Web browser and right from your favorite desktop programs, such as Lotus Notes, Lotus Sametime, and Microsoft Office. In addition, you can easily extend your collaboration to strategic partners and customers outside your firewall, using the extranet support in Lotus Quickr. When traveling, you can take your Lotus Quickr team spaces offline. **For ordering, contact:**

Your IBM representative or the Americas Call Centers at

800-IBM-CALL Reference: YE001

Overview

IBM Lotus® Quickr software includes three components:

1. A content store or repository

2. Content management and team collaboration capabilities

3. A set of downloadable connectors (similar to plug-ins) that provide access to Lotus Quickr software from within desktop applications

Lotus Quickr lets you easily store content (for example, Microsoft™ Office documents, videos, media files) on servers that your IT department can regularly backup. You can organize your content in Lotus Quickr places (in libraries, folders, subfolders, or views sorted by different categories). You can authorize others to read, edit, or manage your content. You can also subscribe to content and receive updates in your favorite feed reader when content is added or changed.

Lotus Quickr provides tools necessary to support a team of people Working Together® to author content. You can "check out," or lock, a document to avoid update collisions and create multiple versions with history. You can set up simple workflow for an approval process. A Lotus Quickr connector integrates directly into Microsoft Office

applications, enabling authors to seamlessly move content to and from their server libraries. Lotus Quickr also provides wiki technology as another option for Web-based collaborative authoring.

Lotus Quickr helps reduce e-mail overload. Instead of sending and managing attachments in your e-mail, you can easily send your colleagues links to content in your Lotus Quickr libraries. With just a click or two, you can detach received files from your in-box directly into a Lotus Quickr content library via the Lotus Notes® connector. Lotus Quickr helps you break the cycle of "reply to all" with different versions of the same attachment overwhelming everyone's in-boxes.

You can use a Lotus Quickr online place to discuss topics of interest to your team, using threaded discussion forums or blog technology. You can manage your team's work and time using tools like a team calendar and project milestones. And you can easily customize the look and feel of your team's place with images, colors, and fonts to make it unique.

Lotus Quickr includes pre-built templates that are designed for specific business situations. For example, the Innovation Place template is a Web-based suggestion box with the ability to comment on and rate ideas. Templates make it easy for end users to create customized places with just a few clicks.

Lotus Quickr is designed to integrate with your current server and desktop environments. It supports multiple server operating systems and it integrates with multiple versions of desktop software, such as Lotus Notes, Lotus Sametime®, and Microsoft Office.

Key prerequisites

Refer to the Hardware requirements and Software requirements sections for details.

Planned availability dates

- June 29, 2007: English eGA

- August 21, 2007: West Europe and AP

- October 3, 2007: Multilingual and Nordic eGA (electronic software delivery)

- July 30, 2007: English pGA

- September 11, 2007: West Europe and AP pGA

- October 24, 2007: Multilingual and Nordic pGA (media and documentation)

Description

IBM Lotus Quickr helps people organize and share everyday business content, making it easier to find the latest information and ensuring that everyone is working from the same version of content. It enables effective communication and discussion among teams of people who might be dispersed across different parts of the organization, separated geographically, or even external to the organization.

IBM Lotus Quickr includes three major components:

- A content repository

- Content and team services

- Connectors that plug into desktop applications

The Lotus Quickr content repository is a "database" where you store, manage, and share content on Lotus Quickr servers. The repository is included as part of the Lotus Quickr product at no additional charge. Two repository options are provided with Lotus Quickr V8.0. Customers can deploy either (or both) of these repository architectures:

- A Lotus Domino®-based repository

- A relational Java™ content repository (JCR)

The Lotus Quickr content and team services enable you to store, organize, access, and share content and team projects. These services include the following:

Content libraries: In your Lotus Quickr repositories, you can create one or more content libraries. A content library is a basic type of Lotus Quickr "place."

- A content library can be organized with folders, subfolders, and views to help users organize and access content.

- Users can contribute content to libraries via upload from a browser interface or by using any of the Lotus Quickr connectors (described below).

- Check-in and check-out capability is provided so users can author collaboratively and avoid update collisions.

- Users can also create multiple versions of a document so that a version history is preserved.

- Custom document types allow you to associate particular attributes with different kinds of content in your organization. For example, you can require a basic approval workflow for contract documents.

Team collaboration services: You can create a Lotus Quickr place for your team that includes collaborative components (in addition to a team library). Available pre-built team collaboration services include:

- A team calendar where you can store information about team meetings and important events.

- Project milestones that provide basic project management capabilities and visibility to percent complete.

- Discussion forums where multiple people can start threads and contribute content. Discussion forums are typically organized by topic.

- Team blogs (or Web log) where a primary member contributes and other members comment. Blogs are typically organized chronologically (most recent first).

- Wikis for Web-based collaborative authoring where changes are posted immediately, but history is maintained so changes can be rolled back if necessary.

- Announcement lists where you can post news items of interest to the team.

The Lotus Quickr connectors provide access to content libraries directly from desktop applications. Connectors for Lotus Notes, Lotus Sametime, Microsoft Office, and Windows™ Explorer are included.

Lotus Notes connector provides the following capabilities:

- Detach e-mail attachments directly into libraries on a Lotus Quickr server.

- Send links to content in a Lotus Quickr library instead of sending large attachments.

- "Intercept prompt" when a user attempts to send an attachment, offering the option to detach the file to a Lotus Quickr library and send a link instead.

- Utilize a side shelf (with Lotus Notes 8) to navigate through Lotus Quickr libraries and perform library functions (for example, check in and check out).

Lotus Sametime connector provides the following capabilities:

- Utilize a "plug-in" shelf to navigate through Lotus Quickr libraries and perform library functions (for example, check in and check out).

- Launch a chat about a document, automatically inserting a link to the Lotus Quickr library and an option to open the document with the appropriate editor directly from the chat window.

Microsoft Office connector provides the following capabilities:

- Embedded "Lotus Tools" menu in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint that allows users to navigate through Lotus Quickr libraries and perform library functions (for example, check in and check out).

- "Round-trip" editing that supports saving a document back to the Lotus Quickr library when the editor is launched from the library.

Windows Explorer connector provides the following capabilities:

- Navigate through Lotus Quickr libraries and perform library functions (for example, check in and check out).
- Use "drag and drop" to copy files from your C-drive to Lotus Quickr content libraries.

IPLA and Subscription and Support considerations

IPLA licenses can be transferred from one machine to another within, but not limited to an enterprise. You may aggregate the capacity for all the processors the product is operated on to achieve a more economic price. This will result in a single Proof of Entitlement (PoE). It is your responsibility to manage the distribution of Value Units within the limits of the entitlement of the product license.

Subscription and Support must cover the same capacity as the product license entitlement. Subscription and Support will be available in the country in which the agreement is made.

Statement of direction

It is the intention of IBM Lotus to continue to offer feature-rich, scalable, security-rich, easy-to-use software for organizing, managing, and sharing everyday content and for online team collaboration, regardless of company size and industry focus.

All statements regarding IBM's plans, directions, and intent are subject to change or withdrawal without notice.

Availability of national languages

Product description	Language	GA date
IBM Lotus Quickr V8.0.0	Multilingual (French, Catalan, Spanish, Portuguese-Brazilian, German, English, Italian), Multilingual (Thai, Korean, Chinese -- Simplified, Japanese, Chinese -- Traditional, English)	September 11, 2007
IBM Lotus Quickr V8.0.0	Multilingual (Danish, Swedish, Norwegian Nynorsk, English, Dutch, Finnish), Multilingual (Portuguese, Russian, Hebrew, Arabic, Ukrainian, Hungarian, English, Slovenian, Greek, Turkish, Czech, Slovakian, Polish)	October 24, 2007

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IBM Lotus Quickr V8.0.0        English       July 30, 2007
```

Trademarks

Education support

The following educational offerings are available as listed below:

IBM training provides education to support many IBM offerings. Descriptions of courses for IT professionals and managers are on the IBM training Web site

http://www.ibm.com/services/learning/ites.wss/tp/en?pageType=tp_search

Call IBM training at 800-IBM-TEACH (426-8322) for catalogs, schedules, and enrollments.

Education support will be provided for the products in this announcement.

IBM Software Services for Lotus® Education provides education to support many Lotus offerings. For a complete list of offerings visit the Web site at

http://www.lotus.com/education

Technical Skills Software Workshop: No-fee technical skills training workshops (English only) for this product are offered to customers and business partners to gain hands-on skills for installing, configuring, operating, and supporting this product. The workshops are ideal for customers and business partners who are in the process of evaluating, or have already purchased it. Workshops are modeled to be 50% to 70% hands-on labs and are continually updated to current product release.

Workshops are delivered in multiple formats: Traditional classroom, self-paced (self-study), and instructor led e-learning. All formats have the same content.

Traditional classroom workshops are scheduled and delivered in-person worldwide at IBM and non-IBM locations throughout the year.

Self-paced/self-study workshops enable the student to view the workshop presentations and execute the labs on their own schedule with no travel required. The presentations have speaker notes and allow the student full control to navigate the information. Students reserve a one week period to run the labs on a remote, supported, live environment. Support is provided through a monitored forum.

Note: A fast internet connection is required.

For more details on current workshop content, schedules, and to register for any workshop format, visit

https://www.developer.ibm.com/isv/spc/events/

Offering Information

Product information is available via the Offering Information Web site

http://www.ibm.com/common/ssi

Also, visit the Passport Advantage® Web site

http://www.ibm.com/software/passportadvantage

Publications

No publications are shipped with this product.

The IBM Publications Center

http://www.ibm.com/shop/publications/order

The Publications Center is a worldwide central repository for IBM product publications and marketing material with a catalog of 70,000 items. Extensive search facilities are provided. Payment options for orders are via credit card (in the U.S.) or customer number for 20 countries. A large number of publications are available online in various file formats, and they can all be downloaded by all countries.

Technical information

Specified operating environment

Hardware requirements: Refer to

http://ibm.com/lotus/quickr

Software requirements: Refer to

http://ibm.com/lotus/quickr

Planning information

Software Maintenance is included with licenses purchased through Passport Advantage and Passport Advantage Express. Product upgrades and technical support are provided by the Software Maintenance offering as described in the Agreements. Product upgrades provide the latest versions and releases to entitled software and technical support provides voice and electronic access to IBM support organizations, worldwide.

IBM includes one year of Software Maintenance with each program license acquired. The initial period of Software Maintenance can be extended by the purchase of a renewal option, if available.

Packaging: Product name will be distributed via a media package and electronic software distribution (ESD).

IBM Lotus Quickr media package is distributed in one package with the following:

- IBM Lotus Quickr Product CDs — fill in what is in the media pack Product CDs

- Soft copy product documentation including README files are included on the product CDs

- The LI form number for Lotus Quickr is L-MLIN-72NNKQ

Security, auditability, and control

The customer is responsible for evaluation, selection, and implementation of security features, administrative procedures, and appropriate controls in application systems and communication facilities.

Software Services

IBM Software Services has the breadth, depth, and reach to manage your services needs. You can leverage the deep technical skills of our lab-based, software services team and the business consulting, project management, and infrastructure expertise of our IBM Global Services team.

Also, we extend our IBM Software Services reach through IBM Business Partners to provide an unmatched portfolio of capabilities. Together, we provide the global reach, intellectual capital, industry insight, and technology leadership to support any critical business need.

To learn more about IBM Software Services or to contact a Software Services sales specialist, visit

   http://www.ibm.com/software/sw-services/

To locate an IBM Business Partner, visit

   http://www.ibm.com/software/solutions/isv

Ordering information

This product is only available via Passport Advantage. It is not available as shrinkwrap.

Product information

```
Licensed function      Product          Product
title                  group            category

IBM Lotus Quickr       IBM Lotus        IBM Lotus
                       Quickr           Quickr

Program                PID              Charge unit
name                   number           description

IBM Lotus Quickr       5724-S31         Value Unit
IBM Lotus Quickr       5724-S31         Authorized
                                          User(s)
```

Charge metrics definitions

Value Unit

A Value Unit is a pricing charge metric for program license entitlements which is based upon the quantity of a specific designated measurement used for a given program. Each program has a designated measurement. The most commonly used designated measurement is a processor core. However, for select programs, there are other designated measurements such as users, client devices, and messages. The number of Value Unit entitlements required for a program depends on how the program is deployed in your environment and must be obtained from a Value Unit table. You must obtain a PoE for the calculated number of Value Unit entitlements for your implementation. The Value Unit entitlements are specific to a program and may not be exchanged, interchanged, or aggregated with Value Unit entitlements of another program.

Processor (Value Unit)

A processor core is a functional unit within a computing device that interprets and executes instructions. A processor core consists of at least an instruction control unit and one or more arithmetic or logic unit. With multicore technology, each core is considered a processor. Not all processor cores require the same number of Value Unit entitlements. To calculate the number of Value Unit entitlements required, refer to the value unit table on the following Web site

   http://www-142.ibm.com/software
   /sw-lotus/services/cwepassport.
   nsf/wdocs/pvu_table_for_customers

With full capacity licensing, a PoE must be acquired for the appropriate number of value units based on all activated processor cores available for use on the server.

Authorized user

An authorized user is one and only one individual (named or unnamed) within or outside your enterprise. A PoE must be obtained for each individual user accessing the program in any manner. A program licensed under an authorized user PoE may be installed on a single computer or server, and accessed by multiple users, provided that a PoE has been obtained for each individual user accessing the program either directly or indirectly (via a multiplexing program, device, or application server) through any means on behalf of the user.

Passport Advantage program licenses

IBM Lotus Quickr

```
Part description              Part number

IBM Lotus Quickr
IBM Lotus Quickr Authorized    D617WLL
 User License & SW Maintenance
 12 Months
IBM Lotus Quickr Authorized    E03WJLL
 User SW Maintenance Annual
 Renewal
IBM Lotus Quickr Authorized    D617XLL
 User SW Maintenance
 Reinstatement 12 Months
IBM Lotus Quickr Value Unit    D617YLL
 License & SW Maintenance 12
 Months
IBM Lotus Quickr Value Unit SW E03WKLL
 Maintenance Annual Renewal
IBM Lotus Quickr Value Unit SW D617ZLL
 Maintenance Reinstatement 12
 Months
```

Passport Advantage supply

```
                                             Part
Program name/description                     number

IBM Lotus Quickr V8.0.0
IBM Lotus Quickr V8.0.0 English Media Pack   AH001EN
IBM Lotus Quickr V8.0.0 West Europe Media Pack AH004ML
IBM Lotus Quickr V8.0.0 Nordic Media Pack    AH005ML
IBM Lotus Quickr V8.0.0 Multilingual Media Pack AH006ML
IBM Lotus Quickr V8.0.0 AP Media Pack        AH007ML
```

Passport Advantage customer: Media pack entitlement details

Customers with active maintenance or subscription for the products listed are entitled to receive the corresponding media pack.

IBM Lotus Quickr V8.0.0

```
Entitled maintenance                         Part
offerings description   Media packs description number

Lotus Quickr per        IBM Lotus Quickr V8.0.0  AH006ML
 Authorized User         Multilingual Media Pack
Lotus Quickr per        IBM Lotus Quickr V8.0.0 AP AH007ML
 Authorized User         Media Pack
Lotus Quickr per        IBM Lotus Quickr V8.0.0  AH004ML
 Authorized User         West Europe Media Pack
Lotus Quickr per        IBM Lotus Quickr V8.0.0  AH001EN
 Authorized User         English Media Pack
Lotus Quickr per        IBM Lotus Quickr V8.0.0  AH005ML
 Authorized User         Nordic Media Pack
Lotus Quickr per Value  IBM Lotus Quickr V8.0.0  AH001EN
 Unit                    English Media Pack
Lotus Quickr per Value  IBM Lotus Quickr V8.0.0  AH005ML
 Unit                    Nordic Media Pack
Lotus Quickr per Value  IBM Lotus Quickr V8.0.0  AH004ML
 Unit                    West Europe Media Pack
Lotus Quickr per Value  IBM Lotus Quickr V8.0.0  AH006ML
 Unit                    Multilingual Media Pack
Lotus Quickr per Value  IBM Lotus Quickr V8.0.0 AP AH007ML
 Unit                    Media Pack
```

Terms and conditions

The information provided in this announcement letter is for reference and convenience purposes only. The terms and conditions that govern any transaction with IBM are contained in the applicable contract documents such as the IBM International Program License Agreement, IBM International Passport Advantage Agreement, and the IBM Agreement for Acquisition of

Software Maintenance.

Licensing: IBM International Program License Agreement including the License Information document and Proof of Entitlement (PoE) govern your use of the program. PoEs are required for all authorized use.

Part number products only, offered outside of Passport Advantage, where applicable, are license only and do not include Software Maintenance.

This software license includes Software Maintenance, previously referred to as Software Subscription and Technical Support.

License information form number

```
Program              Program       Form
name                 number        number

IBM Lotus Quickr     5724-S31      L-MLIN-72NNKQ
```

The program's License Information will be available for review on the IBM Software License Agreement Web site

   http://www.ibm.com/software/sla/sladb.nsf

Limited warranty applies: Yes

Warranty: IBM warrants that when the program is used in the specified operating environment, it will conform to its specifications. The warranty applies only to the unmodified portion of the program. IBM does not warrant uninterrupted or error-free operation of the program or that IBM will correct all program defects. You are responsible for the results obtained from the use of the program.

IBM provides you with access to IBM databases containing information on known program defects, defect corrections, restrictions, and bypasses at no additional charge. Consult the IBM Software Support Guide for further information at

   http://www.ibm.com/software/support

IBM will maintain this information for at least one year after the original licensee acquires the program (warranty period).

Program technical support: Technical support of a program product will be available for a minimum of three years from the general availability date, as long as your Software Maintenance is in effect. This technical support allows you to obtain assistance (via telephone or electronic means) from IBM for product-specific, task-oriented questions regarding the installation and operation of the program product. Software Maintenance also provides you with access to updates, releases, and versions of the program. You will be notified, via announcement letter, of discontinuance of support with 12 months' notice. If you require additional technical support from IBM, including an extension of support beyond the discontinuance date, contact your IBM representative or IBM Business Partner. This extension may be available for a fee.

Money-back guarantee: If for any reason you are dissatisfied with the program and you are the original licensee, you may obtain a refund of the amount you paid for it, if within 30 days of your invoice date you return the program and its PoE to the party from whom you obtained it. If you downloaded the program, you may contact the party from whom you acquired it for instructions on how to obtain the refund.

- For programs acquired under the IBM International Passport Advantage Agreement, this term applies only to your first acquisition of the program.

Authorization for use on home/portable computer: The program may be stored on the primary machine and another machine, provided that the program is not in active use on both machines at the same time. You may not copy and use this program on another computer without paying additional license fees.

Usage restriction: Yes

For additional information, refer to the License Information Document that is available on the IBM

Software License Agreement Web site

http://www.ibm.com/software/sla/sladb.nsf

International Passport Agreement

Passport Advantage applies: Yes, and through the Passport Advantage Web site at

http://www.ibm.com/software/passportadvantage

This product is only available via Passport Advantage. It is not available as shrinkwrap.

Agreement for Acquisition of Software Maintenance: The following agreement applies for maintenance and does not require Customer signatures:

● IBM Agreement for Acquisition of Software Maintenance (Z125-6011)

Software Maintenance applies: Yes. Software Maintenance is included with licenses purchased through Passport Advantage and Passport Advantage Express. Product upgrades and technical support are provided by the Software Maintenance offering as described in the Agreements. Product upgrades provide the latest versions and releases to entitled software and Technical Support provides voice and electronic access to IBM support organizations, worldwide.

IBM includes one year of Software Maintenance with each program license acquired. The initial period of Software Maintenance can be extended by the purchase of a renewal option, if available.

While your Software Maintenance is in effect, IBM provides you assistance for your routine, short duration installation and usage (how-to) questions, and code-related questions. IBM provides assistance via telephone and, if available, electronic access, to your information systems (IS) technical support personnel during the normal business hours (published prime shift hours) of your IBM support center. (This assistance is not available to your end users.) IBM provides Severity 1 assistance 24 hours a day, 7 days a week. For additional details, consult your IBM Software Support Guide at

http://techsupport.services.ibm.com/guides/handbook.html

Software Maintenance does not include assistance for the design and development of applications, your use of programs in other than their specified operating environment, or failures caused by products for which IBM is not responsible under the applicable agreements.

For additional information about the International Passport Advantage Agreement and the IBM International Passport Advantage Express Agreement, visit the Passport Advantage Web site at

http://www.ibm.com/software/passportadvantage

Other terms

Volume orders (IVO): No

System i™ Software Maintenance applies: No

Educational allowance available: Not applicable

IBM Electronic Services

IBM has transformed its delivery of hardware and software support services to help you achieve higher system availability. Electronic Services is a Web-enabled solution that offers an exclusive, no-additional-charge enhancement to the service and support available for IBM servers. These services are designed to provide the opportunity for greater system availability with faster problem resolution and preemptive monitoring. Electronic Services comprises two separate, but complementary, elements: Electronic Services news page and Electronic Services Agent.

The Electronic Services news page is a single Internet entry point that replaces the multiple entry

points traditionally used to access IBM Internet services and support. The news page enables you to gain easier access to IBM resources for assistance in resolving technical problems.

The Electronic Service Agent™ is no-additional-charge software that resides on your server. It monitors events and transmits system inventory information to IBM on a periodic, client-defined timetable. The Electronic Service Agent automatically reports hardware problems to IBM. Early knowledge about potential problems enables IBM to deliver proactive service that may result in higher system availability and performance. In addition, information collected through the Service Agent is made available to IBM service support representatives when they help answer your questions or diagnose problems. Installation and use of IBM Electronic Service Agent for problem reporting enables IBM to provide better support and service for your IBM server.

Prices

Passport Advantage

For Passport Advantage information and charges, contact your IBM representative or authorized IBM Business Partner. Additional information is also available at

  http://www.ibm.com/software/passportadvantage

Business Partner information

If you are an IBM Business Partner — Distributor for Workstation Software acquiring products from IBM, you may link to Passport Advantage Online for resellers where you can obtain Business Partner pricing information. An IBM ID and password are required.

  https://www.ibm.com/software/howt
  obuy/passportadvantage/paoreseller

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Reference: YE001
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The Americas Call Centers, our national direct marketing organization, can add your name to the mailing list for catalogs of IBM products.

Note: Shipments will begin after the planned availability date.

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