

Groupmax Version 7

**HITACHI**  
Inspire the Next



# **Accelerating business through information collaboration between people.**

**Groupware has evolved into an information portal - a highly usable and secure information environment to achieve advanced knowledge sharing.**

It is important to fully apply both human and information resources.

With the advent of the ubiquitous information society and the globalization of business, companies are demanding flexible IT environments and new business styles to adapt to the increasing speed of change.

What they require is flexible collaboration towards a common goal of people who possess different knowledge, expertise, and experience, outside of the existing corporate framework.

Groupmax Version 7 provides a collaboration portal built around cross-functionality, security, ubiquity and globalization, facilitating rich collaboration

and rapid knowledge acquisition beyond the individual and organizational framework.

It helps create a virtual workplace for collaboration, enabling the organization of communities that bring together a variety of knowledge to create new insights and solve problems.

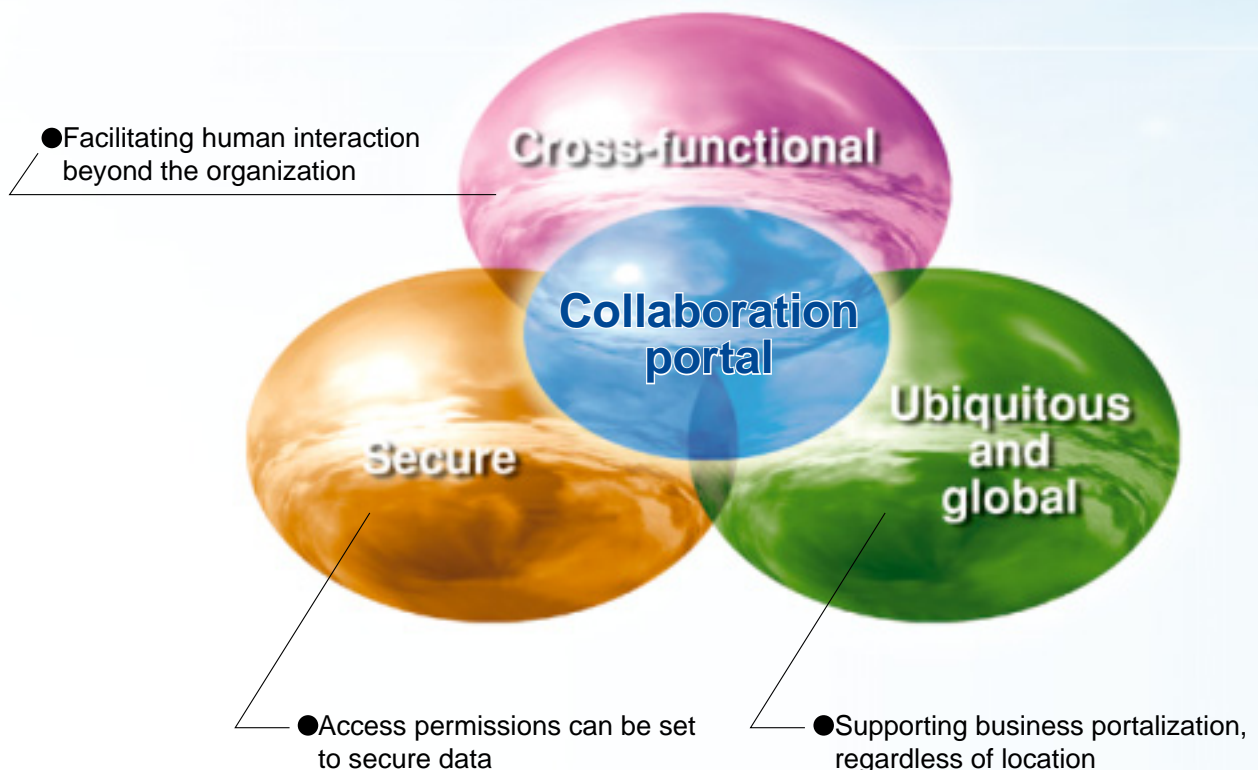
It also has enhanced security functionality built with compliance in mind,

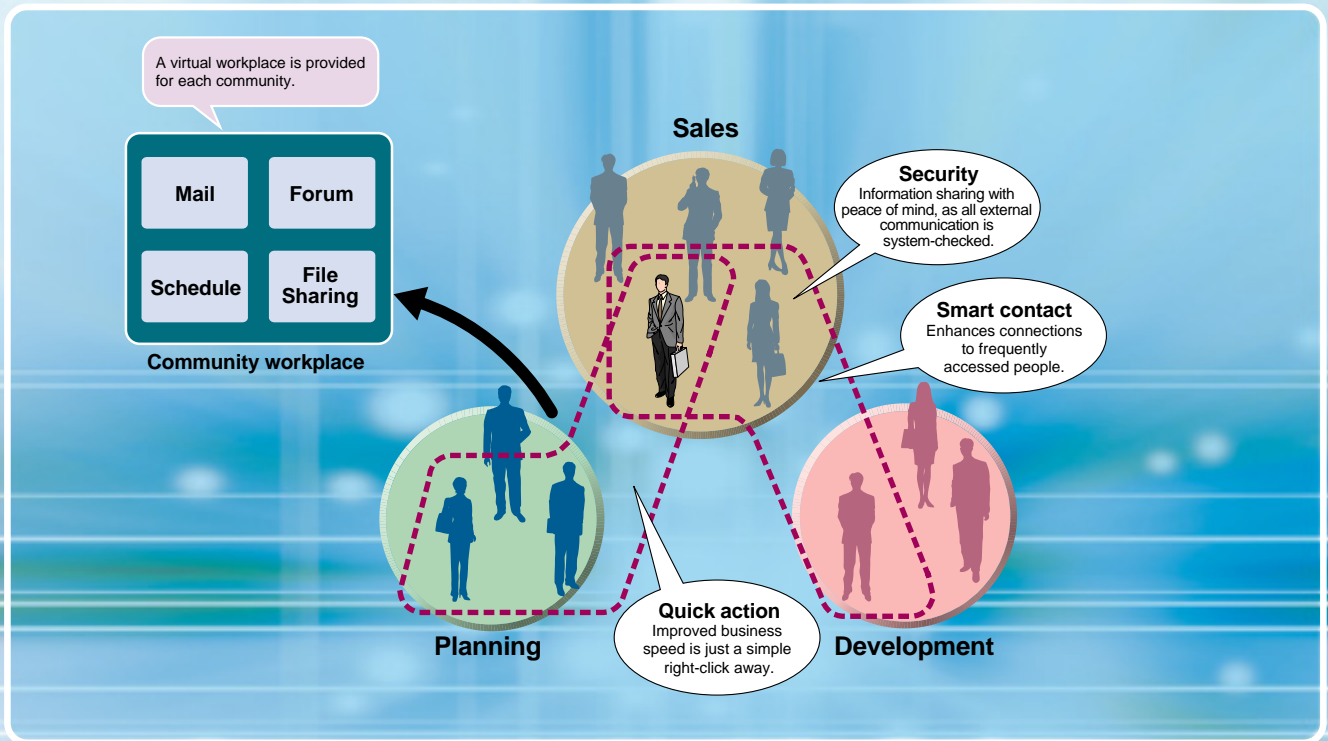
and applies electronic forums and mobile devices to promote real-time communication.

Because knowledge sharing beyond the barriers of organizations,

time and place is the key to bringing further speed and value to businesses.

## **A next-generation work style achieved through a collaboration portal**





### Facilitated personal interaction beyond the organizational framework

Communities can be organized flexibly, independent of existing organizational structures. An explicitly shared sense of purpose, expedited decision-making, and issue resolution plans that are more efficiently implemented produce flexible ideas. Companies can increase their productivity through strengthened application of intellectual property.

### Flexible collaboration with the appropriate security

Because security can be set for each community, secure environments can be achieved without distracting users. Information sharing is encouraged for flexible idea creation, while mitigating risks such as leaked information.

### Increasing information shared, to fully apply existing knowledge

Conversation via electronic forums dedicated to discussion solutions supports the creation of new insights. File sharing and linkage to existing core business systems enable information sharing for existing materials, and effective application of knowledge.

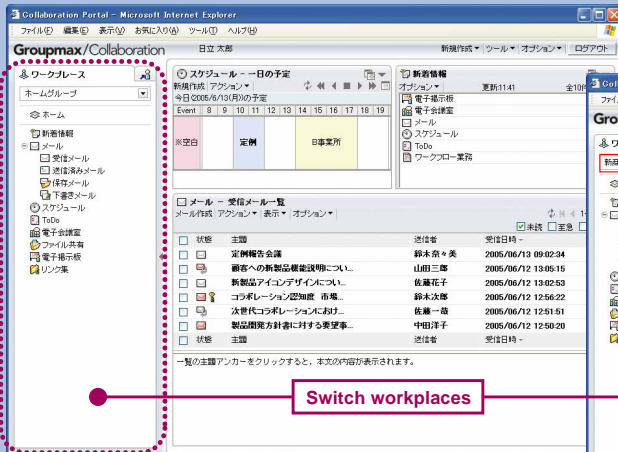
# Groupmax

# Rich and meaningful communication from collaboration portals optimized for speed and usability.

Collaboration portals provide a virtual workplace on an individual basis to efficiently facilitate information sharing and collaboration between individuals in a community.

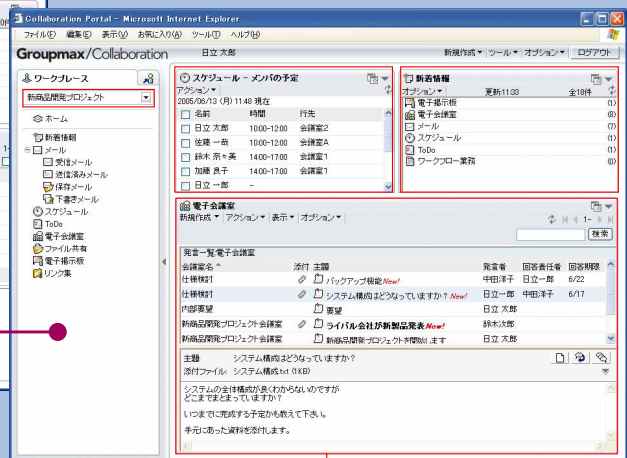
## My workplace

An individual workplace is provided to enable central, integrated access to vital information required for individual operations.



## Community workplace

A community workplace is provided to organize each portlet such as those for Forums and File Sharing. This promotes information sharing within the community.



### Workplace tab

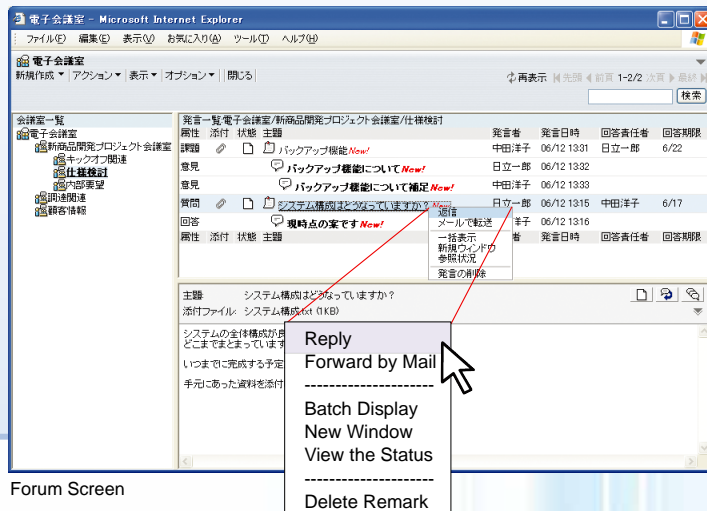
An information screen for central access to various portlets in the workplace enables workplace switches to be performed via drop-down list. Desired functions and workplaces can be accessed quickly.

Various portlets

## Quick Actions

### A familiar interface for frequently used menus and operations.

The same great usability of a Windows® application, in a Web-based interface. For example, items in the Mail screen can be right-clicked to display a related menu with reply, forward, and delete operations. The operation environment also supports drag and drop, as well as double-clicking, to facilitate prompt action.



Forum Screen

For schedule:

- Attend
- Absent
- Pending
- Delete

For mail:

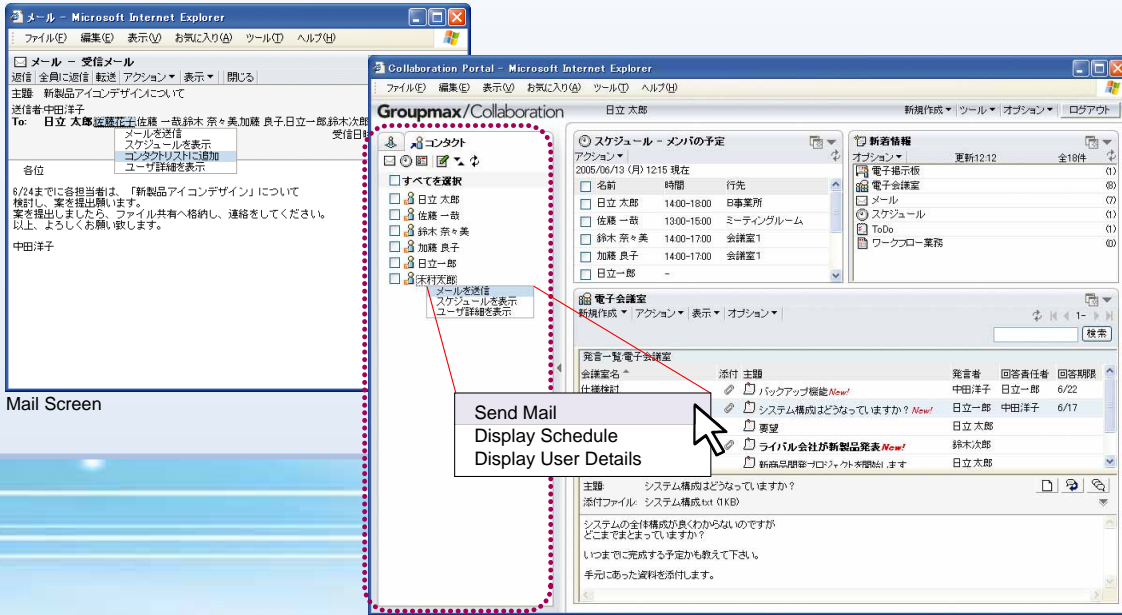
- Reply
- Reply to All
- Forward
- Delete

■ Example display of the right-click menu

## Smart Contacts

### Contact tab functionality to facilitate access to people.

The provided interface enables operations oriented around people, the core concept of collaboration. Frequently contacted people are registered in the contact tab. This tab is displayed during meetings in Forums, so that a user can send mails and check schedules for those in their contact list who the user wishes to consult. Once the mail is sent or schedule is checked, the meeting can resume promptly.



Mail Screen

Contact tab Screen

**Contact tab**  
Displayed in the same location as the workplace tab, and can be switched by clicking the item above.

## Security

### Prevention of leaked information and illegal access, for information sharing with peace of mind.

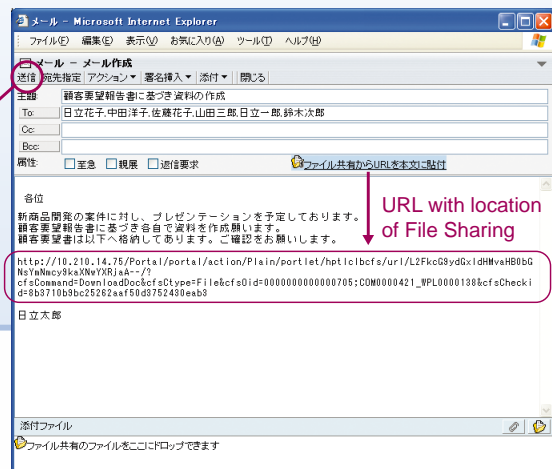
Communication and information sharing is backed by functionality to enhance security. For example, mails with attachments need not contain the files themselves, as a URL of the location of File Sharing can be included instead. This way, those without the appropriate access permissions cannot download the files. Also, the recipient's address can be checked for confirmation by the user, to prevent transmission to a mistaken address. Finally, files can also be checked for viruses when they are stored in an email or file share.

Recipient confirmation upon mail transmission

URL with location of File Sharing



Recipient Confirmation Screen



Mail Screen

## Workplaces facilitate information sharing.

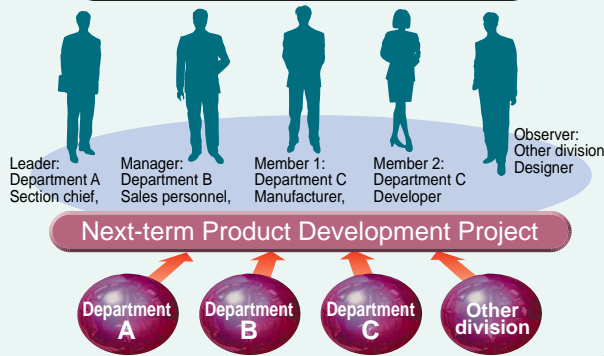
### Community Management

**Forming communities beyond the organizational framework, with roles for each member.**

Support is provided for creating communities and managing the members that belong to them, as are templates for each kind of community, such as top-down, bottom-up, or interest groups. Users can easily create communities suited to their goals.

- New roles can be defined and set up, and then added.
- Access permissions can be set for a community's shared information, and the existence of the community can be hidden from users.

**Required members are gathered and form a team to achieve a common goal.**

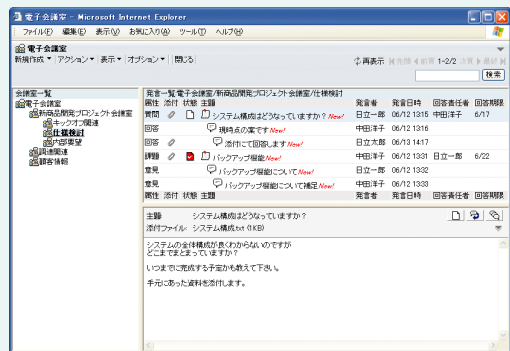


### Forums

**Conversations regardless of time and place, for rapid discussion solutions.**

Meeting statuses such as Undecided and Decided are displayed during the exchange of opinions, to avoid discussion dead-ends and obsolescence common to electronic forum systems. Also, topics that come up during discussion can be drilled down into another sub forum on the spot, to prevent loss of discussion focus.

- The replier in charge and response period can be set, to make the deadline until final decision and roles of each member explicit.
- Access permissions can be set based on the roles within the community.
- Templating functionality can be used to prepare templates for each kind of idea, such as reports, questions, and responses.



Forum Screen

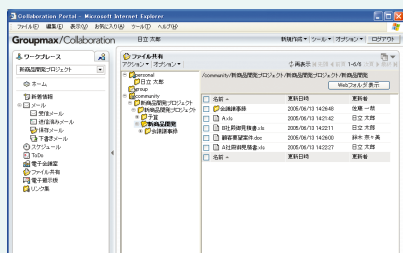
### File Sharing

**Information shared within the community, to be applied anytime, anywhere.**

Files shared among members can be accessed and updated anywhere; on the road, in satellite offices, and at home. Also, since files attached to emails can be replaced by URLs of the location where files can be accessed and viewed, disk and network resource usage can be reduced, and leaked information can be prevented.

- Operations such as batch registration of files can be performed, since interfaces supporting WebDAV\*, such as Windows® Explorer, are supported.
- Files can be locked while being edited to prevent access from other members.
- Folders can be separated by individual, group, or community as needed.

\* A specification that enables management (such as viewing or updating) of files and folders on a server, from a client (such as a Web browser).



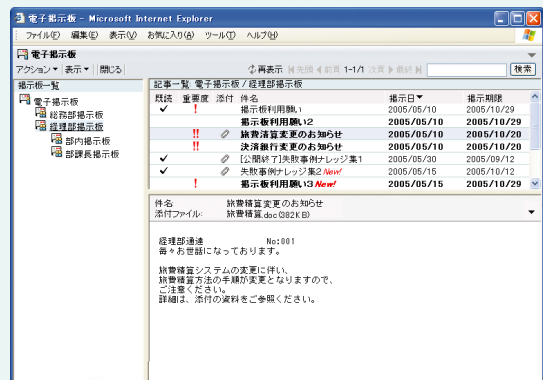
File Sharing Screen

### Bulletin Boards

**Information can be posted for each organization.**

Information such as notifications and announcements can be posted for each organization, to maximize intra-company information sharing.

- Statuses such as Read and Unread can be checked.
- Articles can be searched, even including attached files.
- The post date and post period can be set.



Bulletin Board Screen

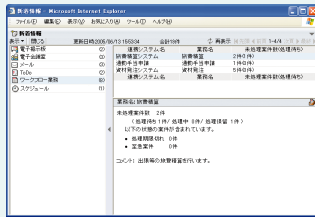
## A variety of tools support workplace application.

### Information View

**Required information can be grasped at a glance, enabling quick action.**

The latest information can be picked up immediately by being summarized from prioritized portlets to check, such as Mail, Schedule, and Forum.

- Conditions can be specified to display the latest information. (For example, in Forums: Unread, Messages in the last XX days, and Undecided issue)
- Unprocessed workflow conditions can be displayed, to highlight those that require processing.

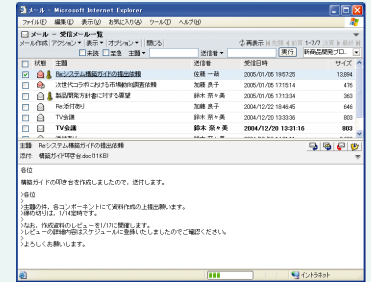


Information View

### Mail

**Smoother exchange of information within the community.**

Mail can be created and checked, and filtered in community workplaces so that only sent mail from a given member is displayed. Also, you can save the mail and check the read status of the sent mail. A preview display is provided to view mail contents at the same time as the list view.



Mail Display Screen

### Schedule

**Quick understanding of schedules for community members.**

Individual schedules can be managed and even shared between community members, to streamline schedule reservations. Schedules can be checked on a daily, weekly, and monthly basis. Multiple member reservations and facility reservations can be performed at the same time. Reservations can also be performed by searching for free time.

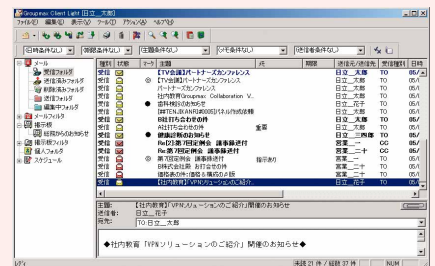


Schedule Display Screen

### Clients

**An operation environment with superior usability.**

Other clients can be used in addition to workplaces, such as a dedicated client with rich functionality (IntegratedDesktop), a Web-based client that does not require installation (WebDesktop), and a familiar mail client (POP client). In addition, a new client optimized for mail and schedule usage is provided with improved functionality and usability (Client Light). Client Light supports searching of mail contents, draft functionality, and a recycling bin, to streamline operations for frequent mail users.

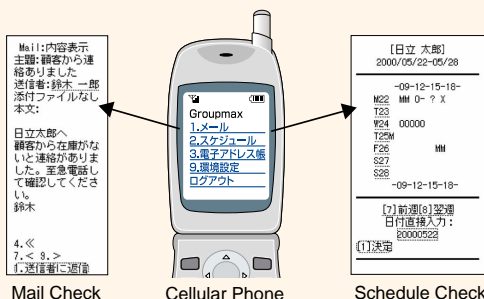


Client Light Screen

### Mobile

**Anytime, anywhere portal accessibility.**

Dynamic access to mail and schedules is available anywhere from a PDA or mobile phone, on the road or at home, to help take advantage of time in transit.



Mail Check

Cellular Phone

Schedule Check

**In addition, Groupmax provides useful tools that support various business scenes.**

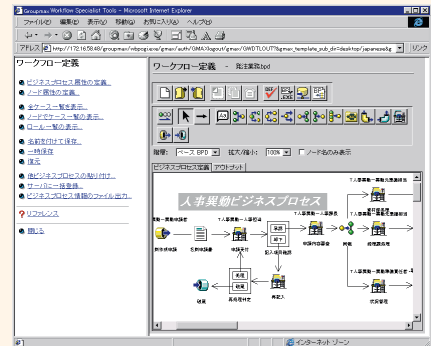
## Appropriate workflows support decision-making and automating the flow of operations.

### Business Process Automation

Supports operations according to the PDCA cycle. PDCA: Plan-Do-Check-Action

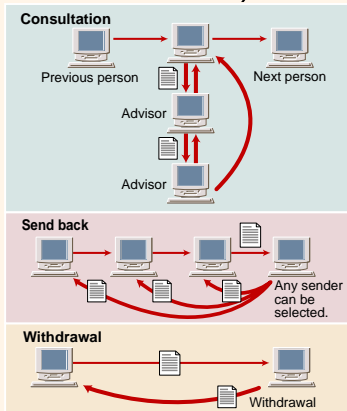
**Plan** A visual definition of the workflow procedures.

Business processes can be developed by simple relationship definitions, using arrows to link icons indicating parties responsible for operations processing. This not only enables initial development, but also facilitates process changes due to personnel and operational changes.



Create Business Process Screen

<Non-standard activities>

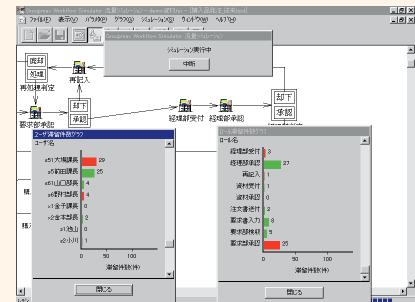


**Do** Preparation of functions suited to non-standard activities.

Groupmax Workflow can also be used for non-standard activities, which cannot be specified in business process definitions. Consultation functionality enables issues that cannot be decided by only one individual to be sent to any member for a response. Send-back functionality enables issues with errors to be sent back to the sender. Withdrawal functionality enables issues with mistakes detected after being sent to be withdrawn. Transfer functionality enables issue processing to be requested of another responsible party.

**Check & Action** Improved business efficiency through support of simulators and business analysis.

Statuses that can occur after installation can be checked ahead of time by simulating workflow in advance. Also, inherent problems after installation can be discovered quickly through work analysis, to bolster streamlining of business processes and restructuring.



Simulator Screen

### Templates

A robust line-up to cover a variety of operations.

#### General Workflow

Digitization of operations related to each kind of paperwork, such as personnel changes, benefits, compensation for transportation, and expense accounts. Various kinds of procedures needed for paperwork can be performed in batch. Complicated approval operations can be streamlined, to facilitate processing flow.

#### Attendance Workflow

Shift planning paperwork, daily shift paperwork, and monthly performance review paperwork.

#### Cost Workflow

Paperwork and accounting operations for overseas and domestic business trips.

#### Procurement Workflow

Procurement flow for orders, receipts, progress management, and performance management.

#### Approval Workflow

Approval and decision operations for extra-company procurement and investment issues.



General Workflow Screen



## Flexible System Linkage

Effective use of existing systems, and linkage to a variety of systems.

Information exchange regardless of system type.

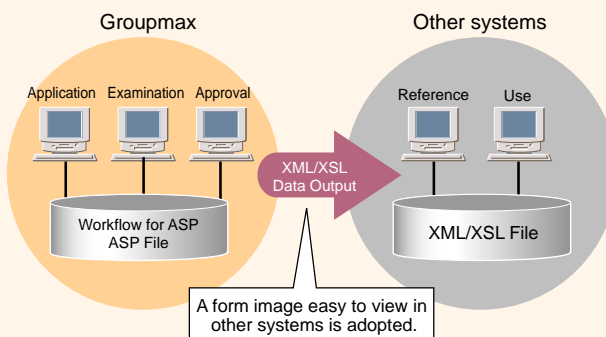
XML and XSL, two high profile technologies, are supported as a data format. XML is an open format for data, and is increasingly the format of choice for exchanging information between enterprise transaction systems, because of its compatibility with other systems and ease of reuse. XSL data can then be used to check report contents, and increase readability.

XML : eXensible Markup Language  
XSL : eXensible Stylesheet Language

Operation with Lotus Notes®/ Lotus® Domino™ and Microsoft® Exchange.

With the flexible Groupmax workflow environment, issues such as Lotus Notes® form or Groupmax Form reports can be input and approved. Also, issue processing can be performed by opening incoming mail from the Lotus Notes® and Exchange inboxes.

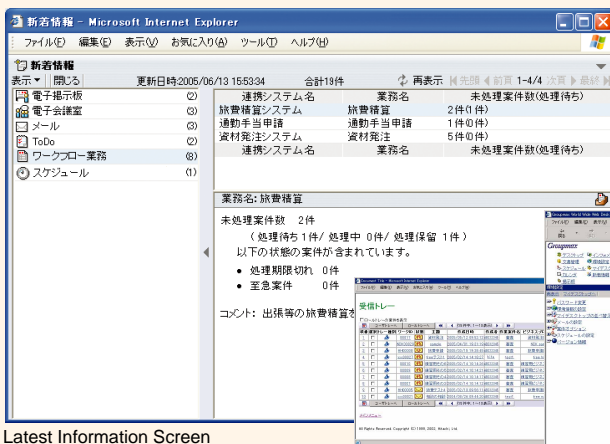
Information exchange in XML/XSL data format



## Collaboration Portal Linkage

Reusable workflows from collaboration portals.

Unprocessed workflow items can be displayed in the latest Information View. Since items requiring processing are displayed on the same screen as frequently checked mail, they can be brought to the user's attention promptly. Item processing can be performed instantly, since the operation screen for an item can be brought up with one click from the latest Information View.



Latest Information Screen

Supported workflow systems:

- Workflow for ASP
- General workflow and procurement workflow
- Web-based business systems such as WebDesktop



General Workflow Screen

From installation to operation and management, finely-tuned responses to needs are supported and management workload is reduced.

## Visual and central user management

The familiar tree and list configurations ensure easy-to-understand display of states of user registration. Also, a wide variety of functions (including support of drag-and-drop operation) extremely helpful for operating management of user assets are provided.



User Management Screen

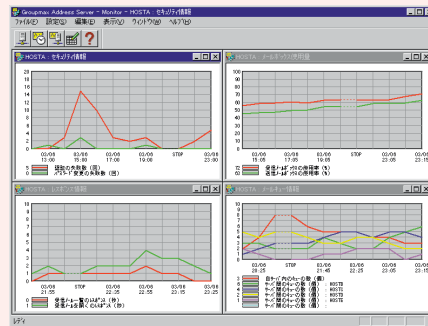
## Reduced system management workload

### Operating information is collected automatically

Groupmax can obtain and collect the operating statuses of the system on a server or function basis. Also, you can use collected information for planned and effective system expansion and migration.

### System utility is checked in real time

To prevent unauthorized access to the system and delay in the mailing process, Groupmax provides real-time screen display of various statuses such as user authentication and mail delivery. This enables quick response to unexpected events and therefore users can operate the system with confidence.



Use Monitor Screen

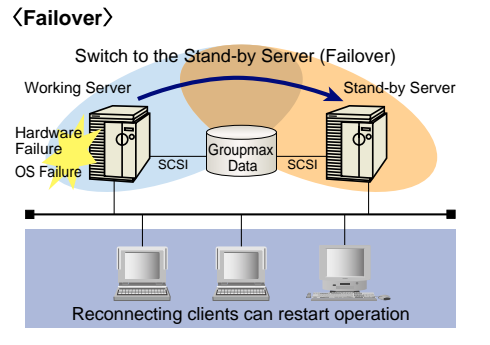
### Viruses are prevented from spreading

To block out computer viruses, files attached to received mail are checked on the server. Damage by the viruses can be prevented.

## High reliability as an information infrastructure for non-stop operation

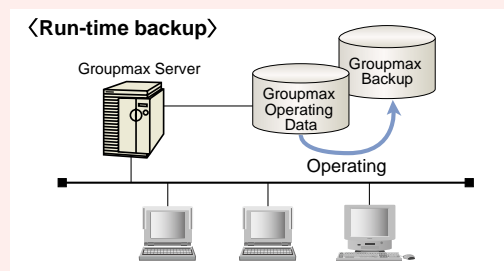
### Failover is supported

For information infrastructures, the stability of the system is essential. Even when the system becomes unavailable to continue its service, the failover function has a stand-by server to take over the service. In this way, Groupmax realizes a failure-resistant system that can offer a stable business environment.



### Run-time backup is available

Backup can be performed while workflows, the mail system and the document management system are running, so users need not stop business.



## Installation and management costs can be reduced

### The interactive wizard helps the initial installation

The server program can be configured through a wizard, so the users need only answer questions to complete the configuration. The wizard can be used to install even a system consisting of several servers, and can set up various usage types of systems in short periods. This greatly reduces installation cost.

## For user convenience, products having functions required for respective purposes are provided.

**Product List** Functions are provided based on purposes.

Product	Forum	File Sharing	Community	Bulletin Board	Mail	Schedule	Facilities Reservation	Document Management	Address Book	Workflow
Collaboration suite	●	●	●	●	●	●	●	●	●	—
Forum/File Sharing	●	●	●	●	—	—	—	—	—	—
Groupware	—	—	—	●	●	●	●	●	●	—
Workflow	—	—	—	—	—	—	—	●	●	●

In addition to the above, various products such as those supporting additional functions and specific environments are also available.

- : Used from the collaboration environment
- : Can be used from the Groupmax WWW environment and the Integrated Desktop environment
- : Can be used from the collaboration environment, the Groupmax WWW environment and the Integrated Desktop environment
- : Can be used from the collaboration environment, the Groupmax WWW environment, the Integrated Desktop environment and ClientLight environment

### Optional Function List

Optional Function	Description
PDA Option	Schedule information is used on PDA devices via synchronization.
Mobile Option	Schedule and mail functionality can be used via linkage to mobile phones.
Address-Assist	Through tree and list views, provides easy-to-understand display of user registration statuses. Also, this supports easy drag-and-drop operation to move users.
Address Server-Data Collection	Enables the automatic acquisition and collection of system operation information.
Address Server-Monitor	Displays unauthorized access and delays in the mailing system in real time.
Server-Scan	Working together with a virus check engine, checks files attached to mail to prevent damage by viruses.
Workflow Definer	Visually defines workflows as diagrams.
Workflow Monitor	Provides the progress management function at the individual and the work manager levels and the workflow-system-wide monitoring function.
Workflow Simulator	Performs simulations assuming operating conditions based on the volume of work items and the processing time of each user's work.
Portlet for Workflow	Unprocessed workflow items can be displayed in the latest information.

### Work Template List

Template Name	Description
General Affairs Operation Service Solution General Affairs Workflow	Work involving various applications such as change-of-address notices, welfare-related requests, announcements of employee movement, and reimbursement of transportation meeting expenses
General Affairs Operation Service Solution Attendance Record Workflow	Work involving work plan applications, daily working and monthly working hours
General Affairs Operation Service Solution Expense Workflow	Work involving overseas and domestic business trips applications and reimbursement of expenses
General Affairs Operation Service Solution Purchasing Workflow	Purchasing work including ordering, acceptance inspection, progress management, and result management
General Affairs Operation Service Solution Approval Workflow	Works involving external approval for purchasing, investments, and so on

### ERP Collaboration Solution List

Solution Name	Description
GEMPLANET/Lite Human-resources and Labor System Web Option	Processes various application and approval work, distributes payment slips in a Web environment, and promotes self-service use of human resources and labor systems.
Oracle® E-Business Suite Collaboration Solution	Processes data for reimbursement of expenses and changes in personal information generated by the General Affairs Workflow in collaboration with the Oracle® E-Business Suite account and human resources system.
SAP® R/3® Collaboration Solution	Processes various data of the General Affairs Workflow and working hours of the Attendance Record Workflow in collaboration with the SAP® R/3® human resource system.

## Operation Environment

Operating Environment		Collaboration Product	Groupware/Workflow Product
Server*	PC server	Windows® 2000 Server/Windows® 2000 Advanced Server Windows Server™ 2003 Standard Edition Enterprise Edition	
	UNIX server	—	HP-UX11,AIX® 5L
Client	PC client	Windows® XP Professional Windows® 2000 Professional Windows® 2000 Server Windows® 2000 Advanced Server Windows® 98 Second Edition	Windows® XP Professional/Home Edition Windows® 2000 Server/Windows® 2000 Advanced Server Windows® 2000 Professional Windows Server™ 2003 Standard Edition, Enterprise Edition Windows® 98 Second Edition, Windows® Millennium Edition

\*Sun Java™ System Directory Server Enterprise Edition or Sun Java™ System Directory Server 5.1 (SP 2 or later) or 5.2, and Hitachi Web Server 02-03 (version with WebDAV support) or a Web server such as Microsoft Internet Information Server 5.0 is required separately.

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### ■ Information service ■

Information on Groupmax is available at the following website: <http://www.hitachi.co.jp/groupmax-e/>

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