

Talkument™ and Sarbanes-Oxley



The Sarbanes-Oxley Act raised the stakes for accountability among executives of publicly traded companies.

When the act was passed in 2002, extensive documentation of major business decisions and processes was instantly made both mandatory and essential.

Among the many requirements of the act were the creation and maintenance of electronic records, a practice that can serve as a great advantage to those businesses that conduct themselves ethically. The advent of email has made storing and recovering written documents as easy as running a simple search, rather than searching through stacks of boxes filled with hard copies of important records.

While written documentation and exchanges are now well archived, easily searchable and made to fit within document management and retention guidelines, until now no such consideration has existed for telephone-based conversations. In most cases, the best that could be hoped for was that each party kept written notes of the conversation, that these notes were consistent with what was actually said by each participant, and that they were typed up and recorded in an electronic format.

Talkument, the voice documentation solution from OASYS®, enables executives to simply and efficiently document telephone conversations for accuracy and collaboration. Talkument captures digital recordings of authorized users' telephone conversations through its innovative Portable Voice Documentation (PVD) technology. Conversations are captured in their entirety and can be shared with other authorized users to facilitate improved collaboration. The benefits of the Talkument solution to executives, auditors and the general business community are significant. It allows users to focus their attention on the telephone conversation itself, versus taking and saving hand-written notes. The result is improved efficiency and responsiveness, which translates to improved security and more accurate records retention.



Talkument
The Leader in Voice Documentation

Consider the following example of how Talkument can benefit an organization in adhering to the requirements of Sarbanes-Oxley. An auditor has a question relating to a company transaction that occurred on a specific date. The Chief Financial Officer of the organization knows he spoke with the Chief Executive Officer about the transaction. With Talkument, the CFO can search for the call using any number of criteria, such as the date or the number called,

retrieve and play back the discussion and share a secure link to the conversation with the auditor, including text annotations to further explain the background behind the discussion. In addition, only the relevant portion of the conversation need be shared. Using Talkument, an inquiry that may have taken hours, days or weeks of investigation can now be answered in just minutes.

TALKUMENT FOR REGULATORY COMPLIANCE

Twenty years ago, no one could imagine the profound impact electronic documentation of written communications using e-mail would have on business. Now, no one can imagine successfully doing business without it. Talkument delivers these same benefits to phone-based communications, improving business processes and helping to address legal and compliance requirements.

FEATURE	FUNCTION	BENEFIT
Voice Documentation	Captures phone conversations as voice documents	Permits users to store, search playback and share voice documents with others
Document Sharing	Enables users to share voice documents with other authorized parties	Enhances productivity and collaboration levels through the effortless transfer of information
100 Percent Accuracy	All content is stored in real-time exactly as it happened	Eliminates errors in recollection and transcription
Accessibility	Voice documents can be shared with both internal users and external recipients	Increased efficiency; information no longer needs to be re-sent or repeated
Retention	Voice documents are stored on a secure server and can be archived	Much like email messages, storage of Talkument voice documents can be made to easily comply with SOx electronic records retention programs
Highlighting	Brings attention to specific portions of voice documents and ties them into comments	Allows recipients to easily listen to specific portions of call without listening to the entire document
Commenting	Insert and associate text comments with a voice document	Adds supplemental information to the voice document to impingation and efficiency
Categorization	Voice documents can be sorted into folders for easy management	Lets users easily store and track the voice documents associated with specific cases or clients
Security	Voice documents are securely stored on the Talkument appliance	Users can only access the voice documents or sections they have permission for, and no files are ever actually transferred

The Sarbanes-Oxley Act has changed the way business is conducted in corporate America. Talkument delivers a compliance-enabled voice documentation solution that enhances security, improves efficiency and offers unprecedented collaboration and protection for small-to-mid-sized publicly traded companies.



To find out more about how Talkument can help your company, please call 888.496.9040, or visit us at www.oaisys.com or www.talkument.com.

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