

Vantage™ Module for Microsoft Office Live Meeting

Compliance monitoring and control for Microsoft Office Live Meeting

PRODUCT DATA SHEET

The challenges of controlling and tracking Live Meeting usage

Achieving and maintaining compliance with regulations, such as FISMA, FINRA, SEC, FRCP, SOX and FERC, is a major challenge with very clear penalties for today's unified communications-driven enterprise. Aside from non-compliance fines and the potential loss of reputation and/or intellectual property, the human and financial resources involved in recovering from these setbacks can be detrimental to a business. Fortunately, Live Meeting can be configured to store compliance data associated with each user's sessions and events.

How Actiance Can Help

Vantage audits Live Meeting session data, including start and end times, participants, and join and leave times. Ninety seconds after a Live Meeting ends, Vantage accesses the Live Meeting compliance file share and imports the data. Individual records are created in Vantage for chat conversations, polls, Q&A, file uploads, shared notes, Web pages, text pages, handouts uploaded, application-sharing events, and whiteboard events. Vantage enables search for Live Meeting information, such as date, date range, participants, and collaboration platform used (e.g., Lync Server, OCS).

Vantage Benefits

Feature	Benefit
Granular content filtering and archiving of all conversations	Creates audit trail for data leak prevention, compliance, and eDiscovery purposes
Track Live Meeting sessions' start/end times	Record all meeting sessions for compliance and eDiscovery purposes
Track participants' join/leave times	Record of all participants' activities for compliance and eDiscovery purposes
Manage access to Live Meeting events	Ensure that unauthorized individuals do not enter a Live Meeting session
Enforce ethical wall policies	Ensure that different departments not communicate with each other, per corporate policy or regulatory requirement
Import all Live Meeting compliance data	Ensure that organization conforms with all regulatory and/or corporate requirements
Search transcripts by various criteria (e.g., date, participants, platform, etc.)	Facilitate eDiscovery
Checksum of time-stamped messages	Prevent data tampering by ensuring exported conversations match recorded conversations

AT A GLANCE

Actiance's Vantage solution provides tracking and compliance controls for Microsoft Office Live Meeting events.

KEY FEATURES

- Audit Live Meeting events, including start, end, participant, join, and leave events
- Support Live Meeting events and activities
- Configure "Poison Room" policies for ethical walls enforcement, archiving, and reporting
- Allow or block users and groups from using Live Meeting
- Capture meeting start and end times and list of participants with join and leave times for each
- Enforce ethical walls and apply to concurrent meeting access or historical access with a poison room option
- Search meeting data through the reviewer UI and export it to external archiving systems
- Monitor chat messages, polls, Q&A, file transfers, slide uploads, and screen- and application-sharing events

Transcript Details: ID# 40

Summary: Transcript ID: 40, IM Network: OCS/LCS, Topic: Proposal Review: chat, Organizer: bwayne@svampster.com, # Participants: 2

Review History, Content Category, Transcript Content

Date/Time	Buddy	Message
01/19/10 3:19:13 PM		Conversation started.
01/19/10 3:21:00 PM	bwayne@svampster.com	this meeting sure is boring
01/19/10 3:21:00 PM	jdoe@svampster.com	yeah, I agree
01/19/10 3:21:00 PM	jdoe@svampster.com	the host is an idiot
01/19/10 3:21:00 PM	bwayne@svampster.com	a boring idiot, at that
01/19/10 3:22:00 PM	jdoe@svampster.com	lol
01/19/10 3:26:13 PM	jdoe@svampster.com	Left conversation.
01/19/10 3:26:13 PM		Conversation ended.

Participants: Wayne, Bruce (bwayne@svampster.com), Doe, Jane (jdoe@svampster.com)

Callout: Contains link to parent interaction which is the master for the Live Meeting

Callout: Chat messages between users. Each chat conversation within a Live Meeting (as determined by participant list) is captured in a separate interaction

Transcript Details: ID# 42

Summary: Transcript ID: 42, IM Network: OCS/LCS, Topic: Proposal Review: poll, Organizer: bwayne@svampster.com, # Participants: 2

Review History, Content Category, Transcript Content

Date/Time	Buddy	Message
01/19/10 3:20:00 PM		Conversation started.
01/19/10 3:20:00 PM	bwayne@svampster.com	Question: What is your favorite color?
01/19/10 3:20:00 PM	bwayne@svampster.com	Choices: 1) Red: 2) Blue: 3) Yellow: 4) Green: 5) Other:
01/19/10 3:20:00 PM	bwayne@svampster.com	2) Blue
01/19/10 3:21:00 PM	jdoe@svampster.com	4) Green
01/19/10 3:26:13 PM		Conversation ended.

Participants: Wayne, Bruce (bwayne@svampster.com), Doe, Jane (jdoe@svampster.com)

Callout: Interaction containing Live Meeting Poll

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