

# HRM hearings

## DigiTake develop cost-saving solution for personnel hearings.

Generate complete and accurate records of oral hearings without incurring the expense of transcription.

Is a large percentage of your departmental budget being spent on transcription costs for oral hearings? Our simple solution allows the HRM industry to generate complete and accurate records of oral hearings without the expense of transcription, printing costs etc.



DigiTake have developed an all-in-one product that will create a complete record of your hearing with a minimum of effort and at a fraction of the cost and time required to generate a transcript. This solution is ideal for any organisation whose records are of an important or official nature and as such, may be subject to review.

### Features

Our expertise in record management has allowed us to develop digital recording technology that records all of the participant's contributions at the hearing, indexes them, and automatically saves them to a computer hard disc or network.

This system enables HRM personnel to have instant access to a full recording of the hearing immediately after the hearing has ended.

Furthermore, the DigiTake system contains an electronic note-taking feature that allows users to type entries such as speaker's names, keywords mentioned or topics raised during a witness's submission etc. into an easy-to-use word-processing based package. Use this notation to quickly identify key-areas of interest from the hearing. All notes generated are automatically time-stamped. By clicking on a specific text entry, the corresponding audio will play.



For more information please contact us at:  
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## Benefits

The DigiTake solution allows you to maintain greater control of your organisation's budget. Until recently, stenographers had been hired to create transcripts of each hearing as it took place. With the advent of digital recording the DigiTake system allows clients to record each hearing. Typists need only be employed to transcribe hearings that are subsequently subject to discovery or review.

Clients who record using the DigiTake solution also enjoy full copyright ownership of the recording unlike hearings that are recorded by a stenographer where the stenographer retains copyright to recorded material. In choosing DigiTake, clients can access the recordings when required at the click of a button and will not incur further costs in accessing the files.

The recording can be easily copied to CD-ROM for immediate distribution to interested parties at a fraction of the time and at a fraction of the cost required to generate paper-based reports. Over 20 hours of digital audio and associated text logs can be stored on a standard CD-ROM.

As the hearing has been recorded in digital format, the recording can be uploaded to your in-house network or conveyed by e-mail attachment to other parties for fresh instructions or review.

The DigiTake recording solution is a reliable, cost effective and accurate method of recording and archiving proceedings that are of an official nature and as such may be subject to discovery or review.

**“ This system enables HRM personnel to have instant access to a full recording of the hearing immediately after it has ended ”**

DigiTake have been providing professional services, audio equipment and recording software since 1976, serving such clients as the Irish Parliament, the Royal College of Surgeons in Ireland, the Chartered Institute of Personnel Development and Dublin City Council.

For more details as to how we may cater to your individual needs please contact us at:

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