

SkyDesk Cards R / Function list (1/2)

	5 users SGD 242.4 , AUD 205.5 (inc GST 0%) / 6 months	10 users SGD 444.3 , AUD 376.8 (inc GST 0%) / 6 months	15 users SGD 666.6 , AUD 565.2 (inc GST 0%) / 6 months	20 users SGD 807.9 , AUD 684.9 (inc GST 0%) / 6 months	25 users SGD 1009.8 , AUD 856.2 (inc GST 0%) / 6 months	30 users SGD 1090.5 , AUD 924.6 (inc GST 0%) / 6 months	50 users SGD 1615.5 , AUD 1369.8 (inc GST 0%) / 6 months
Number of Users							
Default users	5	10	15	20	25	30	50
Extra user	-	-	-	-	-	SGD 161.7 , AUD 137.1 (inc GST 0%) / 6 months for 5 users	SGD 161.7 , AUD 137.1 (inc GST 0%) / 6 months for 5 users

Function	Function detail	
Contact		
The maximum number of contacts	Default number : the entire organization : 100,000 contacts Additional plan : add extra 100,000 cards / organization : SGD 807.9 , AUD 684.9 (inc GST 0%) / 6 months	
Upload business card images	a single card : Upload one by one to create a new contact. The characters on a card are automatically converted into text data. plural cards : Upload a digital image of plural cards scanned at once to create new contacts. The characters on the cards are converted into text data automatically.	
Enter data manually	Enter information of new contacts via the entry form manually	
Data import	Import a csv contact to SkyDesk Cards R	
Digitization		
OCR (Optical Character Recognition)	The system automatically digitalizes business card images through OCR technology. Applicable for Japanese, English, and simplified/traditional Chinese.	
Professional Input Service	* Paid Option (only provided for Japanese input) When card images are uploaded, dedicated professional operators will input predefined contact items into the records and the inputs will be registered	
Data item		
Business cards	The digital images of business cards are saved on each contact. The past cards are also saved with the creating date and the memo . These images can be zoomed, rotated and downloaded.	
Contacts	Company	Company name or Organization name
	Department	Department name
	Job tittle	Job title (Director, General Manager, Manager, Leader)
	Name	Customer name
	Email	Email
	Mobile Phone	Mobile Phone
	Phone, FAX	Phone, FAX (These fields can be entered up to two each.)
	Postal code, Address	Postal code, Address (up to two each)
	Country	Headquarters and major locations
URL	Company URL	
Owner	A representative related user to the Contact. The owner's name can transfer to the other user's name.	
Created on	The date that created the contact.	
Additional	Shared /Private	You can select whether the contact information is shared or not. Shared : All users can see this contact information. It is displayed on the Companies and Groups. Private : The only owner of the contact can see this contact information. It is only displayed on the My Contacts.
	Valid/Disabled	You can decide whether the contact is valid or not. Instead of deleting unused contacts, you can set these contacts disabled by using [Valid/Disabled].
	Tag	By entering key words on the Tag field, the contact can be categorized as you like. More than one tags can be entered.
		Org Tags
Personal Tags	30/user	
Attachment	You can save the related files with a comment on the contacts. This file can be downloaded.	
Notes	The comment about the contact	
Relations	Name	This field can be related to the user who has a meeting with the contact. You can edit it even if you are not the owner of the contact.
	Visiting date	The date of a visiting the contact
	Comment	A memo about a short record of a meeting
Revision history	You can see a revision history such as adding relevant information, comments and attachments, editing them and deleting them.	

SkyDesk Cards R / Function list (2/2)

Function		Function detail
Display, Search, Filter		
List	My Contacts	This view shows all contacts related to you. (The contacts created by you or added your name on the Related field.) Even the contacts which is set to Private can be displayed.
	All	This view shows all contacts created by the users of same organization.
	Team Sharing Restriction	This view shows the contacts created by the other members who are belonging to your team. These Contacts are not accessible from the users who are not belonging to this team.
	Groups	This view shows all contacts created by the users of same group.
	Companies	This view shows the contacts divided for each company. These contacts can be displayed in a hierarchy such as Company, Office, Department.
	My Organization	This view shows user information such as Email, Phone and Extension.
	Unconfirmed	This view shows the contacts that have not been confirmed yet by the owner. The only users who created the contacts can confirm the unconfirmed contacts. Only confirmed contacts are displayed on the view of My Contact or All.
	Recycle Bin	This view shows accessible deleted contacts. Select [Delete Completely] or [Recover from Recycle Bin].
View Option	Shared /Private	Select a filter to display contacts on each views from [All], [Shared] or [Private].
	Valid /Disabled	Select a condition to display contacts on each views from [All], [Valid] or [Disabled].
	Display Count	Select the max number of displayable contacts on a page from 10, 20, 30, 50, 100/page.
Simple Search		You can search all contacts with the following search criteria. Search criteria : Name, Email, Company name, Department, Address, URL or All of followings
Tag Search		You can search all contacts with key words of the Tag field.
Edit		
Bulk Edit		You can bulk edit the following attributes of more than one contacts. Attribute : Email, Address, etc.
Merge duplicate contacts		Merge different contacts. You can select one from different fields for each attribute to merge them.
Automatic Duplication Detection		Search automatically the candidates of the duplicate contacts to merge them. You can select the criteria of the contact duplication from Name, Name + company name, Mobile, Name + mobile and Email.
Data export, Integration		
Export CSV		Bulk export contacts to CSV format file (except Additional information and business card images)
Integration with SkyDesk CRM		Export Contacts to SkyDesk CRM directly
Settings		
User	Add	You can add users to your organization. An invitation mail is sent to the users who were added to your organization.
	Bulk Add Users	You can bulk add users from CSV file.
	Edit	You can change Role(Primary organization administrator, Organization administrator, All users) and add the other information(Job Title, Role, Phone, Phone extension) on each user.
Team Sharing Restriction	Share contact to	You can select the scope of the share contacts from [Whole organization] or [Within team]. Share Restriction - up to 2 teams : SGD 0 , AUD 0 (inc GST 0%) / 6 months Share Restriction - up to 10 teams : SGD 242.4 , AUD 205.5 (inc GST 0%) / 6 months Share Restriction - up to 100 teams : SGD 807.9 , AUD 684.9 (inc GST 0%) / 6 months
	Add	You can create a new team to decide a scope of the shared contacts. If you need more than 3 teams, please purchase additional plans.
	Edit	You can edit [Team name], [Team ID] and [Users].
	Bulk Edit	You can export the CSV files of team list/team member list and edit them. To bulk update the team information, import them to Cards R again.
System	Create	If you are not belonging to any Cards R organization, you can access SkyDesk Cards R to create your organization. The user who created a new Cards R organization will be [Primary organization administrator].
	Privilege	You can set the privilege to decide which Role users(Primary organization administrator, Organization administrator and All users) can be allowed to change the system settings(edit company information, delete company and edit organization settings). Also Contract Owner can be changed to either [Owner] or [Owner + administrator].
	Duplication detection for contacts /companies	Criteria of contact duplication at confirmation of unconfirmed contact. [name], [name, company], [email] or [name, mobile]
	Display item	Choice items of contacts to display contact list.
Operation logs		Download csv of operation logs
Mobile		You can limit the smart devices (Android / iOS) from which a user can access the data.
Security		You can restrict IP address/range through which a user can access the data. Additionally, you can use device restriction together. SGD 484.8 , AUD 411 (inc GST 0%) / 6 months
Usage Status		This shows the number of contacts and the number of contacts registered in the past one month in your Cards R organization,
Dedicated applications		
SkyDesk Cards R for iPhone		Smart phone application for iPhone.
SkyDesk Cards R for Android		Smart phone application for Android device.
SkyDesk Cards R Connector		Application for Multi Function Printer. Supported devices : https://www.skydesk.jp/en/help/cards/mfp-connection-models.html