

Function	Function detail	
<b>Create Contacts</b>		
The max number of contacts	the entire organization : 100,000 contacts	
Upload a business card image	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.
	Professional Input Service	* Paid Option (currently 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
Enter data manually	Enter information of new contacts via the entry form manually	
Import from SkyDesk Cards	Import csv files or zip files exported from SkyDesk Cards	
<b>Information of Contacts</b>		
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
	Office	Office name (Headquarters, factories and branch offices)
	Department	Department name
	Job title	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
Additional	Owner	The user who owns the contact. The owner's name can transfer to the other user's name.
	Created on	The date that created the contact.
	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.
	Attachment	You can save the related files with a comment on the contacts. This file can be downloaded.
Relations	Notes	The comment about the contact
	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.	
<b>Display/Search</b>		
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.
	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
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.	
<b>Edit</b>		
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.	
<b>Related</b>		
related to SkyDesk CRM	Export Contacts to SkyDesk CRM directly	
<b>Smartphone</b>		
Smartphone app	You can use smartphone app for iOS or Android.	

Basic Plans	The number of users	Price
SkyDesk Cards R 5 Users	up to 5 users	SGD 242.4/ AUD 205.5 (inc GST 0%) 6 months
SkyDesk Cards R 10 Users	up to 10 users	SGD 444.3/ AUD 376.8 (inc GST 0%) 6 months
SkyDesk Cards R 15 Users	up to 15 users	SGD 666.6/ AUD 565.2 (inc GST 0%) 6 months
SkyDesk Cards R 20 Users	up to 20 users	SGD 807.9/ AUD 684.9 (inc GST 0%) 6 months
SkyDesk Cards R 25 Users	up to 25 users	SGD 1009.8/ AUD 856.2 (inc GST 0%) 6 months
SkyDesk Cards R 30 Users	up to 30 users	SGD 1090.5/ AUD 924.6 (inc GST 0%) 6 months
SkyDesk Cards R 50 Users	up to 50 users	SGD 1615.5/ AUD 1369.8 (inc GST 0%) 6 months
SkyDesk Cards R Extra 5 Users (30/50 Users)	add extra 5 users (Only those who purchased a 30 Users plan or a 50 Users plan)	SGD 161.7/ AUD 137.1 (inc GST 0%) 6 months