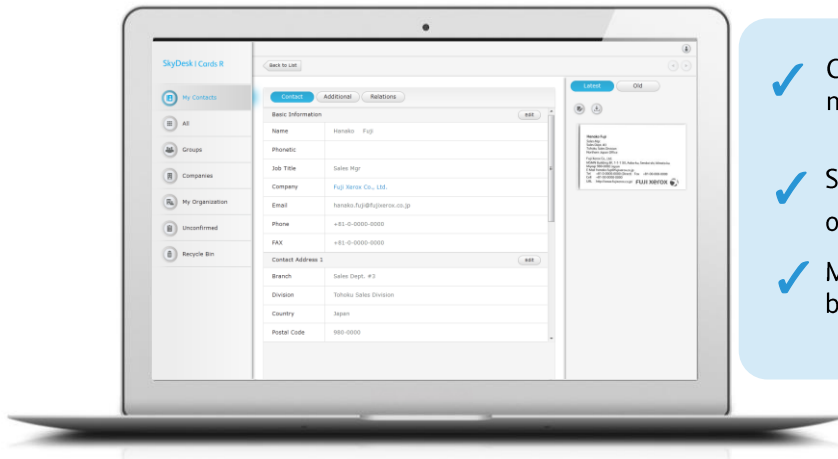


# SkyDesk Cards R

Business cards sharing and management service for companies and organizations by Fuji Xerox



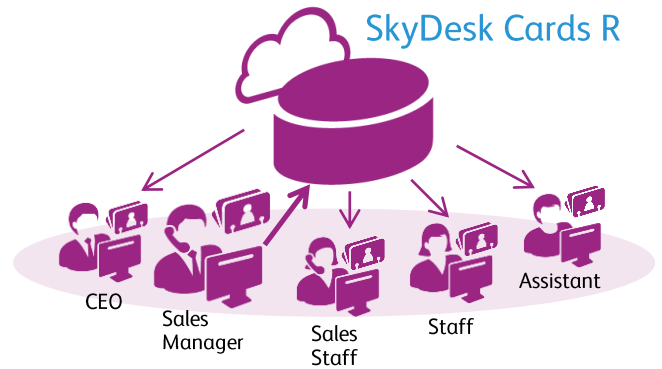
- ✓ Create contacts from scanned business cards and manage them on the web.
- ✓ Sharing business cards with the entire organization.
- ✓ Manage contacts, additional information and business activities.

## Management by each owner



- ✓ The contacts are saved and accessed individually.
- ✓ It is time-consuming to find business cards.
- ✓ Business cards provide limited information of the customers.
- ✓ Unable to know the connections between your customers and other users.

## Management by SkyDesk Cards R



- ✓ The characters on a card are **automatically converted into text data**.
- ✓ **Automatic duplication detection** when business cards are uploaded.
- ✓ **View records** and **adding comments** of a meeting with the contact(s) on the card entry.
- ✓ **Effectively use personal connection information** by sharing the relationship between your customer and the other users
- ✓ Being able to **classify your contacts** by utilizing grouping or tag fields and also can search all contacts **with the criteria**.

## Function lists

Plans	Number of users
SkyDesk Cards R 3 Users	up to 3 users
SkyDesk Cards R 5 Users	up to 5 users
SkyDesk Cards R 10 Users	up to 10 users
SkyDesk Cards R 15 Users	up to 15 users
SkyDesk Cards R 20 Users	up to 20 users
SkyDesk Cards R 25 Users	up to 25 users
SkyDesk Cards R 30 Users	up to 30 users
SkyDesk Cards R 50 Users	up to 50 users
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)

### Function (Applicable to all the plans)

<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 automatically converted into text data.
Enter data manually	Enter information of new contacts manually via entry forms.	
Import from SkyDesk Cards	Import csv files or zip files exported from SkyDesk Cards.	
<b>Information of Contacts</b>		
Business cards	The business cards are created for each contact and digital images were saved and can be zoomed, rotated and downloaded.	
Contacts	Company, Office, Department, Job tittle, Name, Email, Phone, FAX, Postal code, Address, URL	
Additional	Owner, Created on, Shared/Private, Valid/Disabled, Tag, Attachment, Notes, Revision history	
Relations	Add Records of meetings, Last visiting date, Comments and Revision history	
<b>Display/Search</b>		
List	The contacts divided for each company or each group are displayed with the criteria of the shared range.	
View Option	Select a filter to display contacts on each view from [Shared] or [Private]/[Valid] or [Disabled].	
Simple Search	You can search all contacts with search criteria.	
Tag Search	You can search all contacts with key words of the Tag field.	
<b>Edit</b>		
Bulk Edit	You can edit in bulk with the following attributes of more than one contact. 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	Automatic search and merge for the duplicated contacts.	
<b>Related</b>		
related to SkyDesk CRM	Export Contacts to SkyDesk CRM directly	

※ At this point, SkyDesk Cards R supports only web application.

WEB

<https://www.skydesk.jp/en/products/cardsr/>

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The contents described herein are correct as of July, 2015.