De Partner AI

Business Card and Sales Management Feature Guide

Scan cards, record meetings and draft emails in one app.

Describes the features sales reps use, with screens.

Card scanning · AI reading | Voice notes · Translate Talk | AI meeting summary | Product info check | Email draft · approval

MRP Labs

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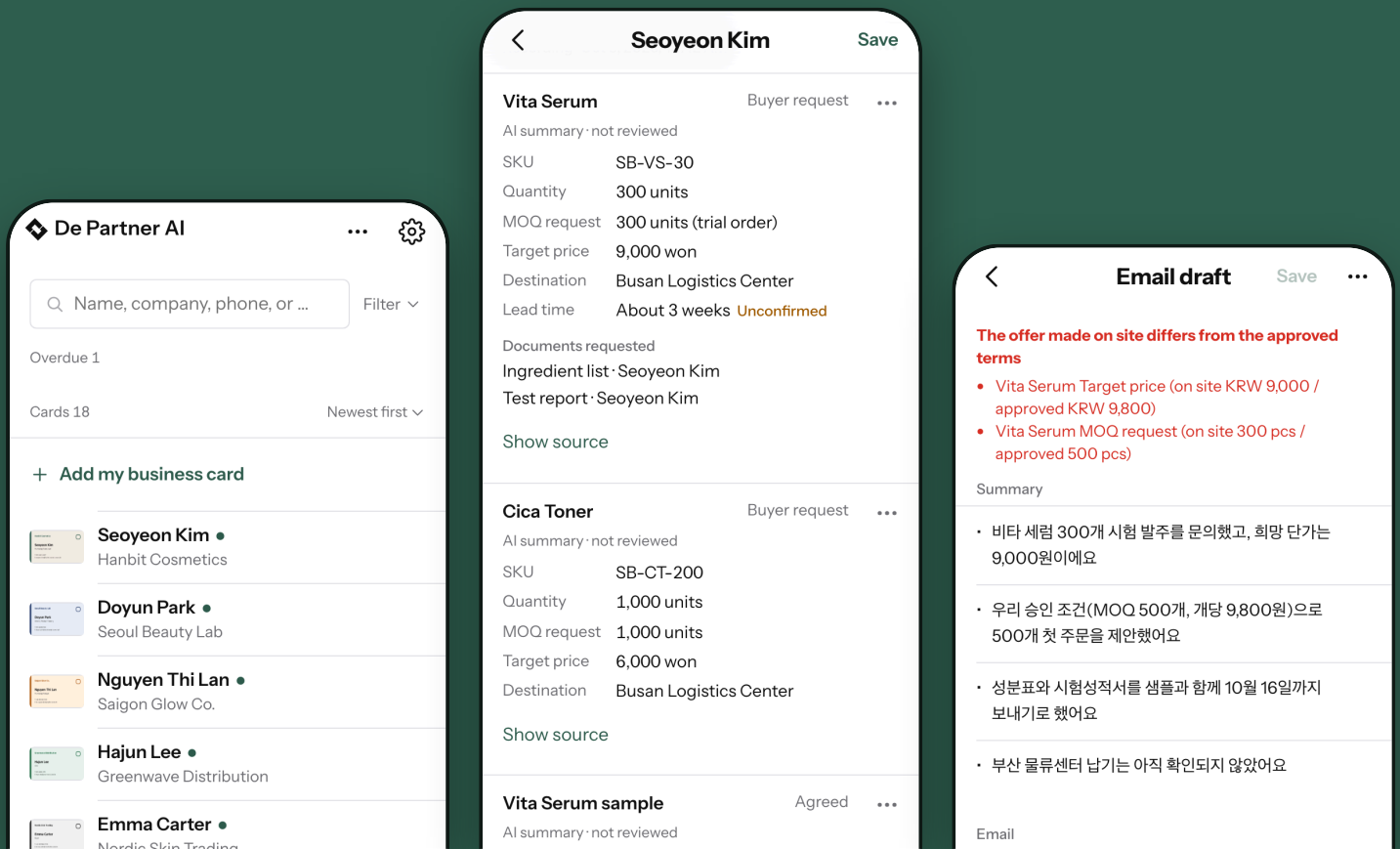


01 Overview of the flow

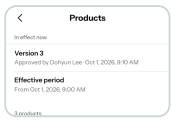
Seven steps from card to follow-up email

Register product information first. The business card, meeting notes and requirements of each person you meet are then linked to it, through to the follow-up email draft.

1

Register and approve product reference info Team

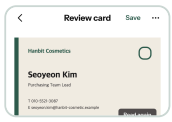
Register products, SKUs, MOQ, price tiers and trade terms on the PC web. An approver approves them, and later steps use only the approved version.



2

Scan the card · AI reading

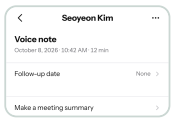
Photograph the front and back, and AI reads them and saves a contact. Correct anything that is wrong by hand.



3

Meeting record: text note · voice note · Translate Talk

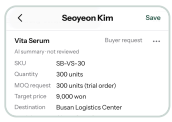
Record by text or voice right after the meeting. With a foreign counterpart, use Translate Talk and save the conversation as a note.



4

AI meeting summary · Requirement cards

A recording is summarized per product as requests, proposals and agreements, with requirements as cards. Source statements are shown and a person reviews them.



5

Product info check Team

Compares requirement cards with approved product info, reports can meet, does not match or missing, and creates questions to confirm.



6

Follow-up email draft

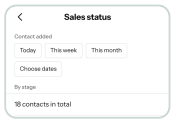
AI writes a draft from the meeting record and summary (for team contacts, reviewed cards too). Our price and MOQ are filled from approved product info.



7

Send after approval · Follow-ups · Sales status

The draft the approver checked is sent from the mail app on the owner's phone. Promises are managed as follow-ups, and progress in Sales status.



AI results are final after review

Summaries and cards made by AI are marked "Not reviewed" until a person checks them.

Source statements can be checked

Each summary and card shows its source statement (a direct quote), and with time information you can listen to that part.

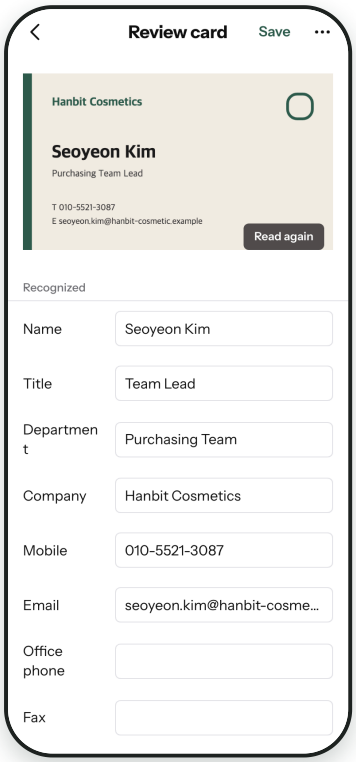
Approved values for price and MOQ

Team email drafts fill our price, MOQ and so on from approved product info, and numbers with no source are flagged.

02 Card scanning and AI reading

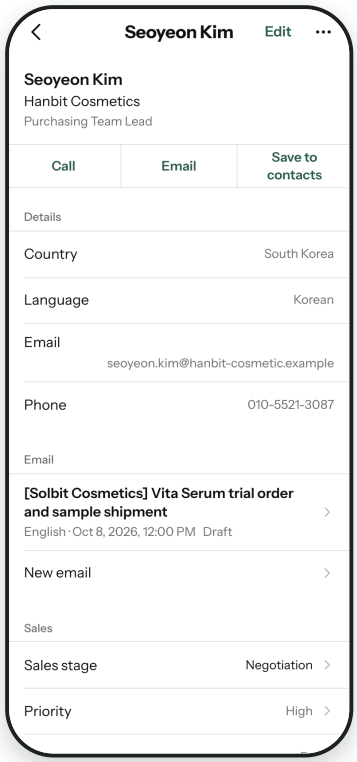
AI reads a scanned card and saves it as a contact

When a name, company and contact details can be read from a card, AI creates the contact and the meeting record automatically. If the photo is blurred or too little is read, you check and save it yourself. Anything read can be edited later.



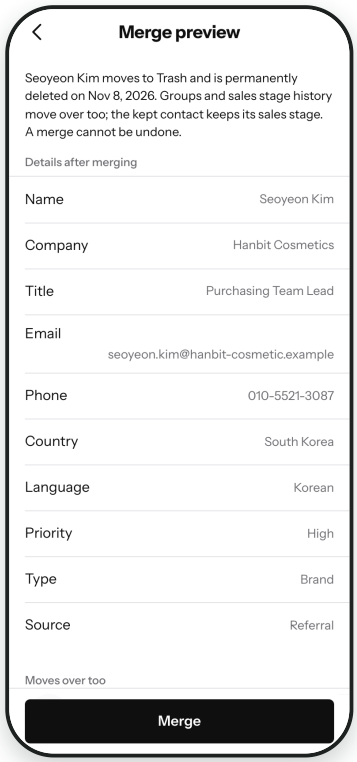
Review card

Photo and the fields AI read, side by side



Contact

Contact methods, sales info and email



Merge contacts

Check the result in a preview, then merge

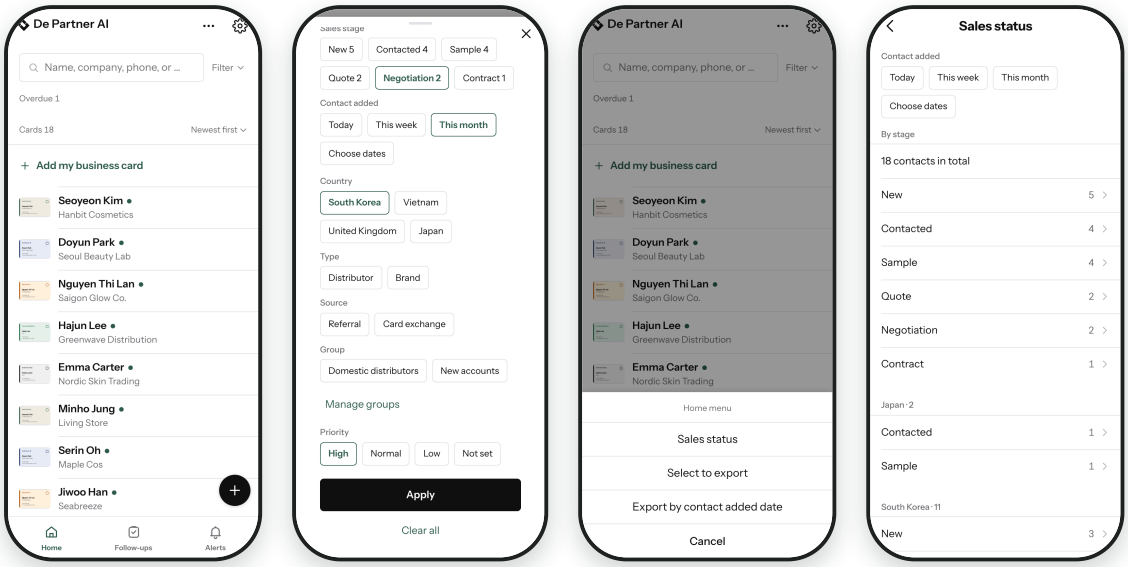
- **Front and back.** After the front, the back is optional and can be skipped. Besides the camera, you can pick a photo or import a PDF.
- **Saved automatically after AI reading.** AI reads name, title, department, company, mobile, email, landline, fax, address and website into a contact. Email and phone stay “Unverified” until you confirm and save.
- **Edit by hand.** Fields can be edited on the “Review card” screen, and the card can be read again. Blurred photos are flagged automatically.
- **Offline capture.** A card photographed without a connection is uploaded and read automatically once a connection is available.
- **Duplicate check.** If an existing contact matches by phone number, email, or name and company, the app tells you, and you link them after a preview.
- **Merge contacts.** When merging two contacts of the same person, you choose each value, and cards, records and follow-ups move together. A merge cannot be undone.
- **Recently deleted, 30 days.** Deleted contacts, cards and records are kept for 30 days and can be restored. “Undo” also appears right after deleting.
- **Card sharing and My card.** Register your own card and send its photos and details by message, KakaoTalk or the share sheet.

AI card reading works on a signed-in account. A card photographed without signing in is saved on the device only and must be typed in by hand.

03 Home · Search · Sales status

Search and filter contacts, and view sales status

On the Home list, search names, companies, phone numbers, emails and note text at once, check counts by sales stage and country, and export to Excel or CSV.



Home
Search, filter, sort

Filter
Narrow by 7 conditions

Home menu
Sales status, export

Sales status
People by stage and country

- **Search.** Finds name, company, title, country, email, phone and note text (including text from voice notes). A phone number is found whether entered with +82 or 0.
- **7 filters.** Sales stage · Contact added · Country · Type · Source · Group · Priority.
- **6 sort orders.** Newest first · Oldest first · Name A-Z · Company A-Z · Next follow-up due · Recently met.
- **Today's summary.** The top of Home shows the counts added today, to review and overdue.
- **Groups, priority and extra fields.** Group contacts, mark them High, Normal or Low, and add your company's own fields (10 formats such as text, number, date and choice).
- **Sales status.** See the number of people by stage and country for a contact-added period. Tapping a row opens Home filtered to those contacts.
- **Sales stages.** 8 stages are provided by default.

  New › Contacted › Replied › Sample › Quote › Negotiation › Contract › Closed

  You can leave a reason when changing a stage, and the change history is kept.
- **Export to Excel and CSV.** Makes an **Excel (.xlsx)** or **CSV** file for selected contacts or a contact-added period and passes it to the share sheet. CSV is UTF-8 so Korean text is not garbled. Excel saves phone numbers as text to keep the leading 0 and +.

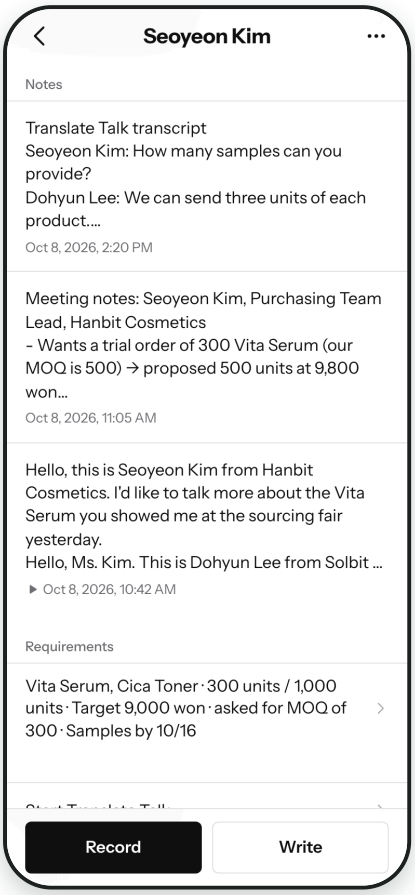
Sales stage Negotiation · This month · South Korea · Priority High

Example: contacts in South Korea added this month, at the "Negotiation" stage, with priority "High". Conditions combine to narrow the list.

04 Meeting record ① Text note · Voice note

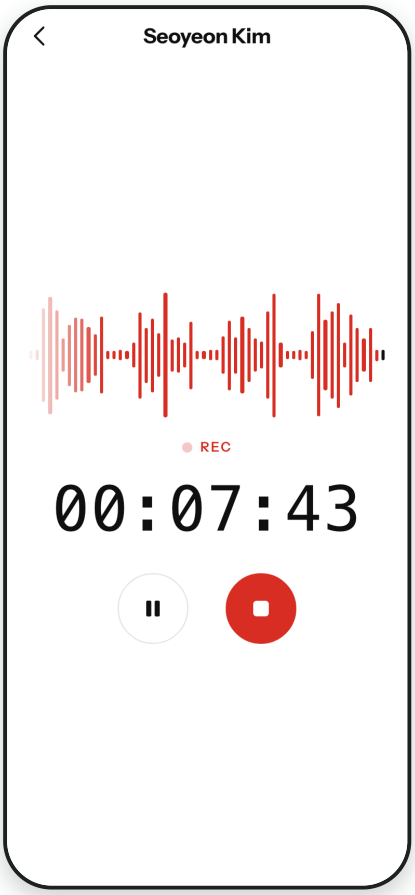
Record by text or voice after the meeting

Write it down or record it. AI turns a recording into text, and you can assign each speaker a role (Buyer, Us, Unknown).



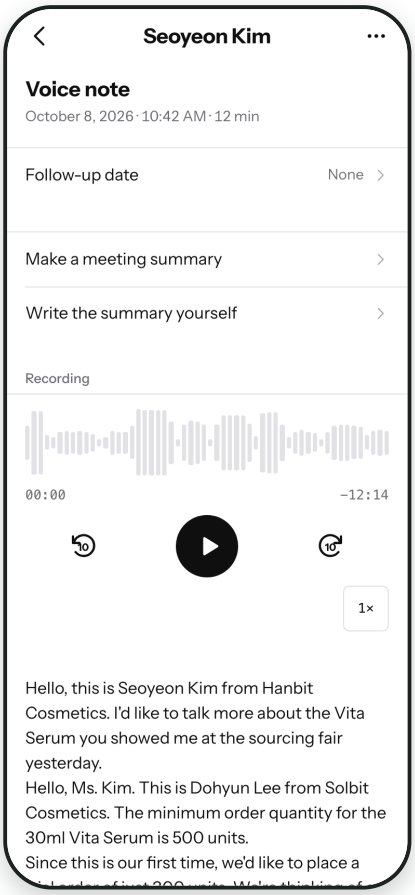
Meeting screen

Notes, requirements and Translate Talk



Voice note

Waveform and time while recording



Transcript

Recording playback and text by speaker

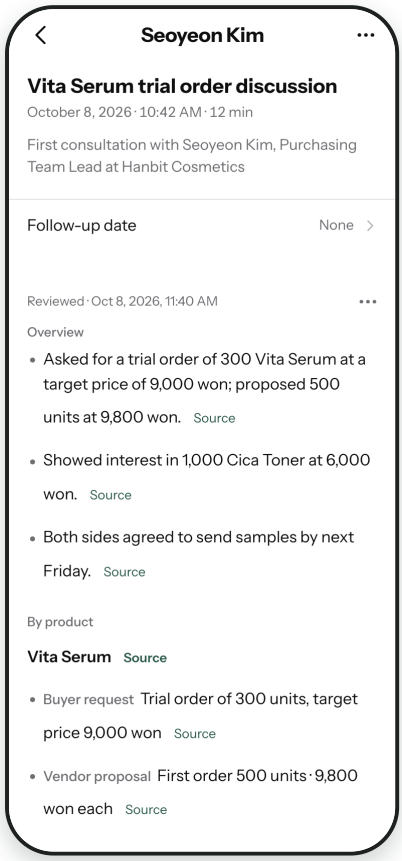
- **Text note.** It is saved as a draft while you write, and a follow-up date can be attached to the note.
- **Voice note up to 60 minutes.** You can pause and resume. At 60 minutes recording stops automatically, and what was recorded up to then is saved.
- **Recording with the screen locked.** Recording is designed to continue when the screen turns off (Android shows a notification while recording).
- **Upload a recording.** An existing recording of 60 minutes or less and 25MB or less (m4a, mp3, wav and others) can also be uploaded and turned into text.
- **Speech to text.** AI turns the recording into text. You can leave with “Check later” instead of waiting, and type the text yourself if it fails.
- **Playback.** Skip 10 seconds back or forward and change the speed. From the source of a summary or card, playback starts at that time.
- **Speaker roles.** Assign Buyer Us Unknown to a speaker such as “Speaker 1”. The role is used in summaries, cards and emails made afterwards.
- **Text check.** You can mark that a person has checked the transcript (name and time are kept).

AI meeting summary, requirement cards and speaker roles are available for voice notes (recordings). A text note keeps text and a follow-up date.

05 Meeting record ② AI meeting summary

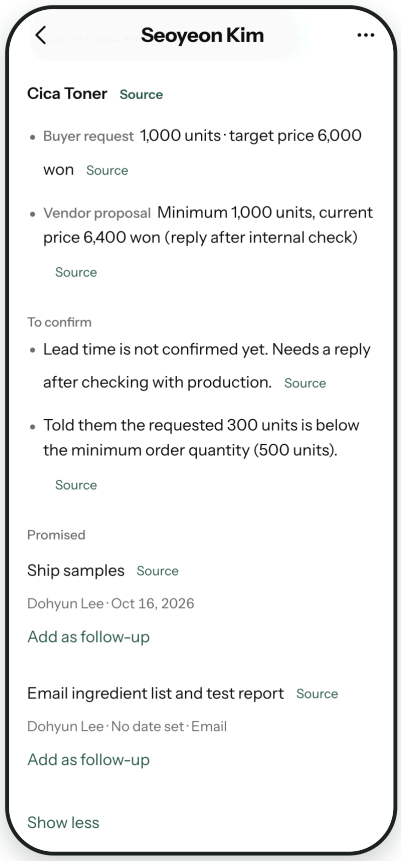
Summarizes a recording as requests, proposals and agreements by product

When a recording has been turned into text, AI makes the first meeting summary. For each product it separates who requested, proposed or agreed what, and each sentence has a source.



By product

Status · source · review mark



Promised

Check, then add as follow-up

Parts of a summary

- **Overview**
- **By product**: a status mark on every sentence, for each product
- **Products mentioned · To confirm · Promised**

Status marks

Buyer request · Vendor proposal · Agreed · Unconfirmed

What the other side requested, what we proposed and what both sides agreed are separated on one screen.

AI draft, reviewed by a person

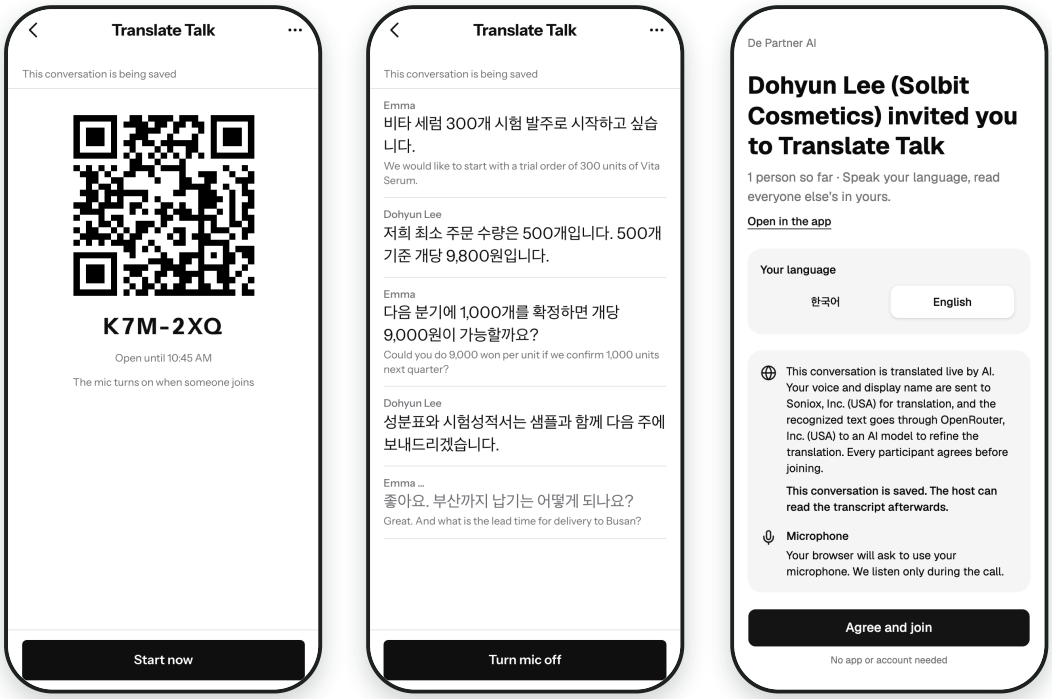
AI organizes what was said and is set to leave unclear values as “Unconfirmed”. It can miss things or make errors, so compare with the source statements when reviewing. Until then, “Not reviewed” is shown.

- **Show source.** Tapping “Source” next to a sentence shows the quoted statement, with time and speaker if available. For a statement that has a recording and a time, “Listen from here” plays from that time.
- **Review by a person.** Tapping “Mark as reviewed” records your name and the time. If the original text changes, it needs review again.
- **Promises to follow-ups.** In each “Promised” item, tap “Add as follow-up”, edit the text and set the date yourself to add it. Nothing is added automatically.
- **Make again.** A new summary does not overwrite the existing one. It is shown next to it as a candidate and applied when you choose it.
- **Edit and change history.** A summary can be edited and copied by hand, and restored to an earlier version from the change history.
- **Background processing.** You can keep writing and saving notes while a summary is being made, and it appears when finished.

06 Translate Talk

Interprets Korean and English conversation with live captions

When you speak Korean or English, captions in each person's language appear in real time. The other person joins in a browser by scanning a QR code, without installing the app.



Invite
Shows the QR and invite code

Conversation
Captions in both languages

Guest screen
Joins in a browser, no app or account

- **Korean ↔ English.** The translation appears as captions as you speak. Up to 8 people can take part.
- **Invite by QR.** When the other person scans the QR on the host screen with a phone camera, they join right away (the code is in the invite link, and an invite is valid for 30 minutes after it is created).
- **No install for the other person.** With no account and no app, they choose a language in the browser and join.
- **Host controls.** The host can stop new entries, remove a participant and use "End for everyone".
- **Conversation becomes a meeting note.** When the conversation ends, it is saved automatically to that meeting record as a "Translate Talk transcript" note.
- **Voice is not saved.** The server keeps only the text of the conversation (captions) and does not keep voice files.
- **Add a card next.** From the screen after the conversation, you can add a business card and link it to that meeting.

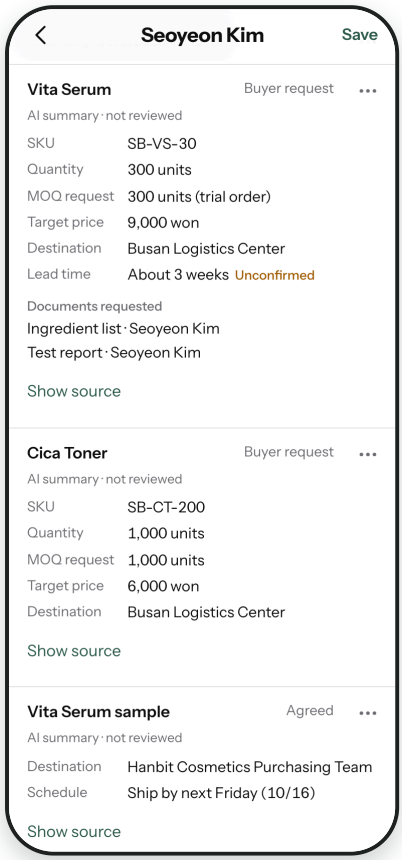
Credit usage rule

Translate Talk uses credits from the host account **only while two or more people are connected**. It is **1 credit for each 5-minute block that starts** while the other person is connected. Nothing is deducted while the host is alone. 100 credits are given free at sign-up.

07 Requirement cards

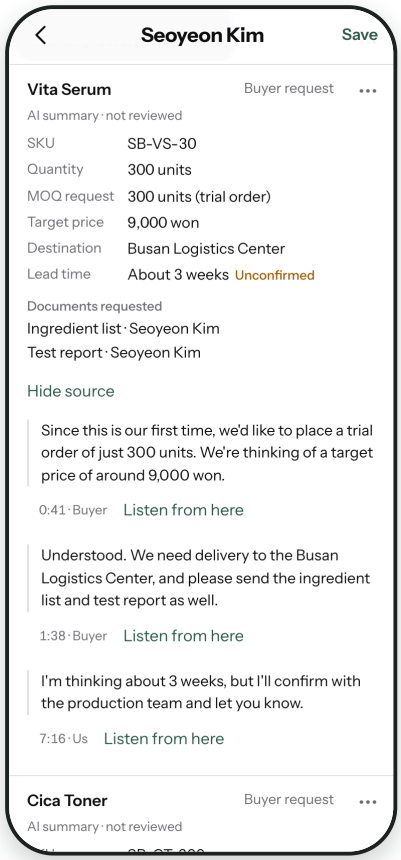
Pulls requirements by product from a recording into cards

From a recording, AI pulls quantity, target price, MOQ request, shipping, destination and document requests for each product and organizes them into cards. On each card, “Show source” lets you listen again to the statement behind it.



Requirement cards

Values by product · document requests



Show source

Quote · time · speaker · listen

Items on a card

Product · SKU · quantity · sample quantity · MOQ request · target price · shipping · destination · lead time · payment terms · delivery terms · schedule · note, and **documents requested** (document name · requester · due date).

Card status

Buyer request · Vendor proposal · Agreed · Unconfirmed

Each card shows its current status, and you can change it by hand.

Unclear values stay “Unconfirmed”

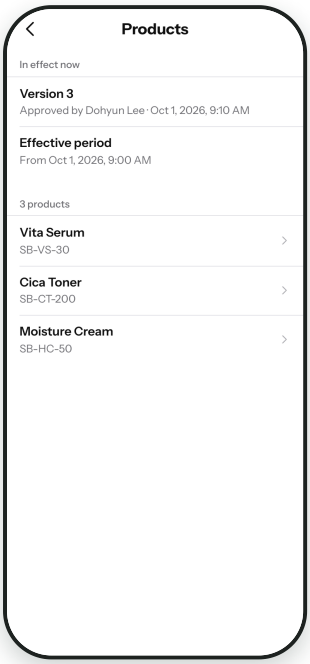
Values the other side stated are filled in, and unclear values get “Unconfirmed” next to the field. They can differ from what was actually said, so check them with “Show source”.

- **Make from a recording.** On the meeting screen, tap “Make cards from recording” under “Requirements”, and the cards are made in the background.
- **Play the source statement.** In “Show source” you can read the quote, see time and speaker if available, and tap “Listen from here” to play from that moment.
- **“AI summary · not reviewed” mark.** When a person taps “Mark reviewed” to finalize a card, the mark disappears and the reviewer and time are kept.
- **Add and edit by hand.** You can add a card, edit values, change the status and delete (Undo is provided).
- **Automatic check after review.** When a card in a team record is marked reviewed, the check against approved product info starts automatically.

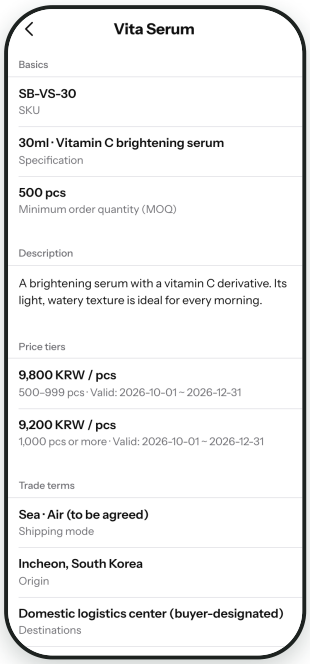
08 Product reference info

Uses approved product info as the standard

Register products, SKUs, MOQ, price tiers and trade terms once and have them approved. The check and the email drafts then use only that approved version.



Product registry (app)
Active version and product list



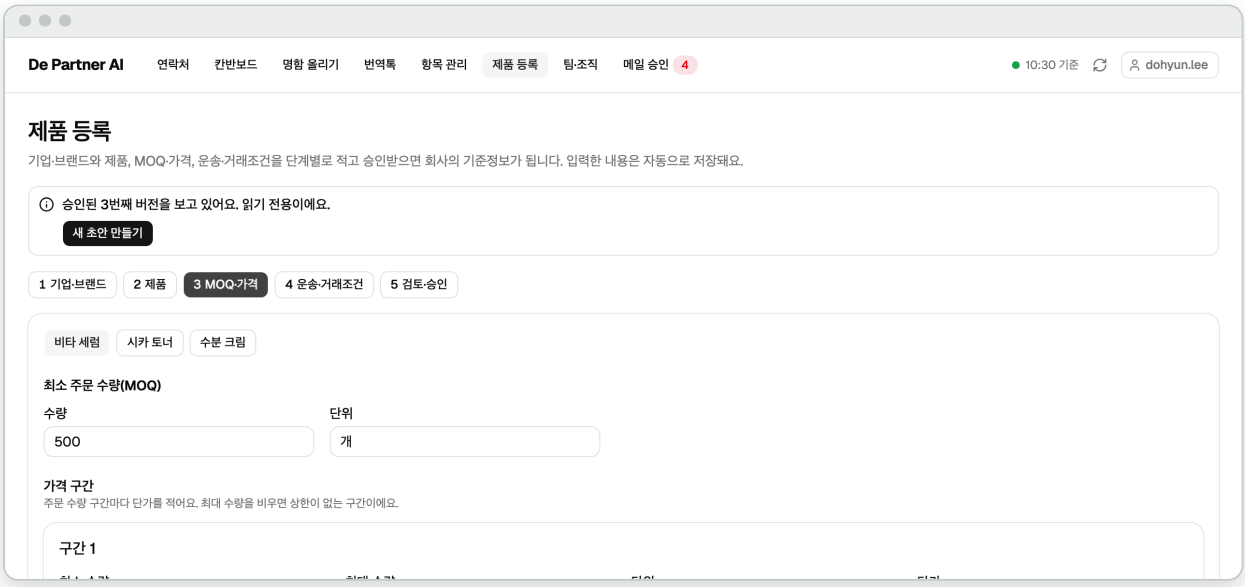
Product detail (app)
MOQ · price tiers · trade terms

Information you register

- **Company and brand**: company and brand introduction, allowed and disallowed expressions
- **Product**: name · SKU · volume · specification · description · images and documents · certificates and evidence files
- **MOQ · Price**: minimum order quantity, **price tiers** by quantity, **currency** (KRW, USD, EUR, JPY, CNY and others), validity period
- **Shipping · trade terms**: shipping method · origin · destination · lead time · payment · delivery terms (unknown values are “TBD”)

Versions and approval

- Draft → approval request → **a person with approval permission approves (or rejects)**
- **An approved version cannot be edited.** To change it, make a new draft. The history of version, approver and effective period is kept.
- Any team member can view approved information in the app.



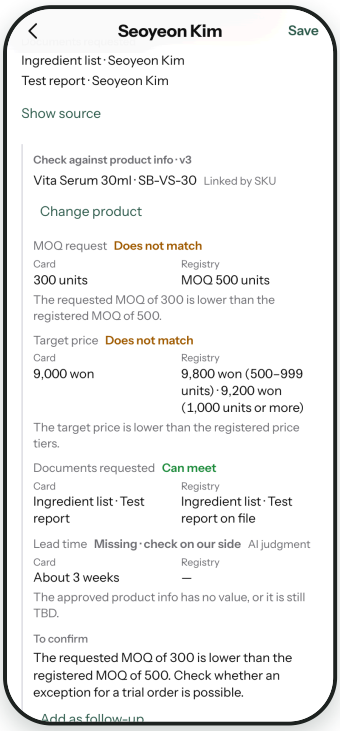
Product registry (PC web)
Entered in 5 steps (Company and brand → Product → MOQ and price → Shipping and trade terms → Review and approval) with autosave

Registration, editing and approval are done on the PC web. The app is for reading approved information.

09 Product info check

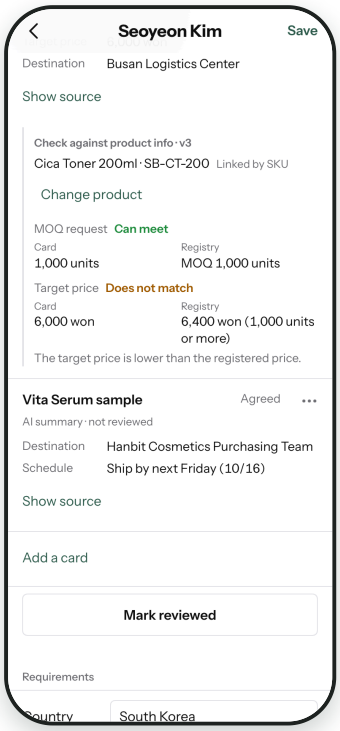
Compares requirements with approved product information

Requirement cards are compared with approved product info, with the card value and the registered value side by side. Mismatches and missing information lead to questions to confirm.



Vita Serum check

Card value vs registered value



Cica Toner check

Judged separately for each product

Results

Can meet	The request is within the registered terms.
Does not match	Example: requested MOQ 300 < registered MOQ 500
Missing	Either more must be asked of the other side (ask the buyer), or our registered information is empty (check on our side)

The owner makes the final decision

The check result is for reference. The owner decides whether price or MOQ can change and what to offer.

- **Quantity, MOQ and target price are judged by rules.** Compared with the price tier for the quantity. If currencies differ, it does not convert and reports “Missing”.
- **Shipping, destination, lead time, payment, delivery terms and document requests are judged by AI.** These fields carry an “AI judgment” mark.
- **To confirm → follow-up.** “Add as follow-up” next to a card’s question puts the check on your follow-ups.
- **Automatic product linking.** Cards are linked to registered products by SKU. If that fails, AI links them. A person can also pick or change the product.
- **Approved version only.** Checks run only when an approved version exists. When a card changes or new product info is approved, the app suggests “Check again”.
- **On-site offer conflict.** If a condition offered or agreed in the conversation differs from the approved terms, the app shows “What was offered on site differs from the approved terms”.

This is a feature for team records. Personal records are not checked against team product info.

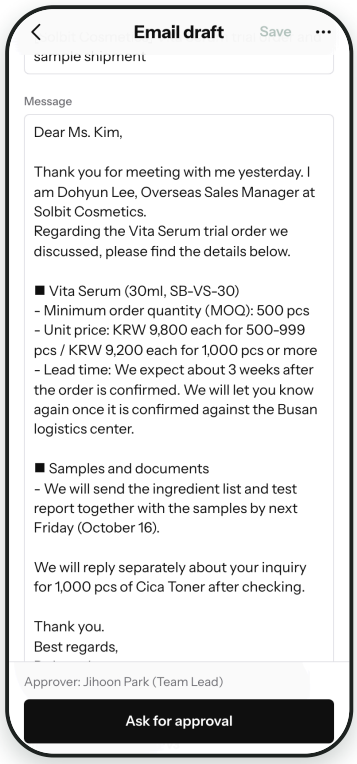
10 Follow-up email draft

Writes a follow-up email draft from the meeting record

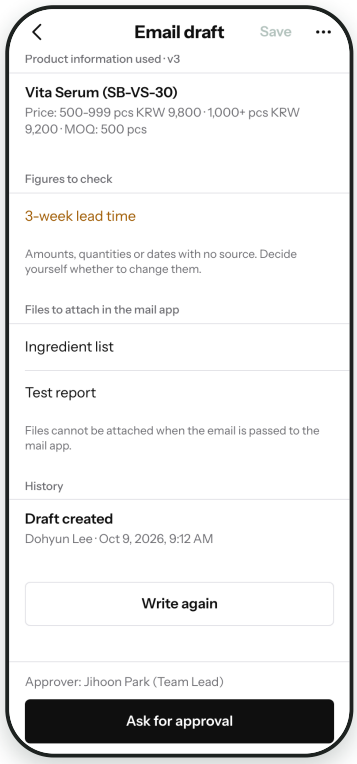
AI writes a draft from the meeting record and summary (for team contacts, reviewed requirement cards are also used). Our price, MOQ and so on are filled with values from the approved product info. Numbers whose source was not found are marked separately for the owner to check.



Top of the draft
Korean summary · on-site offer warning



Body
Email filled with approved price and MOQ



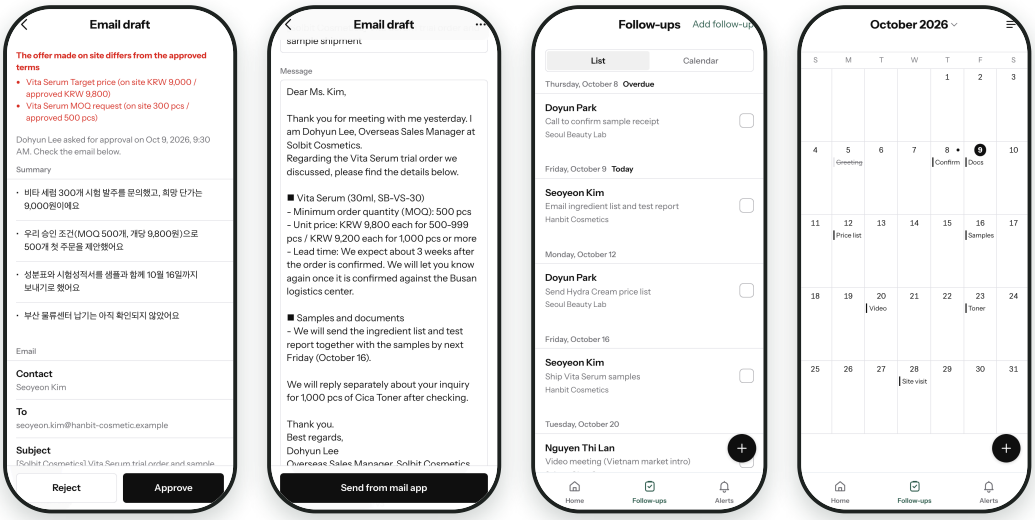
Source and checks
Product info used · figures to check

- **Materials used.** The draft is written from contact information, notes and voice-to-text transcripts, requirements and follow-ups. For team records, only **reviewed** summaries and cards are used (the number left out is shown).
- **Price and terms are approved values.** A draft for a team contact fills price, MOQ, lead time, payment terms, delivery terms and shipping method from the approved product info, and shows on screen which version was used.
- **Figures to check are marked.** Amounts, quantities and dates whose source was not found in the record or approved values are shown separately as “Figures to check”. The owner decides whether to change them.
- **Email language.** Choose from 한국어 · English · 日本語 · 中文. The summary always appears in Korean as well.
- **Warning when it differs from the on-site offer.** If a condition from the conversation differs from the approved terms, the draft does not commit to it and is guided to say “we will reply after internal confirmation”.
- **Attachments are added by hand.** Documents the other side requested (such as an ingredient list) are written only as “will be sent separately”, and a list of files to attach is shown.
- **Writing by hand is also possible.** An email written without an AI draft is managed in the same flow.

11 Approval · Sending · Follow-ups · Alerts

Team emails are sent after approval, and promises are added as follow-ups

An email written for a team contact is requested by the author and checked by the approver, then sent from the mail app on the author's phone. The service does not send emails on your behalf.



Approver screen
Approve · reject

Send after approval
Send from the mail app

Follow-up list
To-dos by date

Follow-up calendar
View by month

Email approval flow

- **The author writes → asks for approval → the approver approves or rejects.** A rejection reason goes to the author. Approval requests appear in app alerts and on the PC web email approval page, and results in app alerts.
- **Approval permission is set by role.** A person with the "Approve or reject email" permission approves; by default only the admin role has it. An author with the permission can do both at once with "Approve and send".
- **Editing after approval cancels the approval.** If the recipient, subject, body or the product info version used changes, approval is needed again.
- **Changed product info blocks sending.** If the product info used is no longer the latest, asking for approval and sending are blocked, and the app suggests "Write again".
- An email written for a personal contact can be sent without approval.

Sending and history

- **Device mail app · copy · share.** "Send from mail app" opens the mail app with recipient, subject and body filled in. Copy and share also work. Attach files in the mail app yourself.
- **Sent record.** A record is kept each time the email is handed off, and when you return the app asks "Did you send the email?" ("I sent it" is the owner's own confirmation).

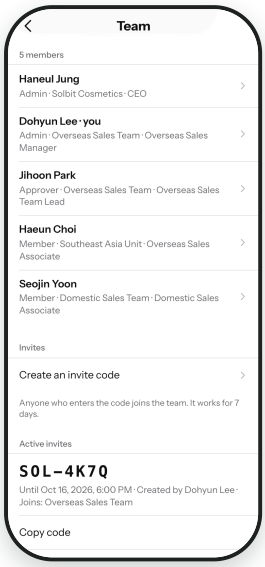
Follow-ups and alerts

- **Follow-ups tab.** View as a list or calendar. You can also create a follow-up with no contact, or add one directly from a promise or question to confirm in a note or AI summary.
- **Due-date reminders.** When turned on in Settings, a count is shown at the time you choose, from the due date up to 7 days before (no names or content in the notification).
- **Alerts tab.** Collects items that failed to send, items that differ from another device and need checking, and email approval requests and results.

12 Team

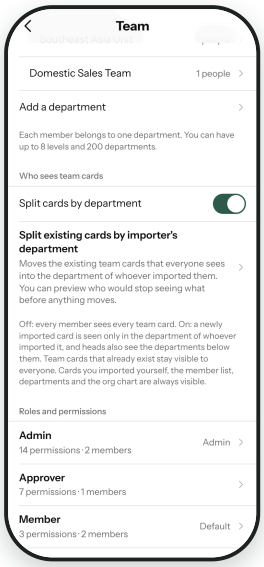
Invite members and set permissions by role

Create a team, invite members with an invite code, set roles, permissions and departments, and share cards and meeting records. Matters that need approval are handled by people who have the permission.

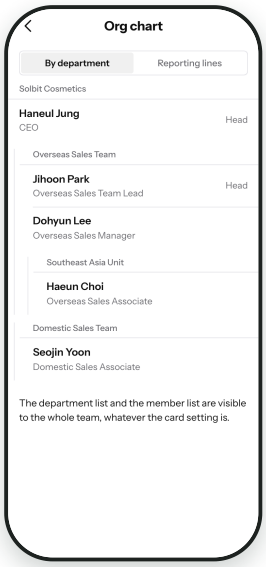


Invite code

Copy and share the code

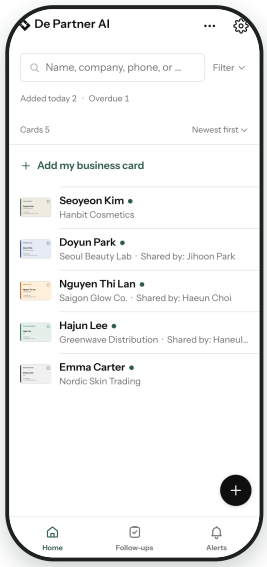


Departments, roles and permissions



Org chart

Departments · heads · titles



Team contacts

"Shared by: name" is shown

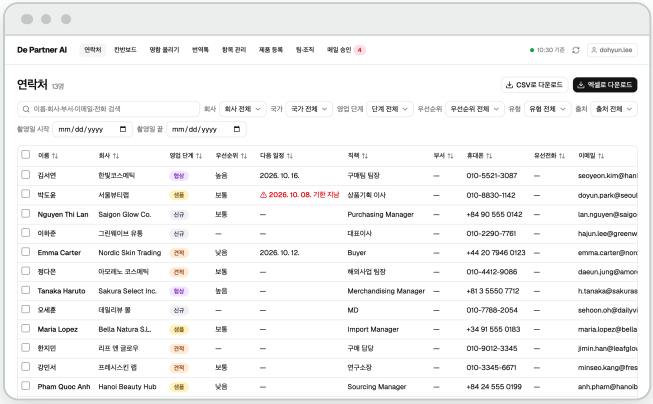
- **Invite code.** The person who created the team makes an 8-character invite code and shares it. The recipient enters it under "Join a team" (a code can be used for 7 days). One person belongs to one team.
- **Sharing team contacts.** Import your own card into the team as a copy (choose "Card and contact only" or "With notes and requirements"). Team members see it as "Shared by: name". Your original stays as it is.
- **Departments and org chart.** Set a department tree, department heads and titles; everyone can view the org chart. When "Split cards by department" is on (off by default), newly shared cards are visible by department. Existing cards change only when an admin runs "Split existing cards by importer's department".
- **Roles and permissions.** Use the 4 default roles (Admin · Deputy admin · Team lead · Member) or create your own, and turn the 14 permissions on or off for each role.

Permission area	Examples
Team and members	Rename the team, manage roles and permissions, change member roles or remove members, create invite codes
Cards and records	Import cards and write team notes, edit and delete, export team cards, edit teammates' follow-ups
Products and approval	Manage team products, approve products, **approve or reject email**
Organization	Manage the organization, see cards of every department

13 PC web

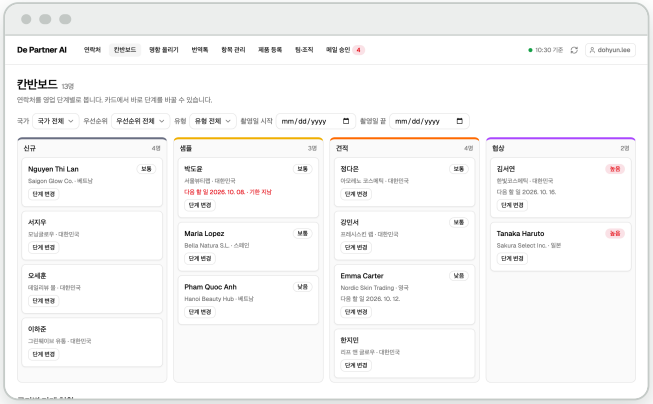
Manage contacts, product info and the team on the PC web

Sign in at web.departnerai.co.kr with the app account to manage contacts, product info and the team. Card scanning, recording and AI summaries are done in the phone app.



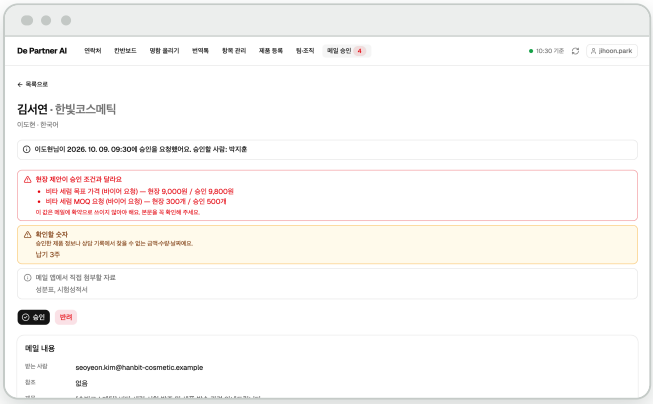
Contacts

Search, filter, sort, Excel/CSV download



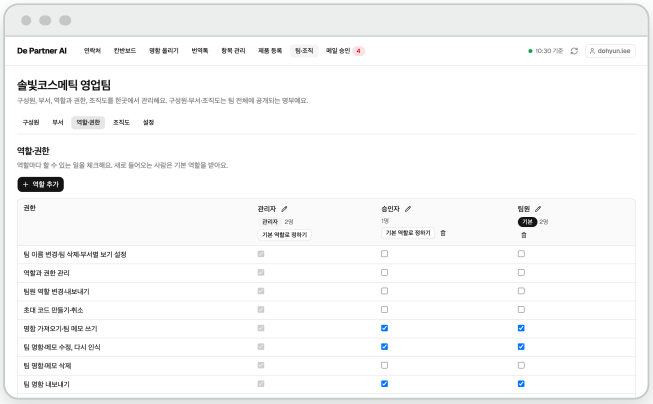
Kanban board

View by sales stage and change the stage



Email approval

Review a draft, then approve or reject



Team and organization

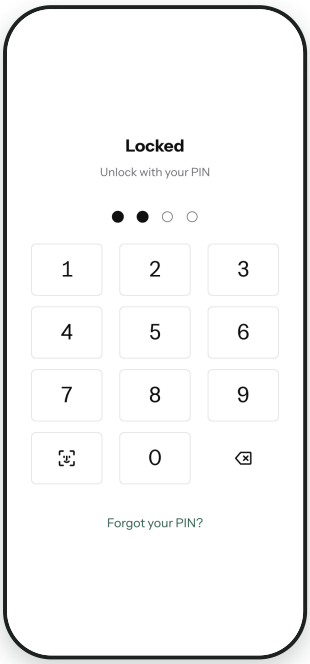
Members, departments, roles, permissions

- **Contacts.** Search, filter and sort contacts, and edit name, company, title and sales stage. View card photos and records (voice playback, summaries, requirement cards).
- **Kanban board.** View contacts by sales stage and change the stage on a card.
- **Upload a card.** A card photo uploaded on the PC appears under “Cards to review” in the app, where it is read and saved.
- **Export.** Excel and CSV download, and a contact file (.vcf) per contact.
- **Product registry.** Enter product reference info in 5 steps, then request approval and approve.
- **Email approval.** Shows the number waiting, and you approve or reject in the detail view.
- **Team and organization.** Member roles, departments, superiors and titles, invite codes, 14 permissions per role.
- **Translate Talk host.** Open Translate Talk on the PC and invite by QR or link.
- **Fields, password, account.** Manage extra fields, change the password and recovery code, delete the account.

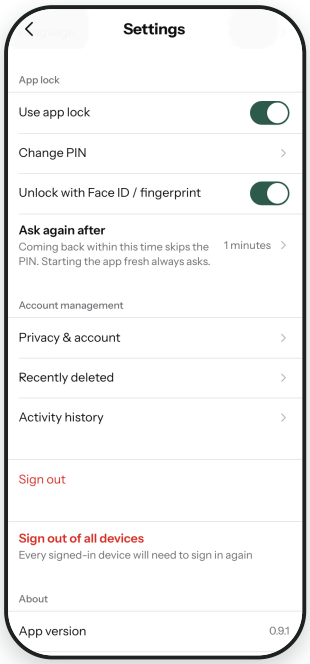
The PC web contacts and kanban board show the contacts of your own account. Cards shared by the team and team records are viewed in the app.

Device data encryption and account protection

The database stored on the device is encrypted. The app provides app lock, consent at sign-up and a recovery period after an account is deleted.



App lock
PIN · fingerprint/Face ID



Settings
Use app lock, Ask again after

- **Device database encryption.** The database the app stores on the device is encrypted (SQLCipher). The key is kept in the iOS Keychain or Android Keystore.
- **App lock.** Locks with a 4-digit PIN and fingerprint or Face ID (on supported devices). You can choose how long after leaving the app it asks again (immediately · 15 seconds · 1 minute · 5 minutes). It always locks when the app restarts.
- **Consent to sending data out for AI processing.** At sign-up you must agree to the Terms of Use and Privacy Policy and to "Sending data out for AI processing". The sign-up screen explains what is sent.
- **Account deletion and recovery.** Deleting the account stops syncing and sign-in at once. Within 30 days you can recover it with the same ID and password. After 30 days, personal records are deleted. Records shared with the team stay with the team.

Other protections

- **No personal information in error reports.** Reports contain no names, phone numbers, emails, card contents, photos or notes, only diagnostic information such as app version, device model and error location.
- **Encrypted connection.** The app and the server communicate over HTTPS.
- **Photo and recording storage.** Card photos and recordings are synced to server storage (Seoul region). Translate Talk voice is not stored.
- **Password recovery code.** A single-use recovery code issued in Settings lets you set a new password if you forget it.
- **Sign up with ID and password.** Email address and phone number are not collected.
- **Works offline too.** While signed in, photos and notes are saved on the device first and sent when connected, if auto sync is on.

Information sent in AI processing

For card reading, speech-to-text, summaries and email drafts, card photos, recording files, text made from speech, and the contact and meeting details needed for writing are sent to external AI processing providers. The sign-up screen and the Privacy Policy list the items and providers, and you must agree to this transfer to sign up.

Requirements and how to start

100 credits are free at sign-up, with no purchase process. App screens support Korean and English.

iOS	**15 or later**
Android	**7.0 (API 24) or later**
App version	**0.9.1**
Release regions	**Korea · Japan · USA · Hong Kong · Taiwan**
App screen language	**Korean · English**
Free credits at sign-up	**100**

Order of getting started

STEP 1
Sign up with ID and password, and agree to the terms and external AI processing.

STEP 2
Create a team and invite members with an invite code. Set roles and permissions.

STEP 3
Register and approve product reference info on the PC web, then scan cards and start selling.

Credit use

Feature	Credits
Sign-up	100 credits given free
Card reading (front + optional back, once)	1 credit · only when a normal result is saved
Voice note speech-to-text (one recording up to 60 min, 25MB)	1 credit · only on success
Translate Talk	1 credit per 5-minute block started with two or more people connected
AI meeting summary · Requirement cards · Product info check · Email draft	No credits deducted (usage limit only)

Photographing, manual entry and sync work when credits run short. See the balance in Settings. There is currently no purchase screen.

Inquiries

Provider	MRP Labs (엠알피랩스)
Contact	**developer@mrplabs.co.kr**
PC web	web.departnerai.co.kr

This document is based on app 0.9.1. The screens in this document are examples built with a fictional company, people and products (Hanbit Cosmetics, Seoyeon Kim, Vita Serum and others), and are not real customer information.