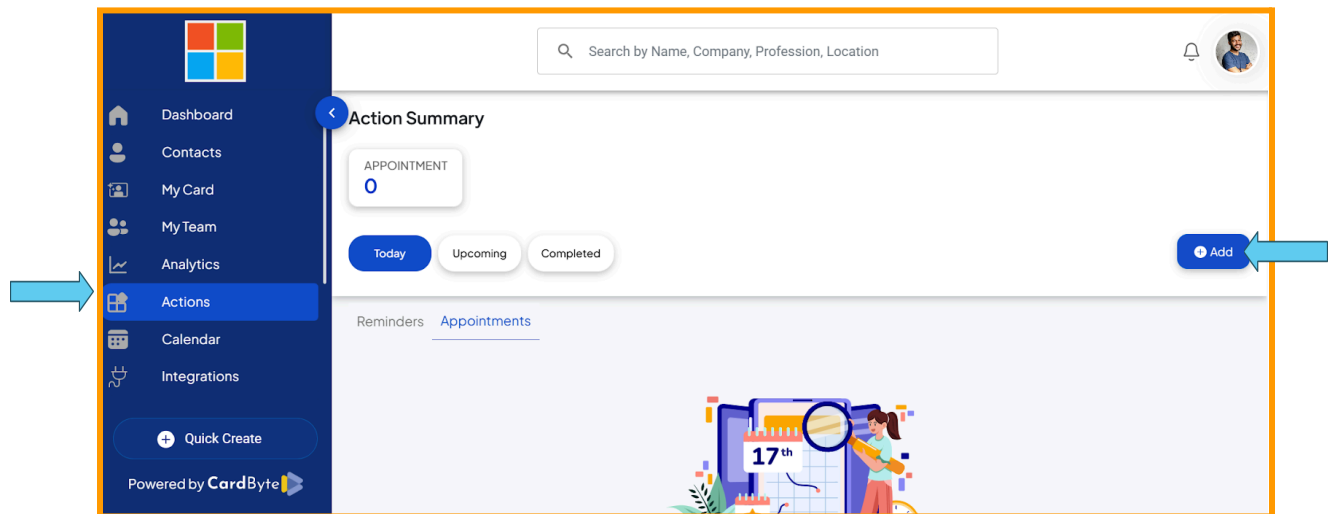


How to Add an Appointment on the Cardbyte Website

Follow these steps to add an Appointment

- Open the **CardByte Web App**.
<https://enterprise.cardbyte.ai/login>
- Sign in using your credentials.
- Click on “**Actions**” and select “**Appointments**”.
- Click on “**Add**” to set up an Appointment



- Fill in all the mandatory details and click on the **New Appointment** button.

New Appointment

Reminder: Appointment

Meeting Catch-Up

johndoe1@gmail.com ✓ Enter email*

Due Date*

Start Date: 30/07/2025 Start Time: 08:00 PM → End Date: 30/07/2025 End Time: 08:30 PM

All Day ☐

New Appointment

- In addition, users can create team appointments, recurring events, and all-day events. Once the details are finalized, click the **New Appointment** button to proceed.

New Appointment

Reminder: Appointment

All Day ☒

Teams Meeting ☐

Repeat ☒

Daily Weekly Monthly Yearly

End Date: 30/10/2025 Repeat every: 1 Day

New Appointment

How to Add an Appointment in the Cardbyte Mobile App

Follow these steps to add an appointment

- Open the **CardByte** mobile app.

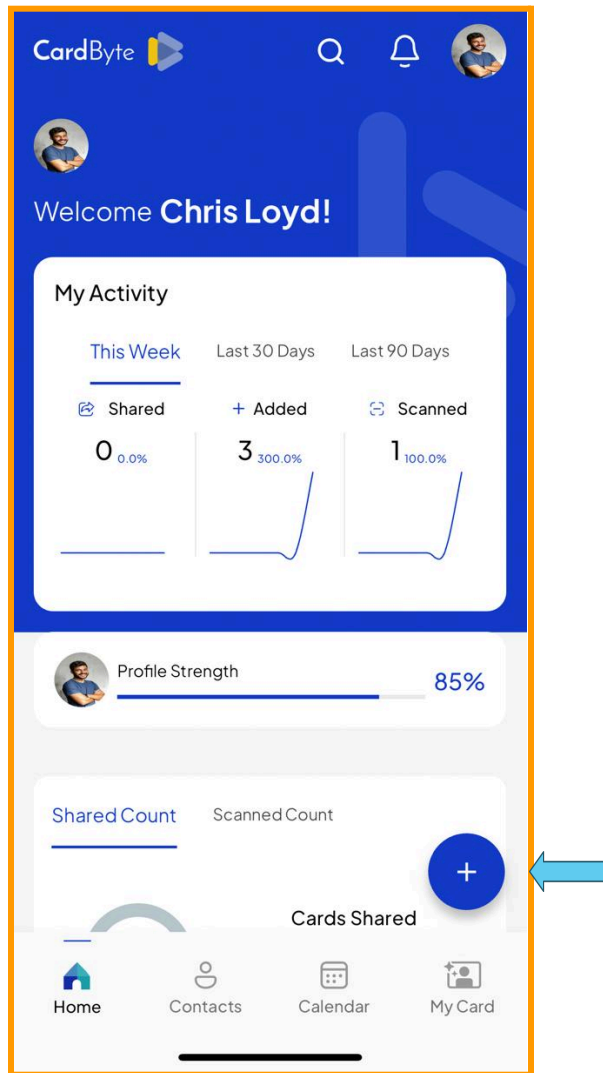
For Android users, click on the link below:

<https://play.google.com/store/apps/details?id=ai.cardbyte.enterprise>

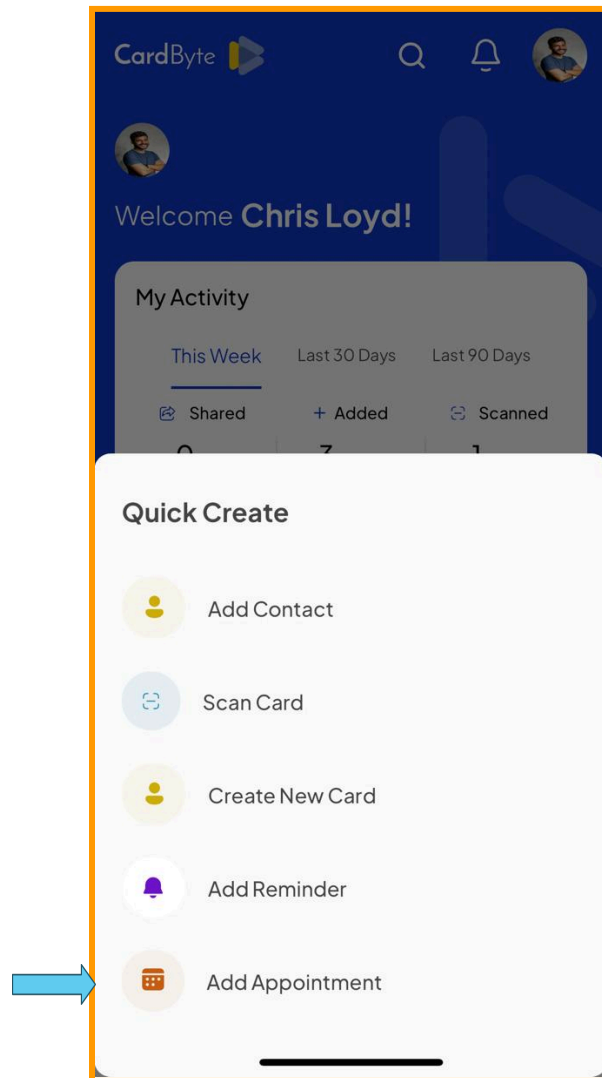
For Apple users, click on the link below:

<https://apps.apple.com/in/app/cardbyte-enterprise/id1670373750>

- **Log in** to the CardByte Mobile App.
- Tap the "+" symbol in the lower right corner to add an appointment.



- Select **“Add Appointment”**



- Fill in all the details and click on the **Add Appointment** button.

<

Add Appointment

MEETING NAME *

Meeting Catch-up

APPOINTMENT WITH *

johndoe1@gmail.com

DUE DATE *

All Day

Start

Jul 30 at 8:30 PM

End

Jul 30 at 9:00 PM

REPEAT

Repeat

SYNC

Teams Meeting

ADD APPOINTMENT

- In addition, users can create team appointments, recurring events, and all-day events. Once the details are finalized, click the **New Appointment** button to proceed.

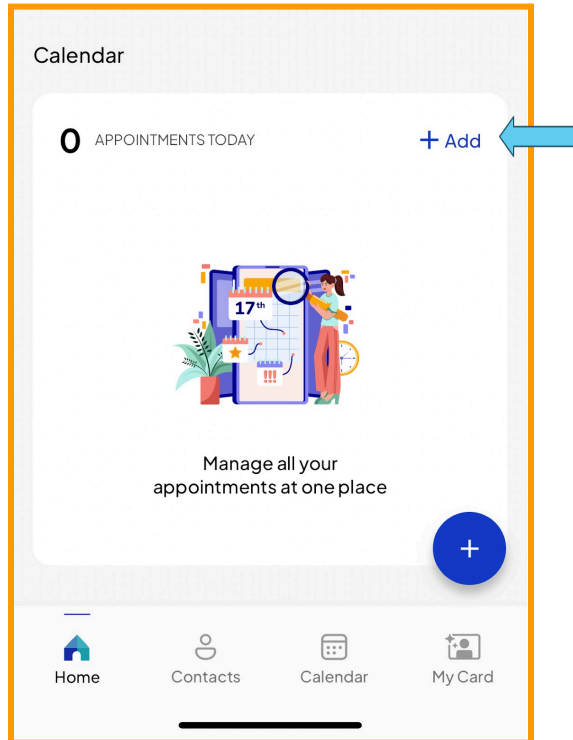
The screenshot shows a mobile application interface for creating an appointment. The screen is titled "Add Appointment" with a back arrow on the left. The interface is divided into several sections:

- ADDED PEOPLE**: Shows "JO 1 Selected".
- DUE DATE ***: Includes a calendar icon, an "All Day" toggle (which is turned off), and time selection fields for "Start" (Aug 1 at 4:00 PM) and "End" (Aug 1 at 4:30 PM).
- REPEAT**: Includes a repeat icon, a "Repeat" toggle (which is turned on), and frequency options: "Daily" (selected with a blue underline), "Weekly", "Monthly", and "Yearly". It also has an "End" date field set to "Oct 30, 2025" and a "Repeat every:" field set to "1 DAY".
- SYNC**: Includes a "Teams Meeting" toggle (which is turned off).

At the bottom of the screen is a large blue button labeled "ADD APPOINTMENT". A blue arrow points upwards from below the screen towards this button.

Option 2

- Open the **CardByte** mobile app.
- Scroll down in the app to see **Calendar**.
- Click on the **Add** button to set up an appointment.



- Fill in all the details and click on the **Add Appointment** button.

The screenshot shows a mobile application interface for adding an appointment. The title bar at the top has a back arrow and the text "Add Appointment". Below the title bar is a section for "ADDED PEOPLE" with a sub-label "JO 1 Selected". The next section is "DUE DATE *" with a calendar icon, an "All Day" toggle (which is turned off), and fields for "Start" (Aug 1 at 4:00 PM) and "End" (Aug 1 at 4:30 PM). The "REPEAT" section has a refresh icon, a "Repeat" toggle (which is turned on), and four frequency options: "Daily" (selected with a blue underline), "Weekly", "Monthly", and "Yearly". Below these are an "End" date field (Oct 30, 2025) and a "Repeat every:" field with a value of "1" and the unit "DAY". The "SYNC" section has a "Teams Meeting" toggle (which is turned off). At the bottom is a large blue button labeled "ADD APPOINTMENT". A blue arrow points upwards from the bottom of the screen towards this button.