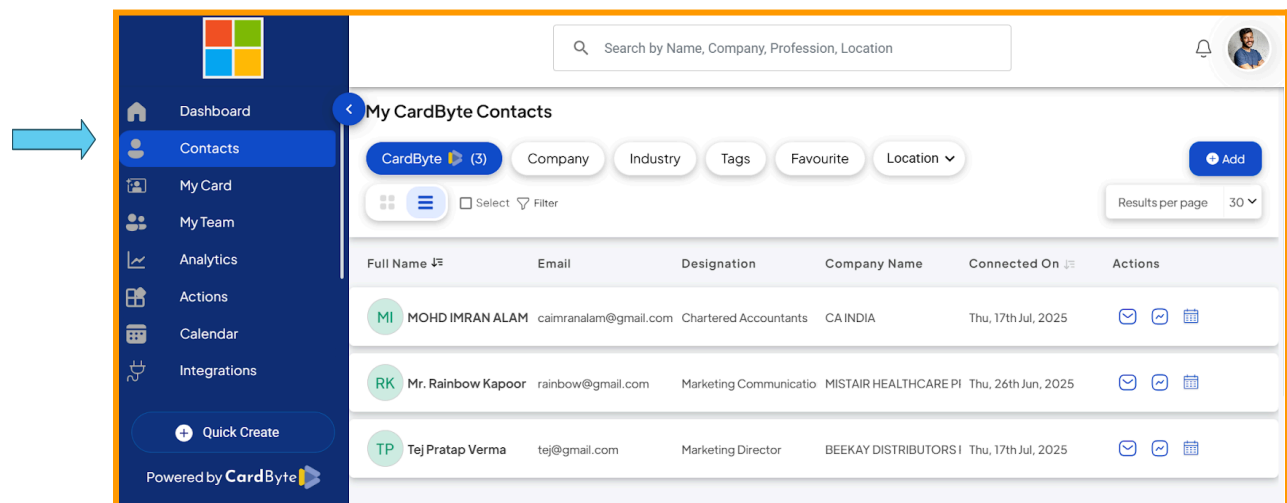


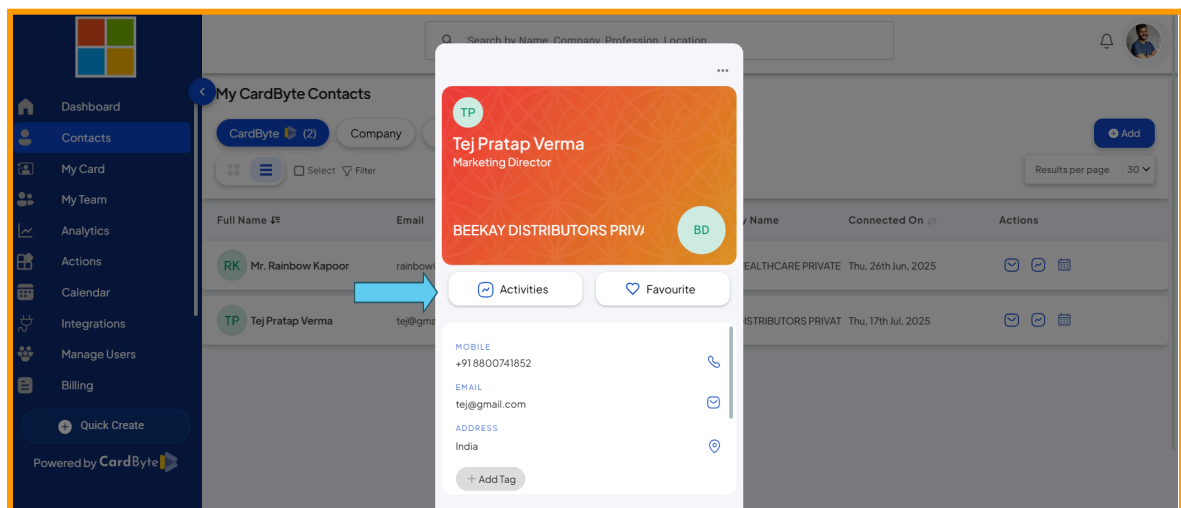
# How to Add Notes to a Contact on the Cardbyte Website

Follow these steps to add notes to a contact

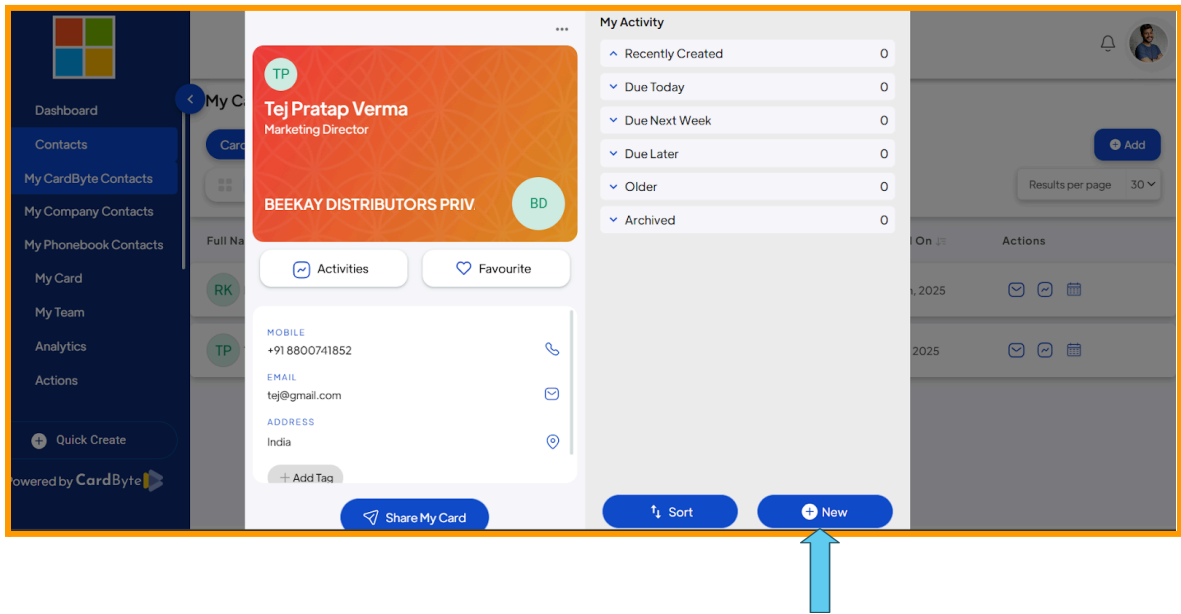
- Open the **CardByte Web App**.  
<https://enterprise.cardbyte.ai/login>
- Sign in using your credentials.
- Click on “**Contacts**” to see your CardByte Contacts.



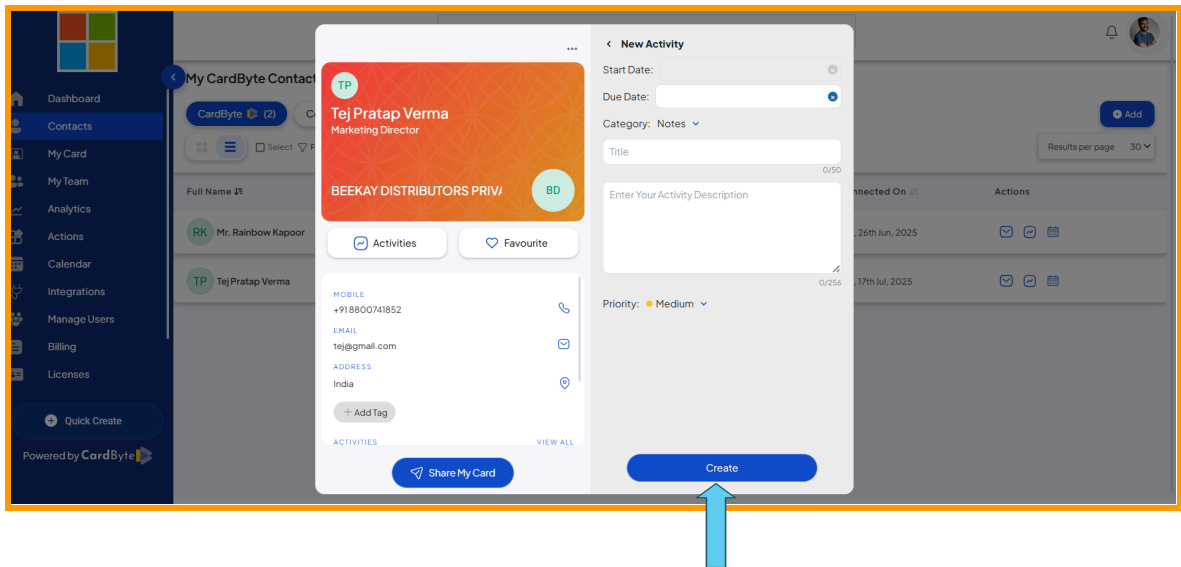
- Select the Contact for which you wish to add a note. Click on the “**Activities**” button of the selected contact.



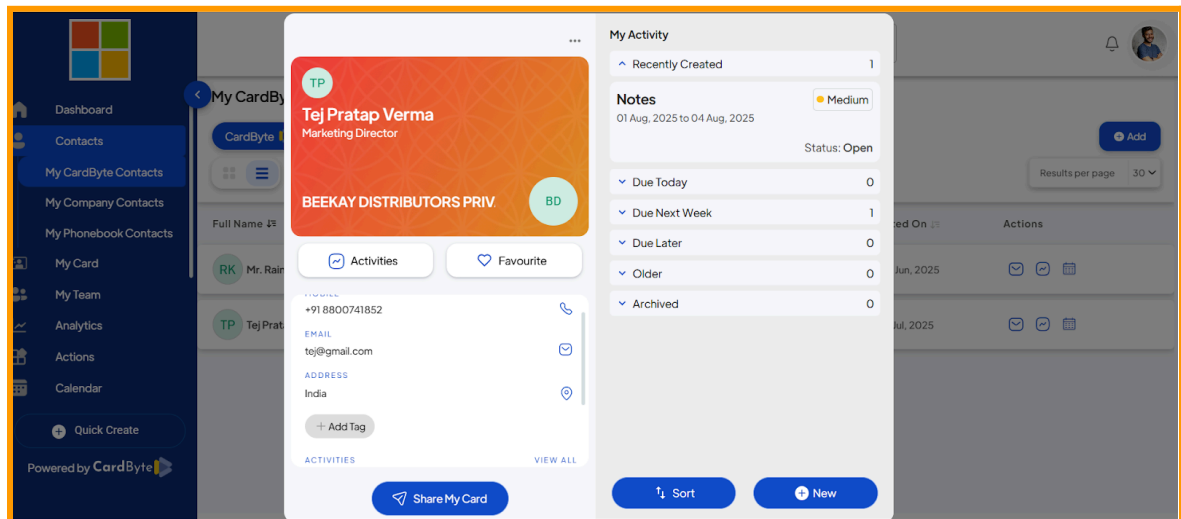
- Click on the “**New**” button on the pop-up screen to add a note.



- The **Notes** category is preselected by default. Enter all the required details and click “**Create**” to add a new note.



- Notes added to a contact are displayed in the “**Activities**” section of their contact card.



## How to Add a Note to a Contact in the Cardbyte Mobile App

Follow these steps to add a note to a contact

- Open the **CardByte** mobile app.

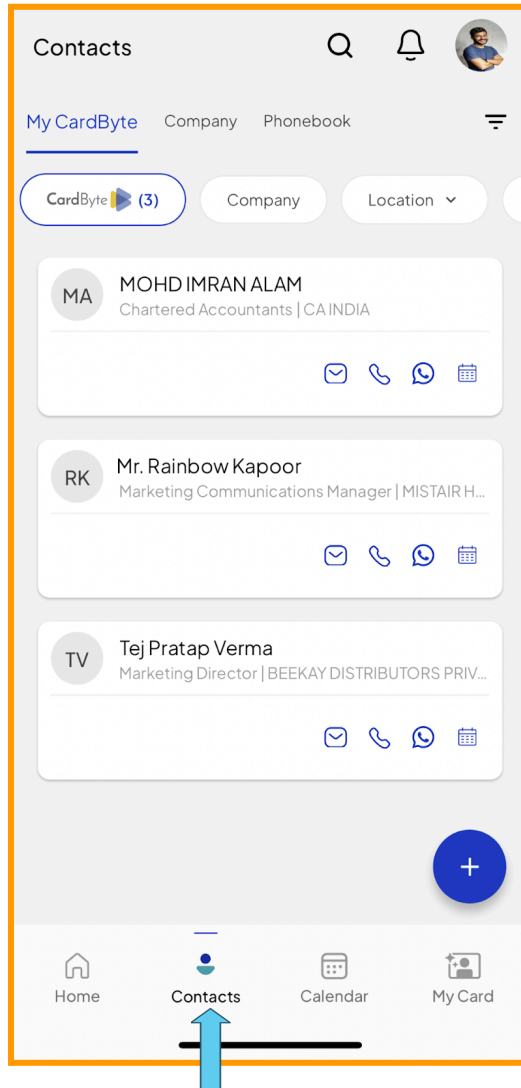
For Android users, click on the link below:

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

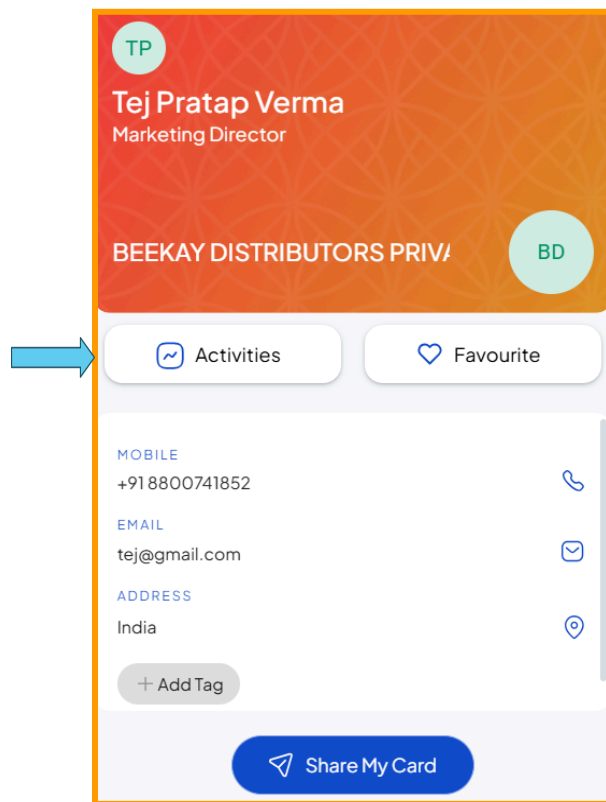
For Apple users, click on the link below:

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

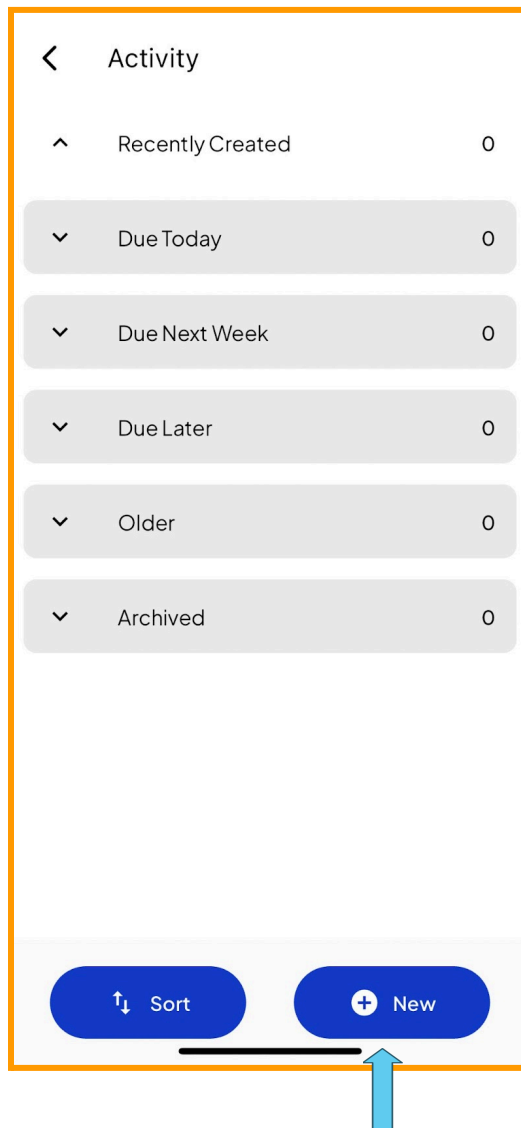
- **Log in** to the CardByte Mobile App.
- Click on “**Contacts**” to see a list of your saved contacts.



- Select the contact to whom you wish to add a Note.
- Click on the “**Activities**” button of the contact.



- Click on “**New**” to add a note.



- Select **Notes** from the dropdown list under the category section. Add all necessary details and click on **Create** to add a note.

< Activity

📅 Start Date: Jul 31, 2025 2:00 PM

📅 Due Date: Jul 31, 2025 2:30 PM

Category:

Follow Up Email

Follow Up Meeting

Follow Up Action

Notes

Title

0/50

Enter your notes

0/256

Priority: ● Medium ▾

Create



- Notes added to a contact are displayed in the **Activities** section of their contact card.

