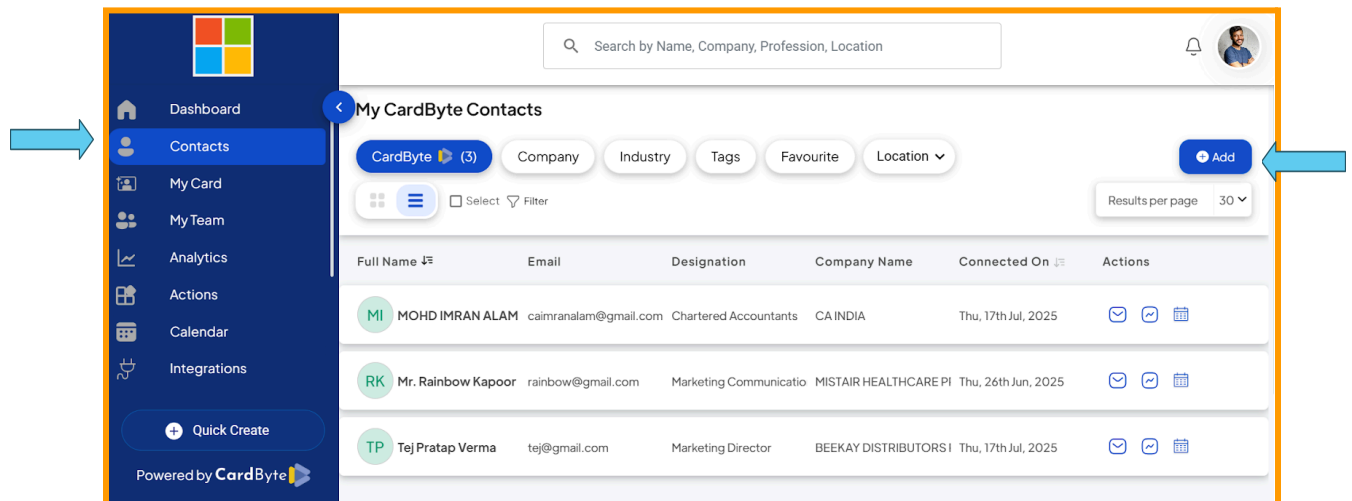


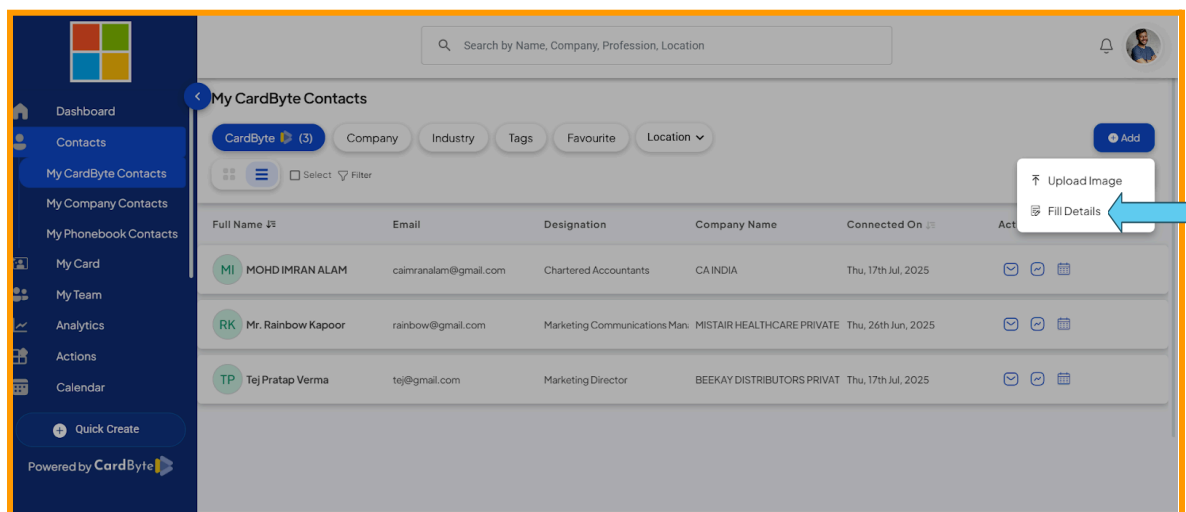
# How to Manually Add a Contact on the CardByte Website

Follow these steps to manually add a contact to your contacts.

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



- Click on “**Fill Details**” to add the contact manually



- Fill in all the mandatory details of your contact and click on “**Save Changes**”.

The screenshot shows the 'New Contact' form in the CardByte interface. The form is partially filled with details for a contact named Rahul Sharma. The left sidebar shows the navigation menu with 'Contacts' selected. The main content area shows a table of existing contacts. The 'New Contact' form on the right has the following fields filled:

- Prefix: Select or Enter Prefix
- First Name: Rahul
- Last Name: Sharma
- Email: rahulsharma1203@gmail.com
- Phone: IN +91 9800228790
- Landline: Enter Landline
- Company: TechGlobal Pvt Ltd
- Designation: Vice President of Marketing
- Address: Enter Address
- Address 2: Enter Address 2

The 'Save Changes' button is visible at the bottom of the form.

The screenshot shows the 'New Contact' form in the CardByte interface. The form is partially filled with details for a contact named Rahul Sharma. The left sidebar shows the navigation menu with 'Contacts' selected. The main content area shows a table of existing contacts. The 'New Contact' form on the right has the following fields filled:

- Designation: Select or Enter Designation
- Address: Enter Address
- Address 2: Enter Address 2
- City: Enter City
- Postal Code: Enter Postal Code
- Country: India
- State: Please Select A State
- Company Website: Enter Company Website
- Fax Number: Enter Fax Number

The 'Save Changes' button is visible at the bottom of the form, and a blue arrow points to it.

- The new contact will be visible under “**My CardByte Contacts**” in the Contacts section.

The screenshot displays the 'My CardByte Contacts' interface. On the left is a dark blue sidebar with navigation options: Dashboard, Contacts, My CardByte Contacts (selected), My Company Contacts, My Phonebook Contacts, My Card, My Team, Analytics, Actions, and Calendar. Below these is a 'Quick Create' button and the text 'Powered by CardByte'. The main content area has a search bar at the top with the placeholder 'Search by Name, Company, Profession, Location'. Below the search bar is the title 'My CardByte Contacts' and a filter bar with buttons for 'CardByte (3)', 'Company', 'Industry', 'Tags', 'Favourite', and 'Location'. There is also an 'Add' button and a 'Results per page' dropdown set to 30. The contact list is a table with the following data:

Full Name	Email	Designation	Company Name	Connected On	Actions
RS Rahul Sharma	rahulsharma1203@gmail.com	Vice President of Marketing	TechGlobal Pvt Ltd	Mon, 18th Aug, 2025	[Icons for actions]
RK Mr. Rainbow Kapoor	rainbow@gmail.com	Marketing Communications Man	MISTAIR HEALTHCARE PRIVATE	Thu, 26th Jun, 2025	[Icons for actions]
TP Tej Pratap Verma	tej@gmail.com	Marketing Director	BEEKAY DISTRIBUTORS PRIVAT	Thu, 17th Jul, 2025	[Icons for actions]

# How to Manually Add Contacts in the CardByte Mobile App

Follow these steps to add Tags to your contacts.

- Open the **CardByte** mobile app.

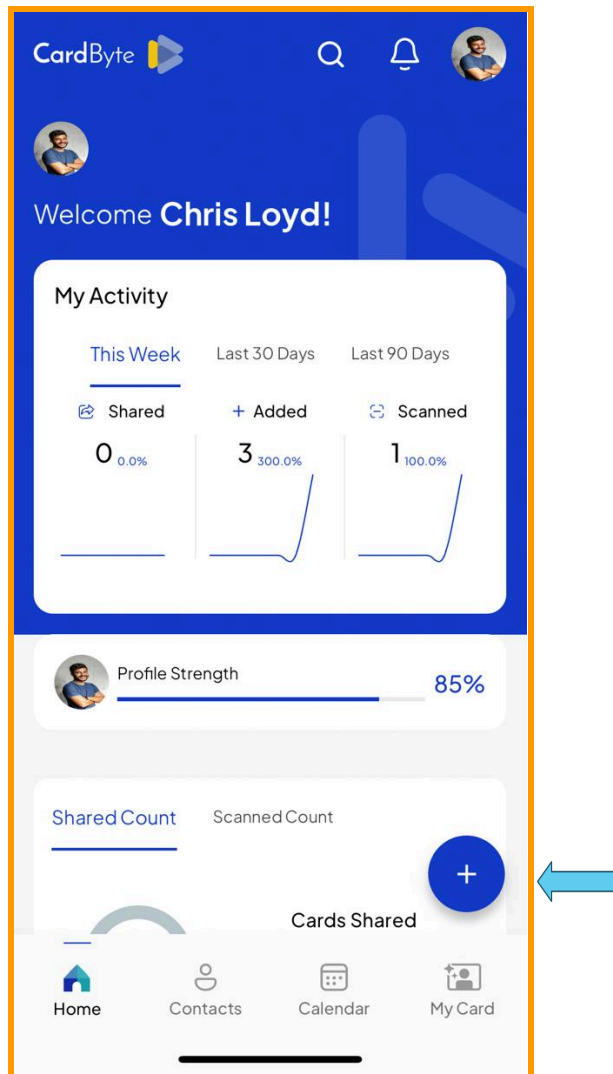
For Android users, click on the link below:

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

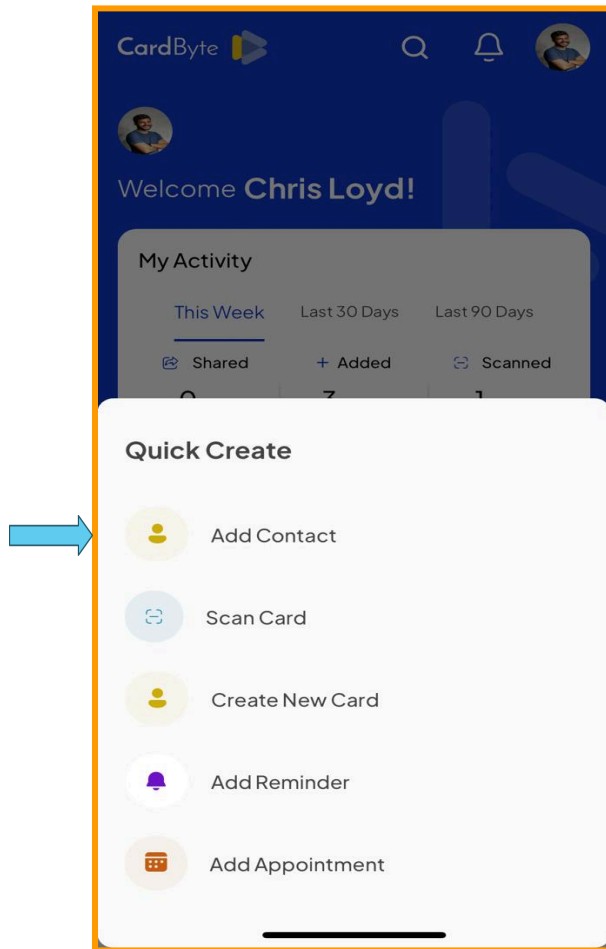
For Apple users, click on the link below:

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

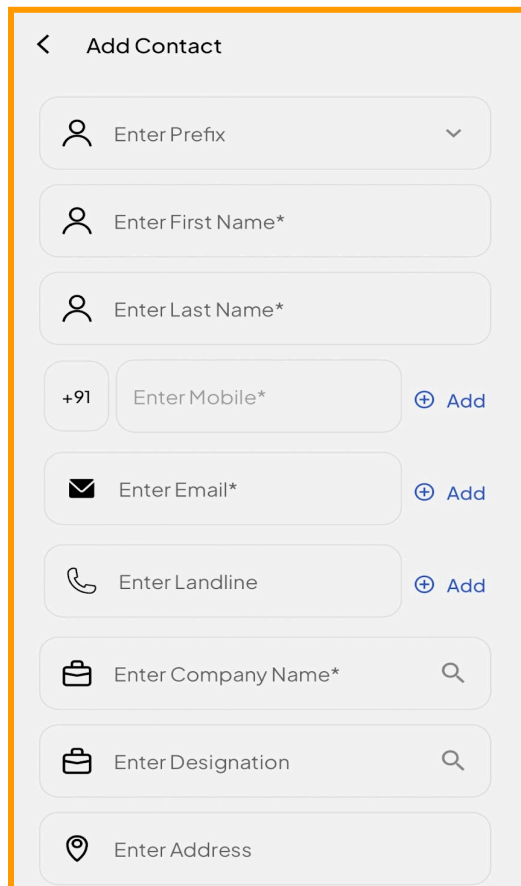
- **Log in** to the CardByte mobile app.
- Click on **Contacts** to see a list of your saved contacts.
- Tap the "+" symbol in the lower right corner to add tags to a contact.



- Select “Add Contact”



- The user can now manually enter the contact details and click **“Save”** when all necessary contact information is added.

A mobile application form titled "Add Contact" with a back arrow icon. The form contains several input fields with icons: a person icon for "Enter Prefix" (with a dropdown arrow), a person icon for "Enter First Name\*", a person icon for "Enter Last Name\*", a plus icon and "+91" for "Enter Mobile\*" (with a blue "Add" button), an envelope icon for "Enter Email\*" (with a blue "Add" button), a phone icon for "Enter Landline" (with a blue "Add" button), a briefcase icon for "Enter Company Name\*" (with a search icon), a briefcase icon for "Enter Designation" (with a search icon), and a location pin icon for "Enter Address".

< Add Contact

Enter Prefix

Enter First Name\*

Enter Last Name\*

+91 Enter Mobile\* Add

Enter Email\* Add

Enter Landline Add

Enter Company Name\*

Enter Designation

Enter Address

Add Contact

Enter Address

Enter Address 2

India

Enter State

Enter City

Enter Postal...

Enter Company Website

Enter fax

Add

Add Links

Business Information

Save





- The new contact can be seen under the contact section.

