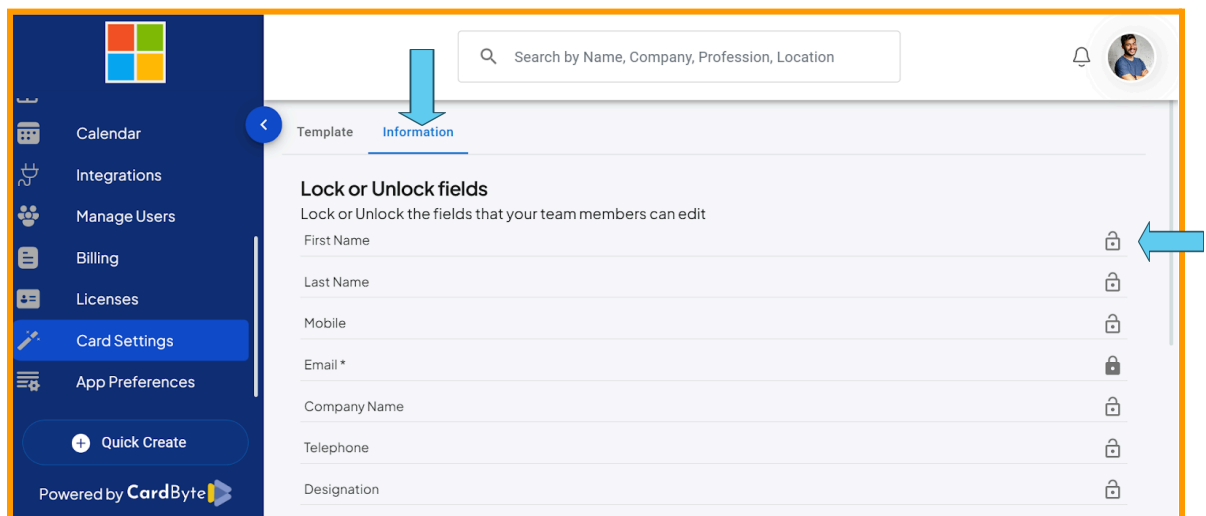


How to Lock Fields

Follow these steps to lock fields on your digital business card from the CardByte web app:

- **Log in** to the CardByte web app.
<https://enterprise.cardbyte.ai/login>
- Click on **“Card Settings”**:
 - Click on the **Information** tab to see what fields can be locked and unlocked.
 - Click on the Lock button for the details you wish to be locked.



- Once you have decided which field to lock, click on **“Save Changes.”**

The screenshot displays the 'My Card' settings interface. On the left is a dark blue sidebar with navigation links: Dashboard, Contacts, My Card, My Team, Analytics, Actions, Calendar, Integrations, Manage Users, and Billing. Below these is a 'Quick Create' button and the text 'Powered by CardByte'. The main area has a search bar at the top and a list of fields, each with a lock icon on the right. The fields are: Email *, Company Name, Telephone, Designation, Website, Fax, Address, Address Line 2, Pin Code, City, State, and Country. At the bottom of the main area is a blue button labeled 'SAVE CHANGES'. A blue arrow points upwards to this button.

Field	Lock Icon
Email *	🔒
Company Name	🔒
Telephone	🔒
Designation	🔒
Website	🔒
Fax	🔒
Address	🔒
Address Line 2	🔒
Pin Code	🔒
City	🔒
State	🔒
Country	🔒

- Fields cannot be locked on **“My Card”** and the user must click on **“Card Settings”** for locking any fields.