

The screenshot displays the Air4media Pilot v10 interface for ACME Creative Agency. The main view is a calendar for April 2026, showing appointments and tasks for various clients and projects. The calendar is color-coded by client or project, with different colors representing different categories. The sidebar on the left includes navigation options such as Dashboard, Documentation, Clients, Pipeline, Projects, Budget, Contacts, Accounts, Activities, Appointments, Calendar, Invoices, Quotes, Products, Automations, Digital Assets, Flying License, Website, AI, Settings, and Platform. The top right corner shows the user's name, Laurent P Groult, and a 'New Appointment' button. The calendar view includes a navigation bar with 'Today', 'April 2026', and view options for Month, Week, and Day. The calendar grid shows dates from 29 to 4, with appointments and tasks listed below each date. The appointments are color-coded and include details such as 'Packaging Design - Sunset Events Group Q2 2025', 'Landing Page - Meridian Tech Solutions Winter', 'Logo Design - Golden State Catering Co. Ref...', 'Packaging Design - Luxe Brand Studios Refresh', 'Media Campaign - Elevation Music Festival Q1 2025', 'Print Collateral - Vista Wellness Retreats Spring', and 'Brand Refresh - Golden State Catering Co. Q1 2026'. The calendar also shows a 'New Appointment' button in the top right corner.

Calendar

Schedule and manage appointments with your clients, contacts, and projects — all in one place. ACME Creative Agency's upcoming calls, site visits, and project milestones all appear here in a single unified view.

Key Features

- **Three Calendar Views:** Switch between Month, Week, and Day views to see your schedule at a glance or in detail.
- **Appointment Types:** Categorize appointments as Consultations, Site Visits, Meetings, Calls,

Demos, Follow-ups, or Custom. Each type has its own automatic color and icon for instant recognition.

- **Status Tracking:** Mark appointments as Scheduled, Confirmed, Completed, Cancelled, or No Show.
- **All Day Events:** Check "All Day Event" to create a full-day appointment without a specific time.
- **CRM Links:** Connect each appointment to an Account, Contact, and/or Project for full context.
- **Location Options:** Choose In Person (with address), Phone, Video Call, Google Meet, or Zoom. Virtual options reveal a meeting link field — Google Meet and Zoom can generate that link automatically when those integrations are connected.
- **Google Calendar Sync:** Two-way sync with Google Calendar keeps changes in both places up to date automatically.
- **Color Labels:** Override the default type color with one of 8 colors for quick visual identification.
- **Reminders:** Set a reminder 15 minutes, 30 minutes, 1 hour, or 1 day before the appointment.
- **Project Timelines:** Active project date ranges appear as color-coded spanning bars across the calendar. Click any bar to jump directly to that project.
- **Project Milestones:** Project milestone events appear as distinct calendar items, also linking back to their project.
- **Online Booking:** Share a public booking link so clients can self-schedule based on your availability rules.

How to Use

Viewing Your Calendar

1. Open **Calendar** from the sidebar.
2. Use the **Month / Week / Day** buttons to switch views.
3. Click the arrow buttons to move forward or backward in time, or click **Today** to return to the current date.
4. In Month view, click **+X more** on any day to switch to Day view and see all events for that date.

Creating an Appointment

1. Click **New Appointment** — or click a day cell (Month view) or a time slot (Week/Day view) to

pre-fill the date and time.

2. Fill in the title, type, status, and start/end times. Check **All Day Event** if no specific time is needed.
3. Optionally add a description and internal notes.
4. Link the appointment to an Account, Contact, or Project.
5. Choose a location type. Selecting **Google Meet** or **Zoom** reveals a meeting link field — the link is generated automatically on save when those integrations are connected.
6. Pick a color and set a reminder if desired.
7. Click **Save Appointment**.

Editing an Appointment

Click any appointment on the calendar to open it, update the details, and click **Save Appointment**.

Online Booking

Share your public booking link with clients so they can self-schedule. Availability rules — working hours, appointment duration, and buffer time between bookings — control when clients can book.

Tips

- Use **Week** or **Day** view to see exact appointment times side by side. Both views automatically scroll to 8 AM so your working hours are front and center.
- Project timeline bars span across days automatically — click one to jump straight to that project.
- Linking appointments to Accounts and Contacts keeps your CRM activity log up to date.
- Click any empty time slot in Week or Day view to open a new appointment already set to that time.
- Connect Google Calendar under **Integrations** to keep your schedule synced across both platforms.