

Air4media Pilot v10 BETA
ACME Creative Agency OWNER
ACME Creative Agency
Laurent P Groult

- Dashboard
- Documentation
- CLIENTS**
- Pipeline
- Projects
- Budget
- Contacts
- Accounts
- Activities
- Appointments
- Calendar**
- Invoices
- Quotes
- Products
- Automations
- DIGITAL ASSETS**
- FLYING LICENSE**
- WEBSITE**
- AI**
- SETTINGS**
- PLATFORM**
- Settings
- Logout

< Today >
March 2026
Month Week Day + New Appointment

SUN	MON	TUE	WED	THU	FRI	SAT
<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 1 2 3 4 5 </div> <div style="display: flex; justify-content: space-between; font-size: 0.7em; margin-top: 5px;"> 2:00 PM Stage Design Review 11:45 AM Proposal Walkthrough - Bloom & Flourish Florals 10:00 AM Meridian Tech Initial Meeting 3:00 PM Luxe Partnership 2026 Discussion </div>						
<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 8 9 10 11 12 </div> <div style="display: flex; justify-content: space-between; font-size: 0.7em; margin-top: 5px;"> 12:45 PM Creative Brief - Harborview Properties 2:00 PM Q1 Campaign Review 8:15 AM Budget Discussion - Sunset Events Group 10:00 AM Monthly Strategy Session 9:45 AM Website Walkthrough - Sunset Events Group </div>						
<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 15 16 17 18 19 20 21 </div> <div style="display: flex; justify-content: space-between; font-size: 0.7em; margin-top: 5px;"> 12:30 PM Creative Brief - Harborview Properties 2:00 PM Harborview Proposal Review 6:00 AM Promo Video Shoot 11:00 AM Topanga Winery Discovery Call </div>						
<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 22 23 24 25 26 27 </div> <div style="display: flex; justify-content: space-between; font-size: 0.7em; margin-top: 5px;"> 10:15 AM Social Strategy - Sunset Events Group 3:00 PM SoCal Tech Awards Consultation 12:00 PM Photo Shoot Planning - Riverside Convention Center 3:30 PM SEO Review - Golden State Catering Co. 9:00 AM Vista Brand Workshop 9:00 AM Brand Workshop 11:45 AM Website Walkthru </div>						
<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 29 30 31 1 2 </div> <div style="display: flex; justify-content: space-between; font-size: 0.7em; margin-top: 5px;"> 9:30 AM Brand Strategy Session - Elevation Music Festival 2:15 PM Project Kickoff - Sunset Events Group 12:00 AM Merch Design Deadline 10:00 AM Q2 Convention Planning 10:00 AM Spring Gala Pre-Produ </div>						

Calendar

Schedule and manage appointments with your clients, contacts, and projects — all in one place.

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 events.
- **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. Selecting any virtual option reveals a meeting link field. Google Meet and Zoom can generate that link automatically when those integrations are connected.
- **Google Calendar Sync:** Appointments sync two-ways with Google Calendar — changes in either place stay in sync.
- **Color Labels:** Assign one of 8 colors to any appointment for quick visual identification on the calendar.
- **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 calendar weeks. Click any bar to jump directly to that project.
- **Project Events:** Project milestones appear as distinct items on the calendar, color-coded separately. Clicking them opens the related 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 the **Calendar** page 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 **Video Call**, **Google Meet**, or **Zoom** reveals a meeting link field. If Google Calendar or Zoom is connected, the meeting link is generated automatically on save.
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.
- Project milestones appear as distinct calendar items and also link back to their 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 in **Integrations** settings to keep your schedule synced across both platforms.