APP!pointment

EVOLUT!ON OF MESSAGiNG

User guide

FOUNDING 100 / BETA 168

Build 298 • Android • English

Plan together. Stay connected.

From a small reminder to a big shared plan.

Beta edition based on source code. Screens may differ; device testing is still required.

Contents

03 Getting started
04 Timeline and calendar
05 The two main menus — APP! / pointment
06 Smart Pointment / Classic
07 Rectification and appointment status
08 Group planning and availability
09 Messages and group chat
10 My Post-it / Post-it to someone
11 Meeting and Smart Meeting
12 Reminders, notifications and widget
13 Settings • 1
14 Settings • 2
15 Safety and support
16 Appendix • reference / Symbols and statuses
17 Business rectification
18 Communication symbols
19 Glossary and quick reference
20 Plan together. Stay connected.

Getting started

How it works

One place for your calendar, messages, appointments and meetings. APP! is your gateway to communication; pointment is where you plan and create notes. Start with a contact or a date and keep the conversation with the appointment so everyone knows the plan.



Getting started

Use the app on Android 8.0 or later (API 26). Open it, choose your language and follow the welcome screen. Register or sign in with your existing account and complete verification when requested. Online features require internet and a signed-in account. Grant permissions only for features you need. Founding 100 is a closed test: use your approved Google account and accept the test invitation before installing from Google Play.



Profile and contacts

Open My profile, enter your name and photo, then save. Use contact sync to find people and check the identity of a recipient before selecting them. The online account section at the bottom offers Sign in or Sign out. Signing out hides the profile photo on that screen and stops active cloud listeners; local calendar, Post-its and settings remain. Sign back in with the same account. Signing out neither deletes the account nor provides a multi-user privacy boundary on a shared device.

Timeline and calendar

Timeline and calendar

The timeline offers year, month, week and day views. Tap a date or week to zoom in and use Current date to return to today. Swipe to move through the calendar. Symbols indicate the item type and status; tap one to see details. When appointments overlap in the display, a picker shows the original status symbols; select the right item by its title and state. Open Agenda for an overview of scheduled items.

How it works

When several appointments share a date, tap the relevant card. Its details open immediately; there is no extra Choose button or radio marker. Dismiss with Android Back or an outside tap. Long lists remain scrollable.



Standard



Business



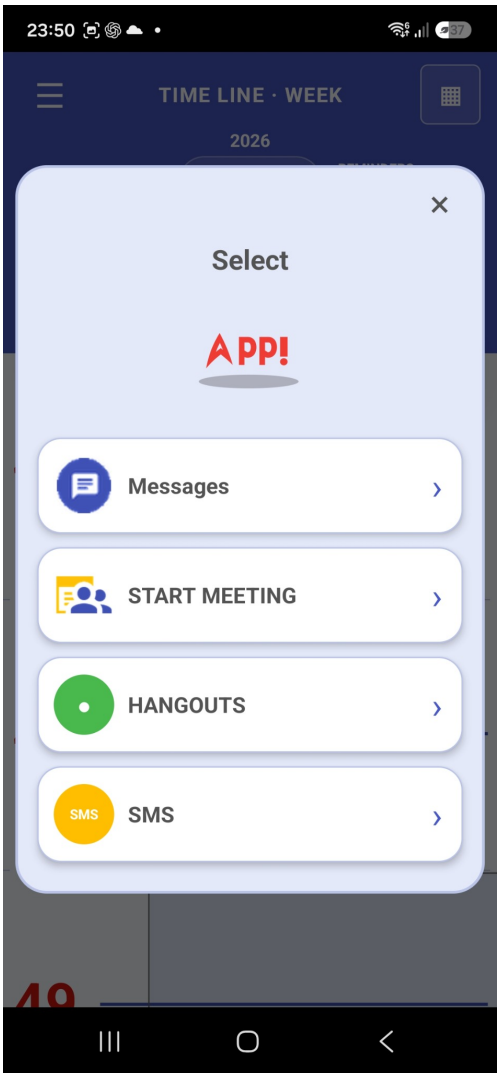
Group

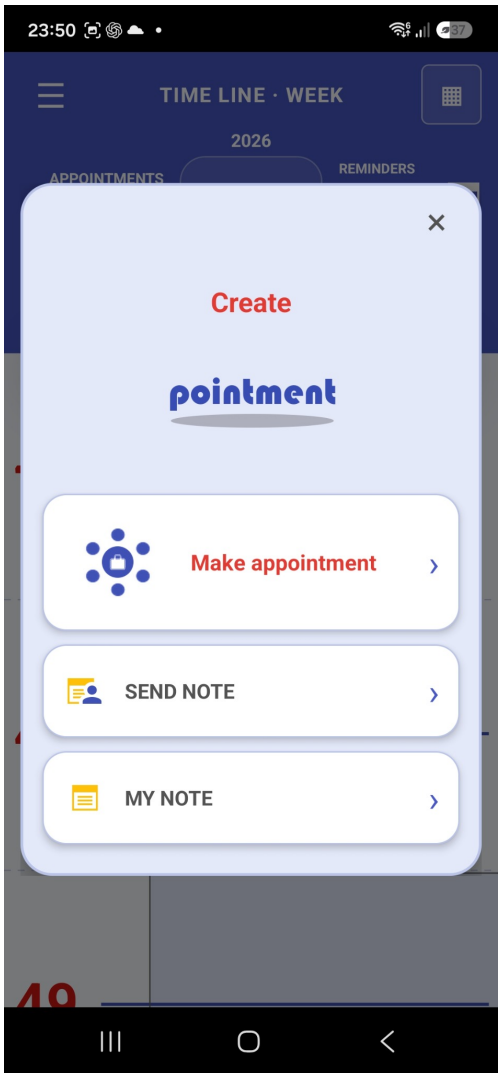
Original artwork; earlier screens are illustrative.

The two main menus — APP! / pointment

The two main menus

APP! (Select) opens features including Messages, Meetings and SMS. pointment (Create) is the entry point for Smart Pointment, classic appointments and Post-its. Use APP! for communication and pointment for planning. The side menu opens overviews, settings, profile and trash. Some entries appear only with active VIP or test access. Resume drafts from the creation menu.





Original artwork; earlier screens are illustrative.

Smart Pointment / Classic

Smart Pointment

Open pointment and choose Smart Pointment. Choose a person, then an available time and a title. Optionally add a location, description, tasks and attachments. The category is automatic: one invitee without a location = Standard; one with an entered location = Business; two or more invitees = Group, regardless of location. The organizer is not counted. Category icons are indicators, not buttons. Check the result in the preview before sending.

Classic appointments

Open pointment and choose Standard, Business or Group directly. Standard and Business require exactly one invitee; Group requires at least two (three people including you). Classic Standard no longer has a location field or navigation switch. Choose Business or Group if a physical location is needed. Smart selects the category automatically; one invitee with a location becomes Business. Fill in title, participants, date proposals and optional description, tasks, address and attachments. Review the preview and send. Drafts are stored by category, not separately by Smart and Classic mode; bear this in mind when resuming.



Standard



Business



Group

In practice

You want to catch up with a friend. Choose Classic Standard, add a title and time, select your friend and send the proposal. If the time is inconvenient, let your friend suggest another. Turn a conversation into a real plan.

Rectification and appointment status



Invitations and responses

Open an incoming invitation from the timeline or notification. Read the title, participants, location, attachments and proposed times. Accept a suitable date, decline or suggest a new date when available. A sent proposal is not yet a confirmed appointment. For Standard and Business, actions follow the sender of the latest proposal: that person may remind or cancel, while the other responds. Check the final confirmed date in the details.



Rectification and appointment status

Suggest a new date when the existing time does not work. Review current and earlier proposals; previously declined times are history, not new confirmations. In Business, the white briefcase stays visible in the blue circle. The intended outgoing revision has the upright A in front of the inverted A; incoming reverses those layers. See the original symbols at the back. X indicates decline/cancellation; an expired unconfirmed appointment may be faded. Always check the written status as well.

In practice

If you receive a Business invitation for Tuesday and cannot attend, open its details and propose Wednesday. Let the other person respond to the new proposal. For a rectification, the timeline shows the current proposed date rather than every old time as a separate appointment; earlier options remain in the proposal history. Once the final date is confirmed, check the status without an open invitation marker. For Group, only the original organizer finalizes the date. A message read receipt never means appointment acceptance.

Group planning and availability

Group planning and availability

Create a group appointment with at least two invitees. Add possible dates and open the availability overview to see responses and the recommended date. Participants may vote and propose times. Only the original organizer can finalize a group date, even if someone else makes a counterproposal. The network planner supports up to 20 invitees and 32 active date proposals; identical dates are merged.

In practice

Organise dinner with friends. Create a group appointment, invite everyone and suggest three evenings. Review availability and, as organiser, choose the best date. Discuss the menu in the inline chat. Fewer scattered messages, more time together!

Location, tasks and appointment attachments

Enter an address for a physical appointment and enable navigation if needed. Check the city and address before travelling. Add tasks and tick them off in the appointment. Use Attachment to add photos, PDFs, audio, video or GIFs to a network invitation: up to four files, 4 MiB total. Word and Excel are not supported. The existing cloud edit route for a confirmed appointment preserves its attachments; replacing them through that route has not been extended.

Messages and group chat

Messages and group chat

Open APP! > Messages, select a conversation or start a new one and choose a recipient. Type and send a message; use the attachment button for supported media. A two-person conversation is private chat; three or more people form a group chat with reactions. Add participants to create a separate group chat without replacing the original private chat. Long-press a message for available actions such as edit or delete. Group information offers management options depending on your role.

Media, receipts and Live Chat

Private/group chats and online Meeting/Smart Meeting accept GIF, audio and video up to 5 MiB per file; PDFs and optimized photos up to 192 KiB. GIFs may be at most 2048 × 2048 pixels. Playback depends on device codecs. One red A means sent, two red As received, two green As read. Live Chat is an optional real-time text view: enable it in Settings if desired. Presence and receipts depend on connectivity and sync. Inline chat and older pilot routes support fewer formats.

My Post-it / Post-it to someone



My Post-it

Open pointment > My Post-it. Enter a short title and note; add a date or reminder when available and needed. Save and reopen it from the timeline or overview. A personal Post-it has no recipient or delivery status. Use it for shopping lists, tasks or ideas intended only for yourself. Delete it through the details or overview when finished and check Trash if you need to restore a note.



Post-it to someone

Choose pointment > Post-it to…, select a recipient, write and send your note. The recipient can open it and acknowledge Understood; the sender receives a separate notification. Reading and acknowledging are distinct events. If the sender retracts a note, it remains visible to the recipient until the deletion notice is explicitly read. Open the deletion review and confirm. Local deletion by the recipient does not erase the sender’s copy; restoring from local Trash may create a personal copy.

How it works

Shared Post-its now open full screen. The fixed footer contains Understood for an unacknowledged incoming note, Edit for an outgoing note and Close after acknowledgement. Delete remains accessible; version history expands. Long content can still scroll. Personal Post-it remains a dialog.

In practice

Send your partner a Post-it: 'Could you pick up bread on your way home?' When they tap Understood, you receive a separate acknowledgement. No need to search dozens of messages or ask whether your note arrived.

Meeting and Smart Meeting



Meeting and Smart Meeting

Open APP! > Start meeting or open a suitable group appointment and start its meeting. Enter the subject, time and participants. The organizer starts it; invitees open their invitation and join when the meeting is available. The participant overview shows availability and excused participants. The organizer manages membership. During the meeting record decisions, actions and ideas in the discussion; Smart Meeting offers a guided workflow. The appointment Smart/Classic selection does not change existing Meeting and Smart Meeting routes.



Meeting forum and M.O.M.

The meeting forum uses numbered posts with author and time. Reply using the corresponding post number and use available thumbs reactions. Add media if needed within page 9 limits. Use the tabs for comments, availability and excused participants. The organizer closes the meeting; the M.O.M. (Minutes of Meeting) is the record you can then open and share. The blue meeting symbol indicates a running meeting, the yellow variant a closed record. Review the contents before sharing.

In practice

Your team is preparing a new project. Start a meeting, invite participants and discuss ideas in numbered posts. Reply to a particular contribution, vote where available and close with an M.O.M. Decisions stay easy to find. Follow recent posts even from the large widget.

Reminders, notifications and widget



Reminders, notifications and widget

Set a reminder on an item or use the reminder action on an open invitation. Allow Android notifications and check sound, silent mode and battery settings if a notification is missing. Tap a notification to open its linked item. Smart Travel Reminders may need additional location settings; enable them only if you use the feature. Add the APP!pointment widget from the Android home screen for upcoming agenda items. Always check the actual date and status in the app.

How it works

Add the compact upcoming-items widget or the large widget from the Android launcher. Browse appointments with date, place, participants, description and up to three recent chat messages. The Meetings tab shows up to four recent posts. Open the app to write, vote or play media. Sign-in and VIP access are required; refresh depends on Android and internet. Signing out hides content. Previews are visible on an unlocked launcher.



SMS and external calendars

The SMS button in APP! opens the existing Android SMS app. The Google Play release does not read SMS history or offer automatic XREF import. Only local test APKs may offer optional SMS references or historical import in Settings after explicit consent; they use sender and time, not message text. Android may deny this permission. Disable the feature when not needed. Account and calendar settings manage available external calendar integrations; check which data becomes visible for each linked calendar.

Settings • 1

Account and privacy

My Profile manages name, photo and sign-in. SMS verification verifies your number; Manage account opens account options. Cloud account appears only where available. Privacy and safety manages blocked contacts, terms and Android permissions.

Personalisation

Life Chat is off by default; enable for live text. Choose themes, chat wallpapers and emoticons (some require VIP). Disable custom emoticons to use keyboard emoji. Language can follow the device or one of ten languages. Local field suggestions are optional and off by default; clear their stored history when desired.

Calendar and appointments

Timeline appointment status shows or hides A statuses. Date and time follow Android’s time zone. Linked with manages Google, Outlook, Yahoo, Facebook, Samsung and phone calendars where supported, plus phone contacts and birthdays. Check permission and link status for each source.

Settings, themes and language

Open Settings to manage language, theme, chat wallpaper, sound and available preferences. The app offers Dutch, English, Turkish, French, German, Spanish, Portuguese, Polish, Italian and Czech; some dynamic text or Android screens may still appear differently. Optional local suggestions for title, task and description are off by default. Enable them if desired and clear their history in Settings. They are not a global keyboard logger. Standard and Business Blue/Red themes are free; other options may require VIP.

Themes include Standard, Business blue/red, NUjij (2008), 4 Seasons, WhatsApp!, Dark, Windows 95/XP, MSN, Halloween and Christmas. Availability depends on access. Original status symbols keep their meaning.

Settings • 2

Notifications

Push notifications and Sounds open Android settings. Check permission, notification channel and silent mode. Holiday notifications can be disabled without removing calendar markers. Smart travel reminders use location and start time; grant only needed location permissions, including background access if required.

Guidance

Buddy provides local contextual help; Wizard provides step-by-step guidance; Smart suggestions help with titles, tasks and recent choices. Tutorial, Smart Pointment help and Buddy explanation open instructions. Turn help off if you prefer to work independently.

Access and advanced

VIP shows current entitlement; test access is not a production purchase. Synchronisation refreshes network appointments. Data and storage opens Android app management; consider local notes before clearing data. Push registration is available on supported routes. Test settings and automatic SMS import are debug-only. Some options appear only with VIP.

APP!bot, Buddy and access

APP!bot provides local step-by-step assistance; embedded references may still lead to an older guide. Buddy offers optional hints in Smart Pointment and other workflows, for example for missing data or conflicts. Turn Buddy off in Settings if unwanted. Cloud AI is not active according to the source. Messages, personal Post-its, agenda, holidays and events belong to free basic access; advanced planning, integrations and other premium features may require VIP. Test access can differ. This beta guide does not promise active production payments or a launch offer.

Safety and support

Trash, safety and privacy

Open an item and choose the appropriate action: cancellation is an appointment status; deletion moves an item to Trash or removes it according to that workflow. Read the confirmation page before proceeding. Open Trash to restore available items or permanently delete them locally. Restoring does not automatically restore a shared cloud relationship. Block or report unwanted users using available safety options. Never share verification codes; use official privacy and account deletion pages for account-related requests.

Troubleshooting and feedback

Check internet, account status and app version if a message or invitation is missing; reopen the conversation and allow sync. For media, check format, size and supported playback codec. Report issues with Build 298, device, Android version, language, steps, expected and actual result; attach a screenshot without private data if useful. This is a source-based beta guide, not proof of full device testing. Expanded media exchange requires deployment of the Build 293 backend. Report incorrect Business symbols separately. Use the official support page or info@apppointment.com.

Build 298 • Beta 168

Build 298 source is the documentation basis. Build 296 also contains backend fixes that must be deployed for network behaviour. Source checks do not prove full Android or live Firebase testing. Report symbol differences with both devices, direction and proposal round.

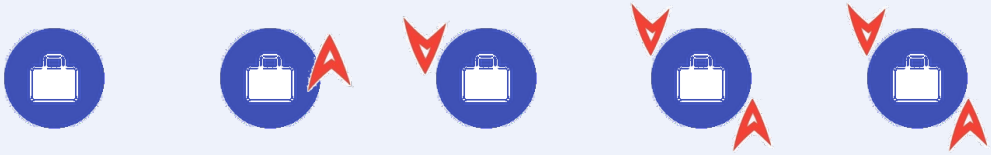
https://www.apppointment.com/privacy.html

https://www.apppointment.com/delete-account.php

https://www.apppointment.info

info@apppointment.com

Appendix • reference / Symbols and statuses

	Confirmed	Outgoing	Incoming	Revision out	Revision in
Standard					
Business					
Group					



Decline / cancellation

Original artwork; earlier screens are illustrative.

Business rectification

Revision out



Revision in



How it works

Suggest a new date when the existing time does not work. Review current and earlier proposals; previously declined times are history, not new confirmations. In Business, the white briefcase stays visible in the blue circle. The intended outgoing revision has the upright A in front of the inverted A; incoming reverses those layers. See the original symbols at the back. X indicates decline/cancellation; an expired unconfirmed appointment may be faded. Always check the written status as well.

Build 298

Business revision direction is relative to the author of the latest proposal. The incorrect push mapping is fixed in source. Original artwork is retained; exact A layering and push rendering still need device verification.

Original artwork; earlier screens are illustrative.

Communication symbols



Personal Post-it



Post-it to



Meeting running



M.O.M. closed



Read, incoming



Read, outgoing



SMS (external app)



Decline / cancellation

Original artwork; earlier screens are illustrative.

Glossary and quick reference

Rectification

a new date proposal for the same appointment, not a separate invitation. The latest proposal round determines who responds.

M.O.M. (Minutes of Meeting)

the record after a meeting closes. Review it before sharing.

Inline chat

the conversation attached to a particular appointment. A group chat, by contrast, is independent of a specific appointment.

A status

one red A = sent; two red As = received; two green As = read. Understood on a Post-it is a separate acknowledgement.

Smart Pointment

automatic category based on participants and location. Classic: choose the category yourself. VIP: access to extended features, depending on active licence or beta.

Plan together. Stay connected.

APP!pointment

EVOLUT!ON OF MESSAGiNG

From a small reminder to a big shared plan.

Less uncertainty. More time together.

One place for your calendar, messages, appointments and meetings. APP! is your gateway to communication; pointment is where you plan and create notes. Start with a contact or a date and keep the conversation with the appointment so everyone knows the plan.

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