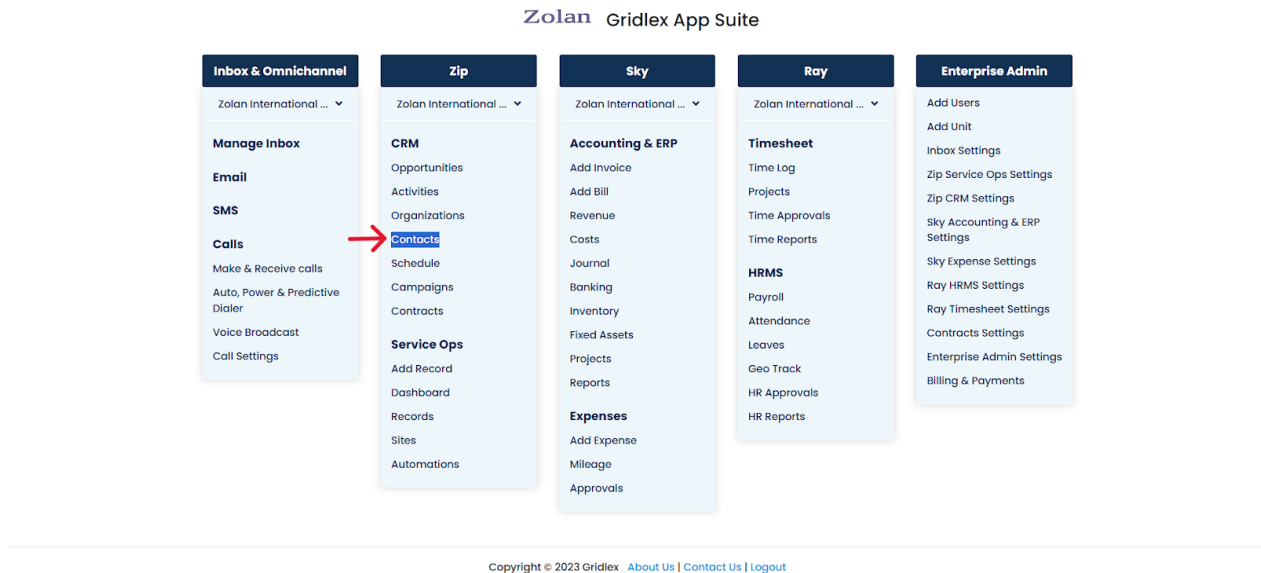To edit or update a contact form in Gridlex Zip, follow the instructions outlined below:

Step 1: Log in to the Gridlex App Suite and click on 'Contacts' located under the Zip section.

Step 2: Browse through the contact list to find the contact you wish to edit. Click on the pencil or 'edit' icon located next to the contact's name.

Note: The availability of this feature depends on your assigned permissions. If you don't have the permission to edit or update contacts, you'll be unable to do so. To obtain access, please reach out to your enterprise admin.

Step 3: You will be taken to the contact editing page. Identify the section of the Contact Form you wish to make changes for, and click on the corresponding "Edit" button.

Note: What you're seeing here are termed 'Contact Attributes Form'. These are standardized fields which contain the general information gathered from a contact and are predefined in the system. If your intentions are to edit custom fields or objects that have been added separately, jump to step 5.

Step 4: After you've made the desired adjustments to the contact's details, finalize the process by clicking on the "Submit" button. This action will save the modifications.

Step 5: Click on "Contact Profile". Next, find and click the "Edit" option located on the screen's right side. Once you've made your changes, ensure you click on "Submit" to save.

You have successfully edited a contact form in Gridlex Zip.

If you need any help with any feature, data migration of your old data, or anything at all, just email apps@gridlex.com and our team will be here to help you. Remember, that one of **Gridlex's** core values is Customer Success. We want you to be successful.