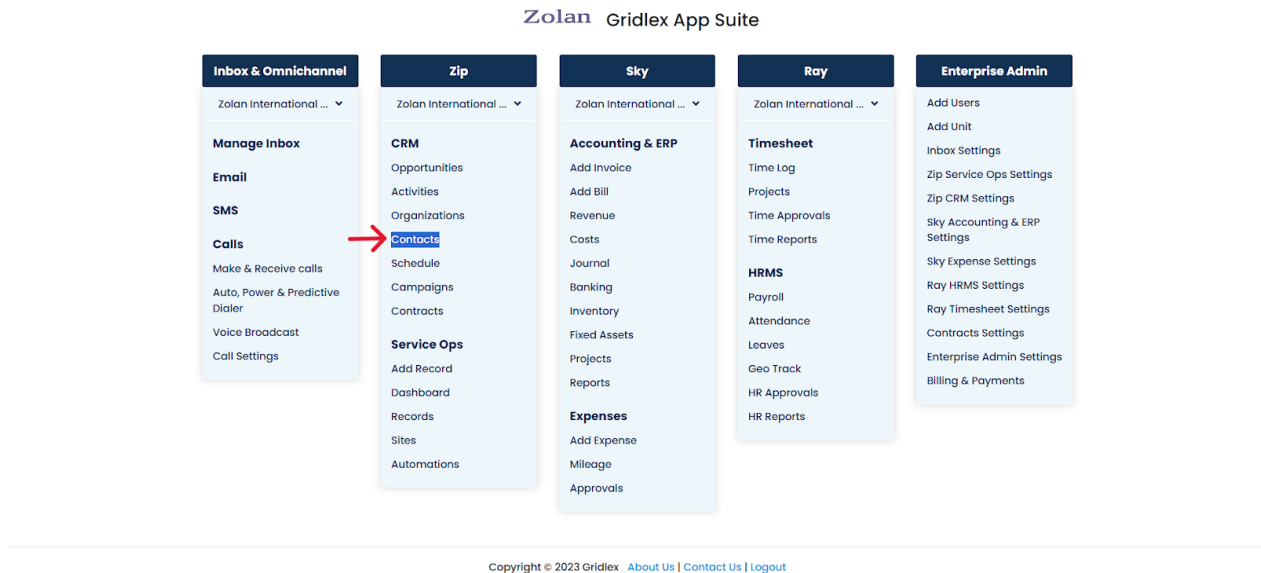


To edit or update a contact form in Gridlex Zip, follow the instructions outlined below:

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 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.

The screenshot shows the Gridlex Zip interface. On the left is a dark blue sidebar with a search bar and navigation links for Inbox, Emails, SMS, Calls, Auto Dialer, Zip CRM, Opportunities, Activities, Organizations, Contacts, Schedule, Campaigns, Contracts, Zip Service Ops, Dashboard, Records, and Sites. The main header includes the Gridlex logo and a list of application areas: Inbox, Zip Service Ops, Zip CRM, Sky Accounting & ERP, Sky Expenses, Ray HRMS, Objects, Settings, and My Account. The user's name, Zolan Zolan Interna., is in the top right.

The main content area displays the profile for 'EMILY JOHNSON'. Below the name are tabs for Feed, Opportunities, Activities, Profile (selected), Organizations, Schedule, Emails, and Records. Under the Profile tab, there are sub-tabs: Contact Attributes Form (selected), Plot Details, General Details, and Contact Profile.

The 'Contact Attributes Form' contains a 'Basic Information' section with the following fields:

- Contact Name: Emily Johnson
- Contact Name Type: Display Name (dropdown)
- First Name: Emily
- Middle Name: (empty)
- Last Name: Johnson
- Title: Ms

At the bottom of this section are 'Submit' and 'Cancel' buttons, with a red arrow pointing to the 'Submit' button.

Below the form is a 'Notes' section with an 'Edit' button. At the very bottom is a rich text editor toolbar with options like font size, bold, italic, underline, link, unlink, and list.

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.

This screenshot shows the 'Contact Profile' sub-tab within the 'Contact Attributes Form' for Emily Johnson. The 'Table of Contents' section on the left lists 'Category' as the active section.

The 'Category' section contains the following fields:

- Territory: North
- Contract Type: Service Contracts (dropdown)
- Contract Pricing Files: Choose file | No file chosen
- Type of Land: (empty)

A red arrow points to the 'Submit' button at the bottom right of the form.

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.