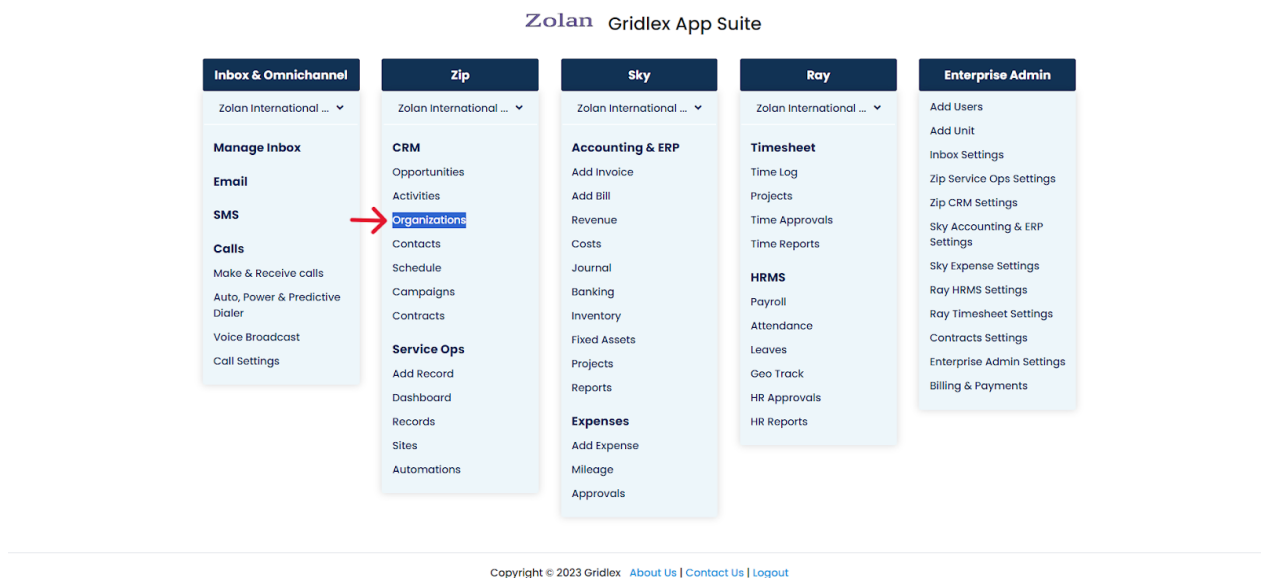
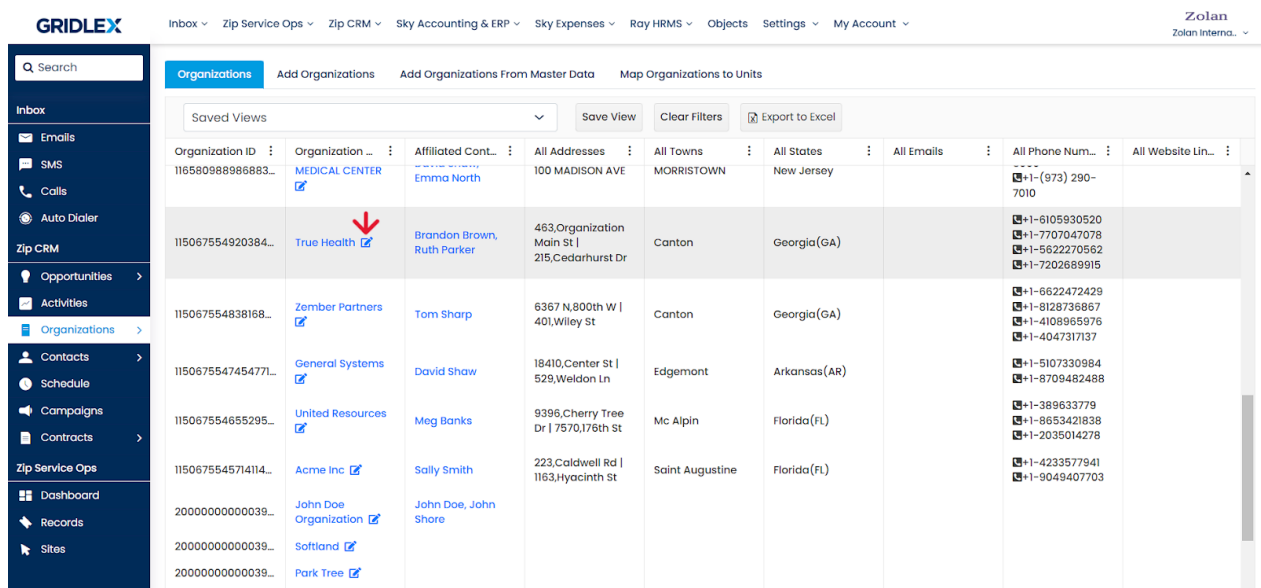


If you are a healthcare provider, you'll be pleased to know that we offer specialized databases that make it easier to manage and associate contacts with various organizations. Here's a step-by-step guide on how to seamlessly add a contact from Gridlex Physician Database to an organization:

Step 1: Log in to Gridlex App Suite and click on "Organizations" located under the Zip section in the navigation menu.



Step 2: Once on the organization page, identify the edit icon corresponding to the organization to which you wish to add the contact. Click on this icon.



Step 3: On the organization page, find and click on the "Contacts" tab.

The screenshot shows the Gridlex interface for the organization 'TRUE HEALTH'. The top navigation bar includes 'Inbox', 'Zip Service Ops', 'Zip CRM', 'Sky Accounting & ERP', 'Sky Expenses', 'Ray HRMS', 'Objects', 'Settings', and 'My Account'. The left sidebar contains 'Inbox', 'Emails', 'SMS', 'Calls', 'Auto Dialer', 'Zip CRM', 'Opportunities', 'Activities', 'Organizations', 'Contacts', 'Schedule', 'Campaigns', 'Contracts', 'Dashboard', 'Records', and 'Sites'. The main content area shows the organization details: 'Organization Name: True Health | Organization ID: 1150675549203849217 | Address: 215,Cedarhurst Dr'. The 'Contacts' tab is highlighted in the top navigation bar, indicated by a red arrow.

Step 4: Here find and click on the button labeled “Add Contact to this Organization from Gridlex Databases”.

The screenshot shows the Gridlex interface for the organization 'TRUE HEALTH'. The 'Contacts' tab is highlighted in the top navigation bar. Below the tab, there are three buttons: 'Add New Contact to this Organization', 'Add Contact to this Organization from Gridlex Databases' (highlighted with a red arrow), and 'Affiliate Contacts to this Organization'. Below these buttons is a table with columns: 'Contact ID', 'Contact Name', 'Affiliated Orga...', 'All Addresses', 'All Towns', 'All States', 'All Emails', 'Remove Affilia...', and 'All Phone Num...'. The table contains three rows of contact information. The first row is for 'Vanessa Jones', the second for 'Brandon Brown', and the third for 'Ruth Parker'. The 'Remove Affilia...' column has a 'remove' button for each row. The 'All Phone Num...' column shows phone numbers for the last two rows. The bottom of the table shows a pagination bar with '1' and '1 - 3 of 3 items'.

Step 5: After clicking, you'll be redirected to the Gridlex Databases page. Here, from the available database sources, choose “Dexur Physician NPI Database”. Input any relevant information such as name, address, or specialty into the search bar and click on “Get Data”. A list of potential

contacts based on your search criteria will subsequently appear on your screen.

From the displayed data, locate and click on the button titled “Add and Affiliate Contact to the Organization”. This will add and affiliate the selected contact to the organization.

The screenshot shows the Gridlex interface for 'TRUE HEALTH'. The left sidebar contains navigation options like Inbox, Emails, SMS, Calls, Auto Dialer, Zip CRM, Opportunities, Activities, Organizations, Contacts, Schedule, Campaigns, and Zip Service Ops. The main content area is titled 'TRUE HEALTH' with organization details. Below this, there's a section 'Add & Affiliate Contacts from Gridlex Databases to True Health'. It includes a 'Get Contacts' form with a dropdown for 'Choose Gridlex Database Source' (set to 'Dexur Physician NPI Database') and a search field (set to 'Jane'). A 'Get Data' button is next to the search field. Below the form is a table of contacts with columns: Name, NPI, Standard Contact Id, Address, City, State, Speciality, and Affiliate / Add Contact. The table lists three contacts: Barbara Jane Coven, Jane Wor Chan, and Rebecca Jane Appleton. Each contact has a blue button labeled 'Add and Affiliate Contact to this Organization' in the 'Affiliate / Add Contact' column. A red arrow points to the button for Barbara Jane Coven.

Name	NPI	Standard Contact Id	Address	City	State	Speciality	Affiliate / Add Contact
BARBARA JANE COVEN	1700861440	3311	210 WESTCHESTER AVE	WHITE PLAINS	NY	PEDIATRIC UTI & LEAD POISONING ,PEDIATRICS	Add and Affiliate Contact to this Organization
JANE WOR CHAN	1528046216	4893	500 W THOMAS RD STE 300	PHOENIX	AZ	PEDIATRIC OPHTHALMOLOGY ,OPHTHALMOLOGY ,GLAUCOMA SPECIALIST	Add and Affiliate Contact to this Organization
REBECCA JANE APPLETON	1093793283	5013	202 WILLIAMSON RD	MOORESVILLE	NC	FAMILY PRACTICE	Add and Affiliate Contact to this Organization

With that last step, your selected contact from Gridlex Databases will now be affiliated with your chosen organization. You can always head back to the "Affiliated Contacts" tab to view or manage this newly added contact.

The screenshot shows the Gridlex interface for 'TRUE HEALTH' with the 'Affiliated Contacts' tab selected. The left sidebar is the same as in the previous screenshot. The main content area shows a table of affiliated contacts. Above the table are options for 'Saved Views', 'Save View', 'Clear Filters', and 'Export to Excel'. The table has columns: Contact ID, Contact Name, Affiliated Orga..., All Addresses, All Towns, All States, All Emails, All Phone Num..., and All Website Lin... The table lists four contacts: Barbara Jane Coven, Vanessa Jones, Brandon Brown, and Ruth Parker. A red arrow points to the 'BARBARA JANE COVEN' contact in the 'Contact Name' column. The bottom of the page shows a pagination bar with '1' and '1 - 4 of 4 items'.

Contact ID	Contact Name	Affiliated Orga...	All Addresses	All Towns	All States	All Emails	All Phone Num...	All Website Lin...
120429345641626...	BARBARA JANE COVEN	True Health	210 WESTCHESTER AVE, 210 WESTCHESTER AVE	WHITE PLAINS	NY		9146820731	
120428898700369...	Vanessa Jones	True Health	463,Organization Main St					
120426672564713...	Brandon Brown	True Health						
115067554958962...	Ruth Parker	True Health	2724 116th St 520 Autumn Ave	Collinsville	Illinois(IL)		+1-7157260790 +1-6182238245	

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.