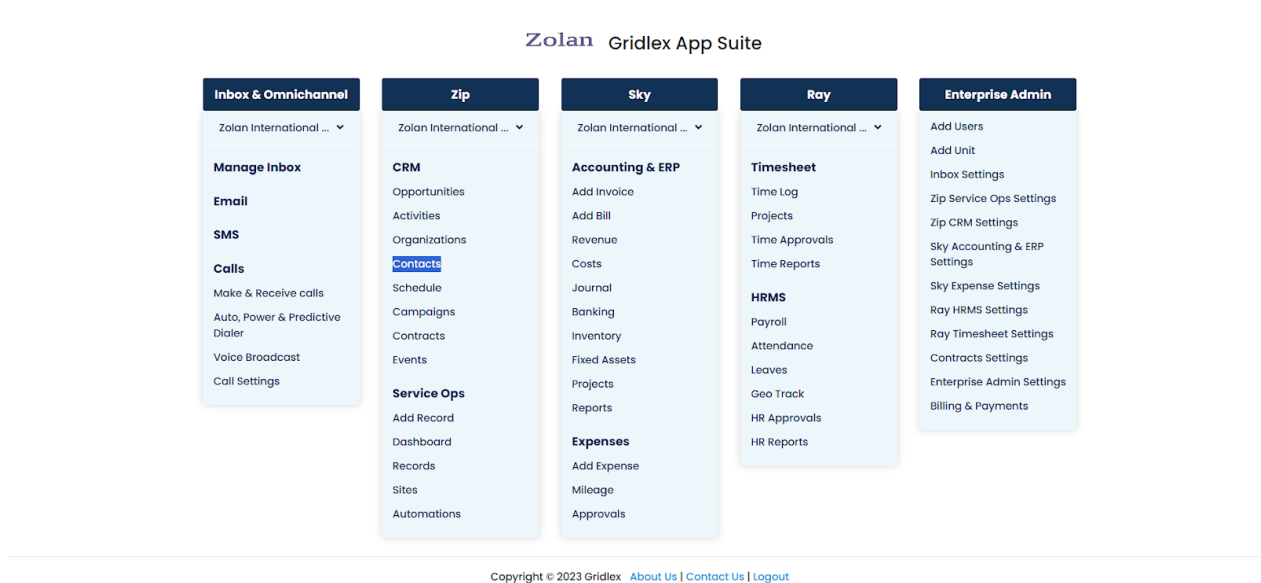


Welcome to our comprehensive guide on adding activity from a contact page.

Every business interaction counts. Using the Activity feature in Gridlex Zip, you can seamlessly document, manage, and reference all pivotal touchpoints. From meetings to follow-ups, ensure everything runs smoothly.

This tutorial will walk you through adding activity from a contact page in Gridlex Zip.

**Step 1:** Log in to Gridlex App Suite and click "Contacts" under the Zip section in the navigation menu.



**Step 2:** Click on the Contact to which you want to add activities.

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Power Dial

Predictive Dial

Contact ID	Contact Name	Affiliated Orga...	All Addresses	All Towns	All States	All Emails	All Phone Num...	All Website Lin...
120431006255074...	Dua						3896337795	
120431006216906...	Shawn						+1-4233577941	
120429345641626...	BARBARA JANE COVEN	True Health	210 WESTCHESTER AVE, 210 WESTCHESTER AVE	WHITE PLAINS	NY		9146820731	
120428898700369...	Vanessa Jones	StopGrey, True Health	463,Organization Main St					
1204281994327158...	JOHN F MOORE		740 EAST STATE ST, 740 EAST STATE ST	SHARON	PA		7249833911	
1204273187010203...	Brandon Brown							
120426672564713...	Brandon Brown	True Health						
1194131562053320...	Nihal Mohammed					niha1@gridlex.com		
1194130557710458...	Zolan Support					support@zolan.gridlex.com		
1193760174230548...	DAVID MICHAEL DEN BRABER		750 E BELTLINE AVE NE, 750 E BELTLINE AVE NE	GRAND RAPIDS	MI		6169492600	
1193732793197481...	Ruby R. Little					RubyRLittle@jourraport.com	+1-267-291-8471	

**Step 3:** Hover over the “Activities” option on the menu bar and click “Add - Default Activity” from the dropdown.

**Note:** The options in the dropdown will depend on how many Activity Templates you have. You can select the template of your choice. We are using the “Default Activity” Template to demonstrate.

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Organization : True Health

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Add - Default Activity

Add - Record new activity

No Feed Available for this Contact

**Step 4:** Fill in the fields per your requirement.

