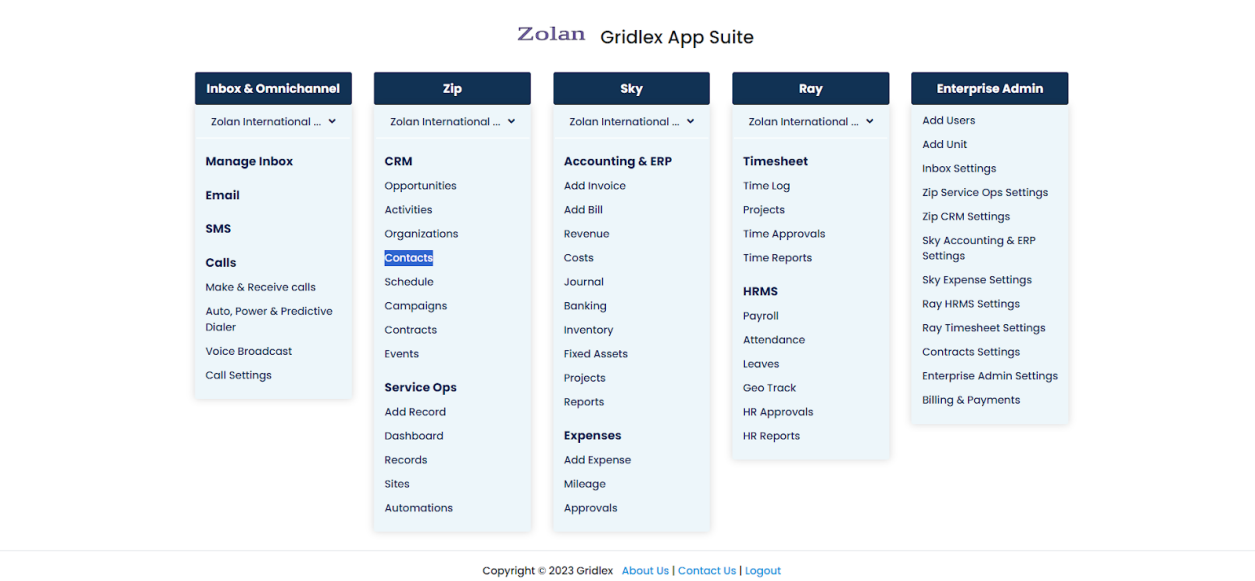Welcome to our comprehensive guide on editing or updating activity from a contact page.

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 editing or updating 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.

Zolan Gridlex App Suite

Inbox & Omnichannel	Zip	Sky	Ray	Enterprise Admin
Zolan International ... ⌄	Zolan International ... ⌄	Zolan International ... ⌄	Zolan International ... ⌄	Add Users
				Add Unit
Manage Inbox	**CRM**	**Accounting & ERP**	**Timesheet**	Inbox Settings
Email	Opportunities	Add Invoice	Time Log	Zip Service Ops Settings
	Activities	Add Bill	Projects	Zip CRM Settings
SMS	Organizations	Revenue	Time Approvals	Sky Accounting & ERP Settings
Calls	Contacts	Costs	Time Reports	Sky Expense Settings
Make & Receive calls	Schedule	Journal	**HRMS**	Ray HRMS Settings
Auto, Power & Predictive Dialer	Campaigns	Banking	Payroll	Ray Timesheet Settings
Voice Broadcast	Contracts	Inventory	Attendance	Contracts Settings
Call Settings	Events	Fixed Assets	Leaves	Enterprise Admin Settings
		Projects	Geo Track	Billing & Payments
	Service Ops	Reports	HR Approvals	
	Add Record		HR Reports	
	Dashboard	**Expenses**		
	Records	Add Expense		
	Sites	Mileage		
	Automations	Approvals		

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Step 2: Click on the Contact to which you want to add edit or update activities.

Step 3: Hover over the "Activities" option on the menu bar and click "Activities List" from the dropdown.

Step 4: Click on the Activity ID you want to edit or update.

Step 5: Click the "Edit" button next to the information you want to edit or update.

Step 6: Make the required changes and click "Save" once done.

Congratulations! You have learned how to edit or update activity from a contact page 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.