This guide provides instructions on how to add users to the Gridlex System, allowing them access to various applications and functionalities within the system.
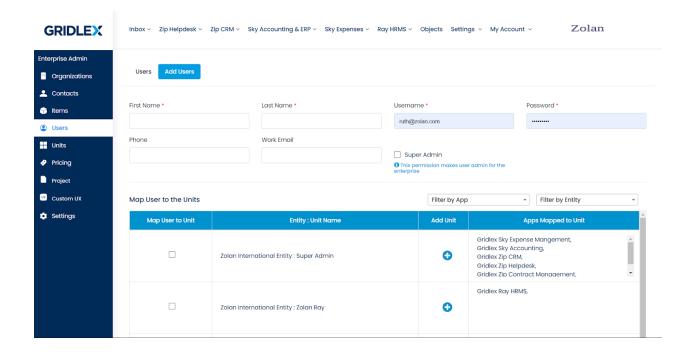
Step 1: Log in to Gridlex and click on the "Add Users" tab located under the Enterprise Admin section.
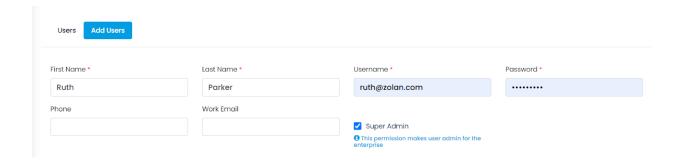

Step 2: After clicking on the "Add Users" tab, you will be directed to a page where you can add user details. Enter the First and Last name of the user you want to add to the system. Then, you have two options to identify the user: either enter their work email or their name.

Note: If you choose to enter the user's name, ensure that you also provide their work email in the designated "Work Email Field" provided below the name.
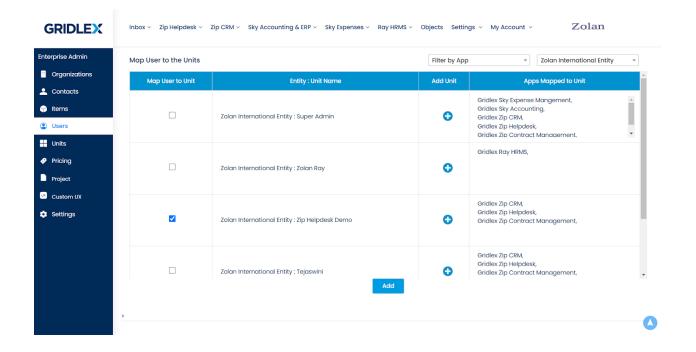
Step 3: Carefully consider whether the user should be granted Super Admin access. If you wish to make the user a Super Admin and give them access to all applications without any restrictions, check the appropriate box provided on the page.

Note: Super Admin access provides extensive privileges, so exercise caution before designating a user as a Super Admin.

Step 4: Select the appropriate unit for the user by checking the corresponding box on the page. This step is mandatory as users must be assigned to specific units to access the system unless they are given Super Admin privileges. Once you've selected the unit, click on the "Add" button to proceed.
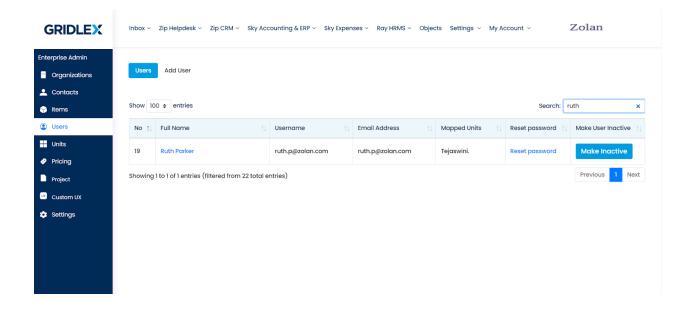
Step 5: Congratulations! You have successfully added a new user to the Gridlex System. The user will now have access to the specified applications and units based on the permissions and Super Admin status assigned during the process.

How to Delete a User?

Navigate to the "Users" tab in the dashboard. Locate the user you want to remove and click on the "Make Inactive" button next to their name. Once a user is made inactive, they will no longer have access to the system.

Note: Deleted users cannot be retrieved, so exercise caution when using this option. Even though we can activate the users from our end, all the configurations associated with the users cannot be recovered. If you need further assistance or support, reach out to apps@gridlex.com or raise a ticket here.

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.