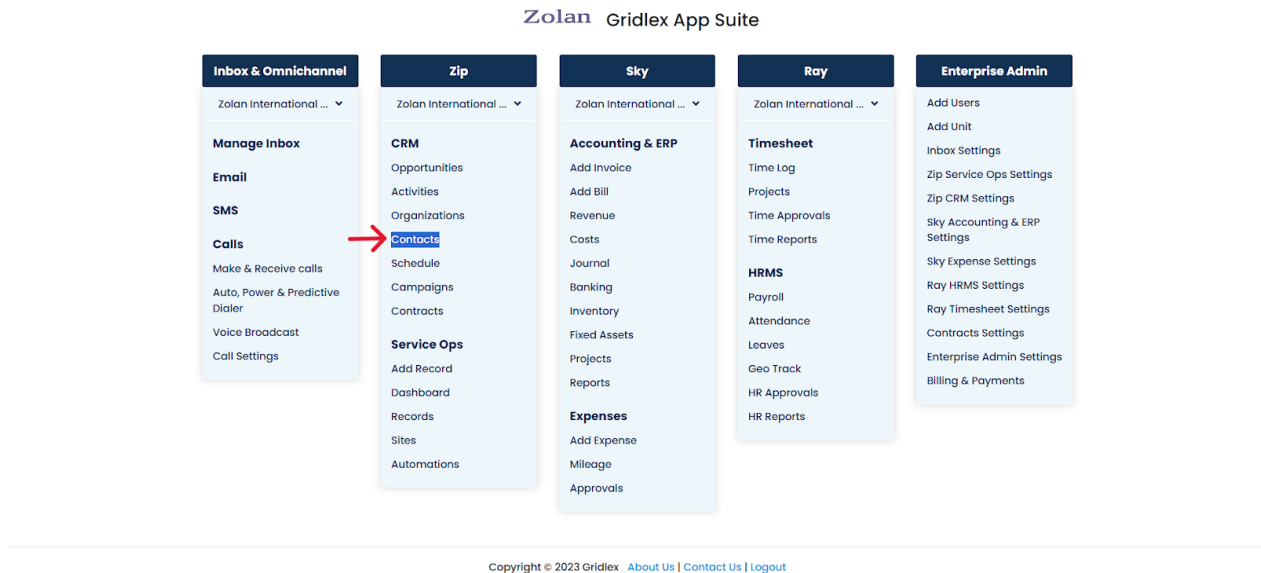


To edit or update a contact form in Gridlex Zip, follow the instructions outlined below:

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 a menu containing '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 at the top includes the Gridlex logo, navigation links (Inbox, Zip Service Ops, Zip CRM, Sky Accounting & ERP, Sky Expenses, Ray HRMS, Objects, Settings, My Account), and the user profile 'Zolan Zolan Intern...'. The main content area is titled 'EMILY JOHNSON' and 'Emily Johnson'. Below this is a navigation bar with 'Feed', 'Opportunities', 'Activities', 'Profile', 'Organizations', 'Schedule', 'Emails', and 'Records'. The 'Profile' tab is active, showing sub-tabs: 'Contact Attributes Form', 'Plot Details', 'General Details', and 'Contact Profile'. The 'Contact Attributes Form' is displayed, containing a 'Basic Information' section with fields for 'Contact Name' (Emily Johnson), 'Contact Name Type' (Display Name), 'First Name' (Emily), 'Middle Name', 'Last Name' (Johnson), and 'Title' (Ms). A red arrow points to the 'Submit' button. Below the form is a 'Notes' section with an 'Edit' button and a rich text editor toolbar.

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.

The screenshot shows the Gridlex Zip interface with the 'Contact Profile' tab selected. The 'Table of Contents' section shows 'Category' as a link. The 'Category' section contains fields for 'Territory' (North), 'Contract Type' (Service Contracts), 'Contract Pricing Files' (Choose file, No file chosen), and 'Type of Land'. A red arrow points to the 'Submit' button. The 'History' button is visible in the top right corner of the form area.

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.