Welcome to our comprehensive guide on how to view contract history in Gridlex Zip.

In this guide, we'll walk you through the simple steps to view the contract history, ensuring you comprehensively understand past interactions and changes made to a contract.

Step 1: Log in to the Gridlex App Suite and click 'Contracts' under the Zip section.

Zolan Gridlex App Suite									
Inbox &	Zip	Sky	Ray	Enterprise Admin					
Omnichannel	Zolan International 💙	Zolan International 🗸	Zolan International 🗸	Add Users					
Zolan International 👻	CRM	Accounting & ERP	Timesheet	Add Unit Inbox Settings					
Manage Inbox	Opportunities	Add Invoice	Time Log	Zip Helpdesk Settings					
Email	Activities	Add Bill	Projects	Zip CRM Settings					
SMS	Organizations Contacts	Revenue Costs	Time Approvals Time Reports	Sky Accounting & ERP Settings					
Calls	Schedule	Journal	HRMS	Sky Expense Settings					
Make & Receive calls	Campaigns	Banking	Payroll	Ray HRMS Settings					
Auto, Power & Predictive Dialer		Inventory	Attendance	Settings					
Voice Broadcast	Helpdesk Add Ticket	Projects	Leaves Geo Track	Contracts Settings Enterprise Admin					
	Dashboard	Reports	HR Approvals	Settings					
	Tickets	Expenses	HR Reports	Billing & Payments					
	Sites	Add Expense							
	Automations	Mileage							

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Step 2: Select the specific contract name whose history you wish to view.

GRIDLEX	Inbox v Zip Helpdesk v Zip CRM v Sky Accounting & ERP v Sky Expenses v Ray HRMS v Objects Settings v My Account v Zolan v Zolan v									
Q Search	Contracts Create New Contract Contract Settings									
Inbox	Saved Views - Save View Clear Filters									
ビ Emails 💻 SMS			Contract Template		Contract Start	Contract Signature and	Contract End		Counterparties - (Contre	
Calls	Contract ID :	Contract Name :	Name	:	Date :	Execution Date :	Date :	Contract Due :	Counterparties)	
O Auto Dialer Zip CRM	118902806680372_ Distribution Agreement 🗭		General Contract Template 🕜			.lan 01 2023			United Resources	
Opportunities >										
Organizations >	118902533597628	Quality Control Contracts 🗷	General Contract		Apr 01,2023					
Contacts > Schedule	11890214139161559	Drug Testing Contract 🕼	General Contract		Jan 01,2023	Mar 01,2023	Dec 31,2025	Expires in 861 Days	Zember Partners 🗭	
Campaigns										
Contracts >	H 4 1 Page 1 of 1 + H 1-3 of 3 items									
Zip Helpdesk										
🔖 Tickets										
▶ Sites										

Step 3: Click on 'Contract History' located at the top right. This action will take you directly to that contract's history page.

GRIDLEX	Inbox 🗸 Zip Helpdesk 🗸 Zip CRM 🗸 Sky Accounting & ERP 🗸 Sky Expenses 🗸 Ray HRMS 🗸 Objects Settings 🗸 My Account 🗸									Zola Zolan Inte	ana. ~			
Q Search	Contracts / Distribution Agre	eement												
Inbox	Contracts Create New Contract Contract Settings													
🖂 Emails	Contract Details													
💴 SMS														
📞 Calls	Contract Name Sub-Contract Name				Co	ntract Start Date		Con	tract Si	gnature and Exe	cution	tion Date		
Auto Dialer	Distribution Agreemen	it.	Fulchuse											
Zip CRM	Contract End Date Contract Due													
Opportunities >														
Z Activities	Contract Uploaded Files													
Organizations >	$\downarrow \uparrow$ File Name					J↑	File Size				Jî			J↑
Contacts >	No matching records found													
🕔 Schedule	g													
┥ Campaigns	Contract Items													
Contracts >	Item Name	Item Type	1 Item Metric	1	Min. Price	↑	Max. Price	1	Description	. 1	Group	1	WAC	1
Zip Helpdesk	↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓		VI	ΨI		ΨI		¥1		¥1		Ψ1		¥1
Dashboard	One Plus G	Goods	BULK						Electronic Gadgets		Group A		150000	
🖴 Tickets	Contract Description													
🔭 Sites	It provides a clear and comprehensive description of the items being purchased, the price, payment terms, delivery details, warranties, and other important terms related to the sale													

Step 4: On this page, scroll to view the changes made to the contract. Any modifications will be distinctly highlighted in yellow for easy identification. Furthermore, you can also view the name of the user who made the changes along with the date.

GRIDLEX	Inbox 🗸 Zip Helpdesk 🗸 Zip CRM 🗸 Sky Accounting & ERP 🗸 Sky Expenses 🗸 Ray HRMS 🗸 Objects Settings 🗸 My Account 🤟							
Q Search	Contract Items) :	Contracts - (Associate Contracts) :	Contract Description :	Users - (Associate Users)	: Units - (Associate Units)	Status :		
Inbox			price, payment Read More			•		
🖂 Emails			It provides a clear					
SMS		Quality Control Contracts (General	comprehensive					
📞 Calls	G	Contract Template) (Brandon Brown)-	description of the items being	brandon@zolan.com (Brandon Brown)- Aug 23.2023	Zip Helpdesk Demo (Brandon Brown)- Aug 23,2023			
Auto Dialer		Aug 23,2023	purchased, the price, payment					
Zip CRM			Read More					
Opportunities >			It provides a clear					
Z Activities			comprehensive					
Organizations >	G		items being					
Contacts >			purchased, the price, payment					
Schedule			Read More					
┥ Campaigns			It provides a clear and					
Contracts >			comprehensive					
Zip Helpdesk	G		items being					
			purchased, the price, payment					
Tickets			Read More					
Sites	H H I Page 1	of1 b b				1 = 5 of 5 items		
	ruge					, sorsitems		

Congratulations! you have now learned to view contract history in Gridlex Zip.