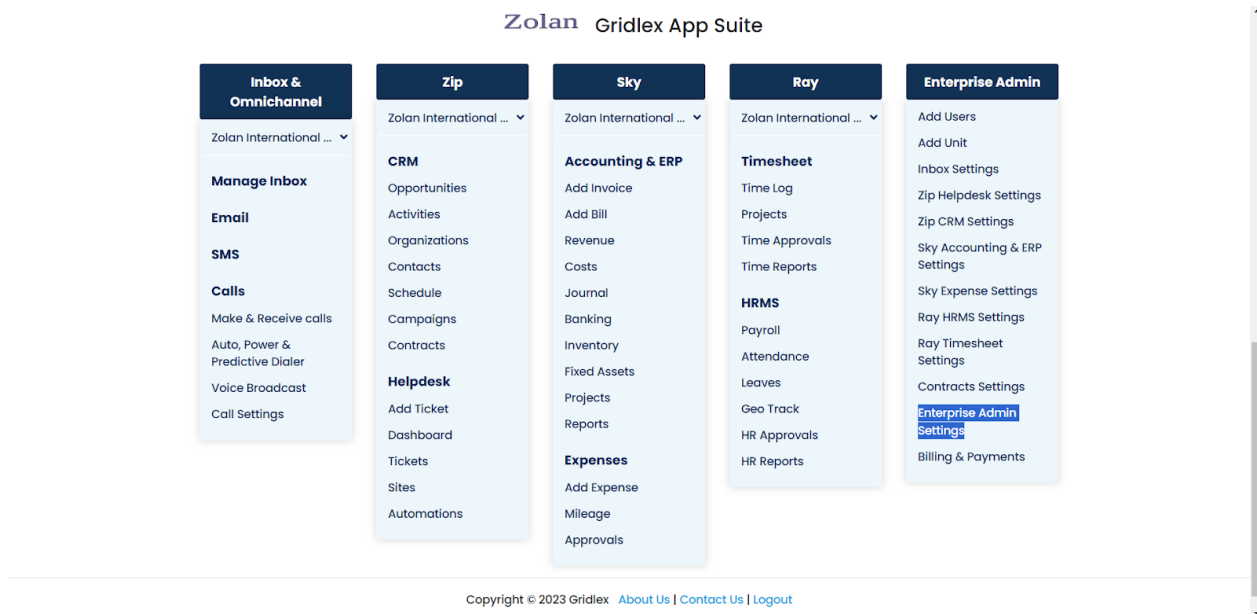
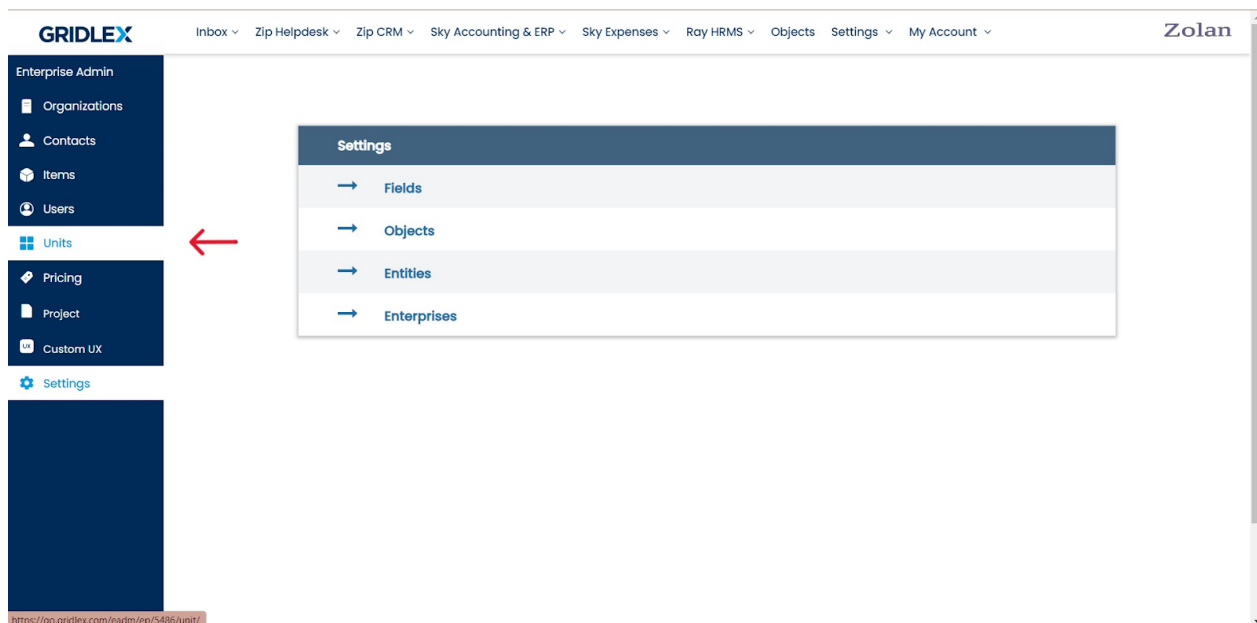


Follow the below steps to map users to units in Gridlex App Suite.

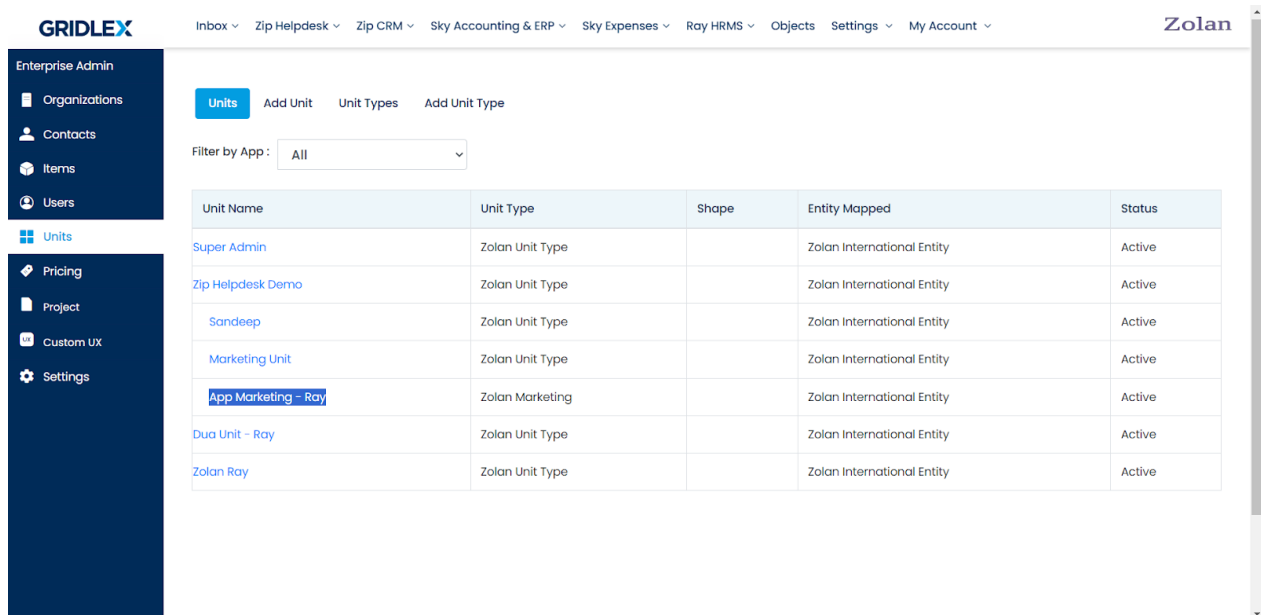
**Step 1:** Log in to your Gridlex App Suite account and click on the "Enterprise Admin Settings" option under the Enterprise Admin tab.



**Step 2:** From the left navigation bar, select “Units.”



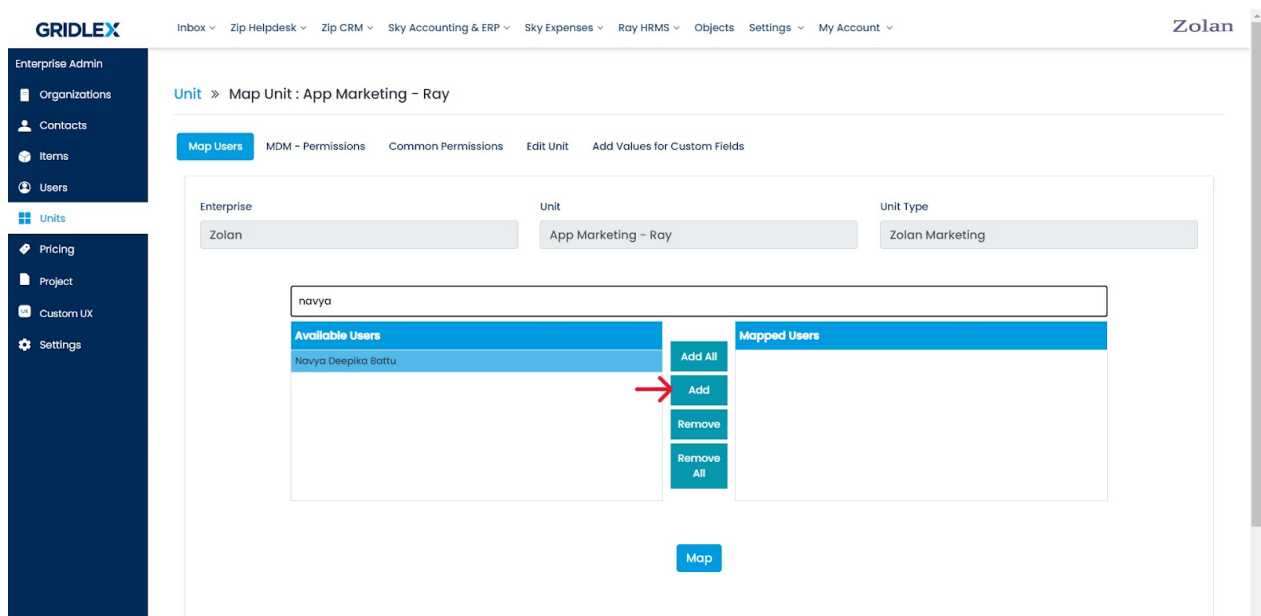
**Step 3:** Select the unit you want to add users for.



The screenshot shows the GRIDLEX application interface. On the left is a dark blue sidebar with 'Enterprise Admin' at the top, followed by 'Organizations', 'Contacts', 'Items', and 'Users'. Below these are icons for 'Units', 'Pricing', 'Project', 'Custom UX', and 'Settings'. The 'Units' icon is selected. The main content area has a top navigation bar with 'Inbox', 'Zip Helpdesk', 'Zip CRM', 'Sky Accounting & ERP', 'Sky Expenses', 'Ray HRMS', 'Objects', 'Settings', and 'My Account'. The 'Zolan' logo is in the top right. Below the navigation bar, there are tabs: 'Units' (selected), 'Add Unit', 'Unit Types', and 'Add Unit Type'. A 'Filter by App:' dropdown is set to 'All'. A table lists units with columns: Unit Name, Unit Type, Shape, Entity Mapped, and Status.

Unit Name	Unit Type	Shape	Entity Mapped	Status
Super Admin	Zolan Unit Type		Zolan International Entity	Active
Zip Helpdesk Demo	Zolan Unit Type		Zolan International Entity	Active
Sandeep	Zolan Unit Type		Zolan International Entity	Active
Marketing Unit	Zolan Unit Type		Zolan International Entity	Active
App Marketing - Ray	Zolan Marketing		Zolan International Entity	Active
Dua Unit - Ray	Zolan Unit Type		Zolan International Entity	Active
Zolan Ray	Zolan Unit Type		Zolan International Entity	Active

**Step 4:** Under the “Map Users” section, search for the user you want to map to the unit, select them and click “Add.”



The screenshot shows the 'Map Unit' page for 'App Marketing - Ray'. The sidebar is the same as in Step 3. The main content area has a top navigation bar with 'Inbox', 'Zip Helpdesk', 'Zip CRM', 'Sky Accounting & ERP', 'Sky Expenses', 'Ray HRMS', 'Objects', 'Settings', and 'My Account'. The 'Zolan' logo is in the top right. Below the navigation bar, there are tabs: 'Map Users' (selected), 'MDM - Permissions', 'Common Permissions', 'Edit Unit', and 'Add Values for Custom Fields'. The page title is 'Unit » Map Unit : App Marketing - Ray'. Below the tabs, there are three dropdowns: 'Enterprise' (Zolan), 'Unit' (App Marketing - Ray), and 'Unit Type' (Zolan Marketing). A search bar contains the text 'navya'. Below the search bar, there are two columns: 'Available Users' and 'Mapped Users'. The 'Available Users' column has a table with one row: 'Navya Deepika Battu'. To the right of this table are four buttons: 'Add All', 'Add', 'Remove', and 'Remove All'. A red arrow points to the 'Add' button. Below these columns is a 'Map' button.

**Step 5:** Once you have added all the users, click “Map.”

GRIDLEX

Inbox

Zip Helpdesk

Zip CRM

Sky Accounting & ERP

Sky Expenses

Ray HRMS

Objects

Settings

My Account

Enterprise Admin

Organizations

Contacts

Items

Users

Units

Pricing

Project

Custom UX

Settings

Unit » Map Unit : App Marketing - Ray

Map Users

MDM - Permissions

Common Permissions

Edit Unit

Add Values for Custom Fields

Enterprise

Zolan

Unit

App Marketing - Ray

Unit Type

Zolan Marketing

Search Users

Available Users

Abhay Ravindran

Abhilash Avirineni

Ajay Kumar Medagani

Arun Kumar Thouti

Dua Murphy

Gabriel Feingold

Golla Pavan Kalyan

Add All

Add

Remove

Remove All

Mapped Users

Navya Deepika Battu

Mohammed Nihal Tt

Tejaswini G

Map

If you need any help with any feature, data migration of your old data, or anything at all, just email [apps@gridlex.com](mailto: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.