Welcome to our comprehensive guide on adding activity from an organization 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 adding activity from an organization page in Gridlex Zip.

**Step 1:** Log in to Gridlex App Suite and click "Organizations " under the Zip section in the navigation menu.

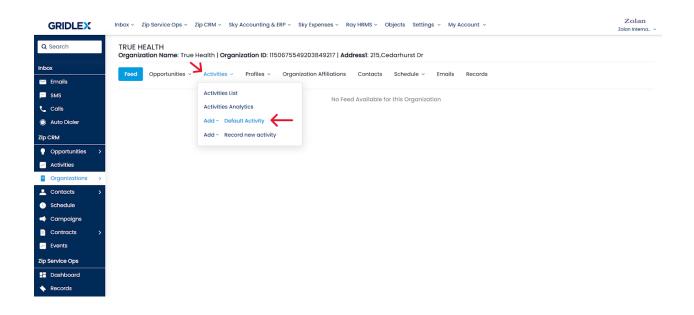
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Step 2: Click on the Organization to which you want to add activities.

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🛋 Campaigns	115067554920384	True Health 🗹	Vanessa Jones, Brandon Brown, Ruth	Main St	Canton	Georgia(GA)		+1-7707047078 +1-5622270562	
Contracts			Parker, (more)	215,Cedarhurst Dr				<b>U</b> +1-7202689915	
🖂 Events		Zember Partners		6367 N.800th W				+1-6622472429	
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Records	1150075547454771	<b>B</b>	David Shaw	529,Weldon Ln	Eugemont	AIRCHISCS(AR)		+1-8709482488	

**Step 3:** Hover over the "Activities" option on the menu bar and click "Add - Default Activity" from the dropdown.

Note: The options in the dropdown will depend on how many Activity Templates you have. You can select the template of your choice. We are using the "Default Activity" Template to demonstrate.



Step 4: Fill in the fields per your requirement.

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<b>Q</b> Search	TRUE HEALTH Organization Name: True Health   O	ganization ID: 1150675549203849	9217   <b>Address1</b> : 215,Ce	ədarhurst Dr		
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Contracts >	Associate Contact*					
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Zip Service Ops	Emily Johnson * 🗸	<ul> <li>(201) 555-0123</li> </ul>	Email	City/Town	State	
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Step 5: Once you are done, click "Add Activity."

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Service Ops	There are no Forms Mapped to this Te	emplate. Please ask your adm	nin to map Form to this Activit	y template		
Dashboard						
Records	_	Geotrack is	s enabled (This Feature is onl	y available on Gridlex Android/iOS App)		
Sites				Id Activity		

Congratulations! You learned how to add activity from an organization page in Gridlex Zip.

If you need any help with any feature, data migration of your old data, or anything at all, just email <u>apps@gridlex.com</u> 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.