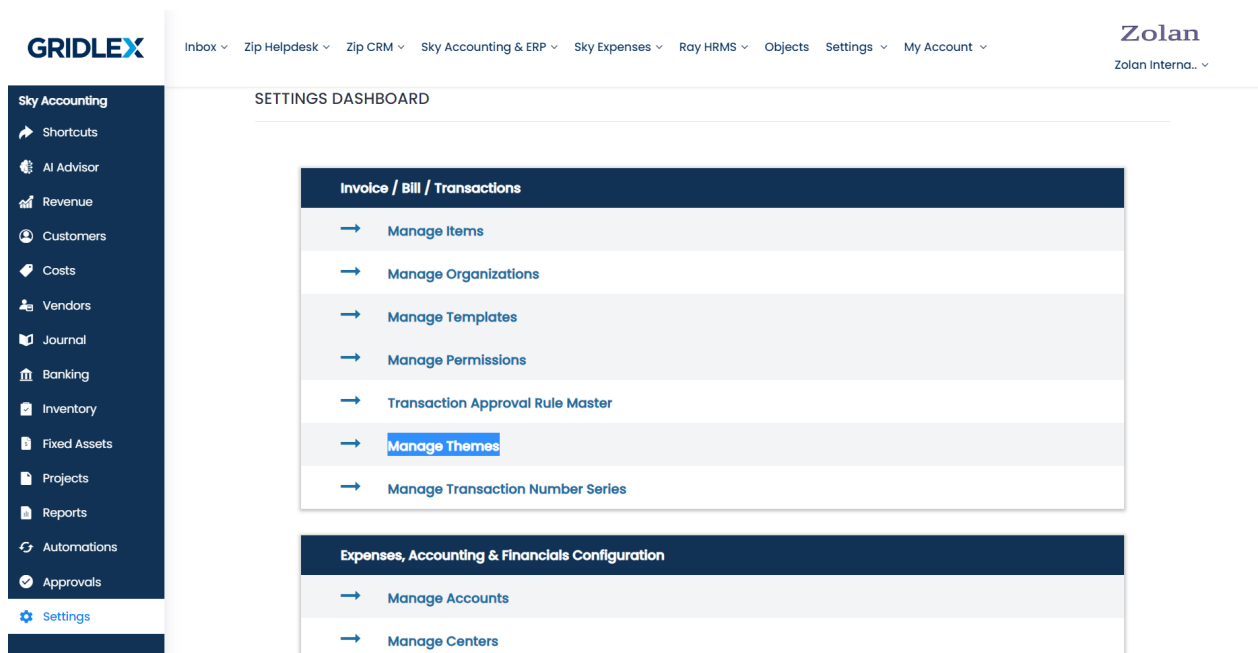


Follow the steps below to learn how to manage print themes in Gridlex Sky

Step 1: Log in to Gridlex Sky and click on the “Accounting & ERP” button located under the Sky section in the menu bar.

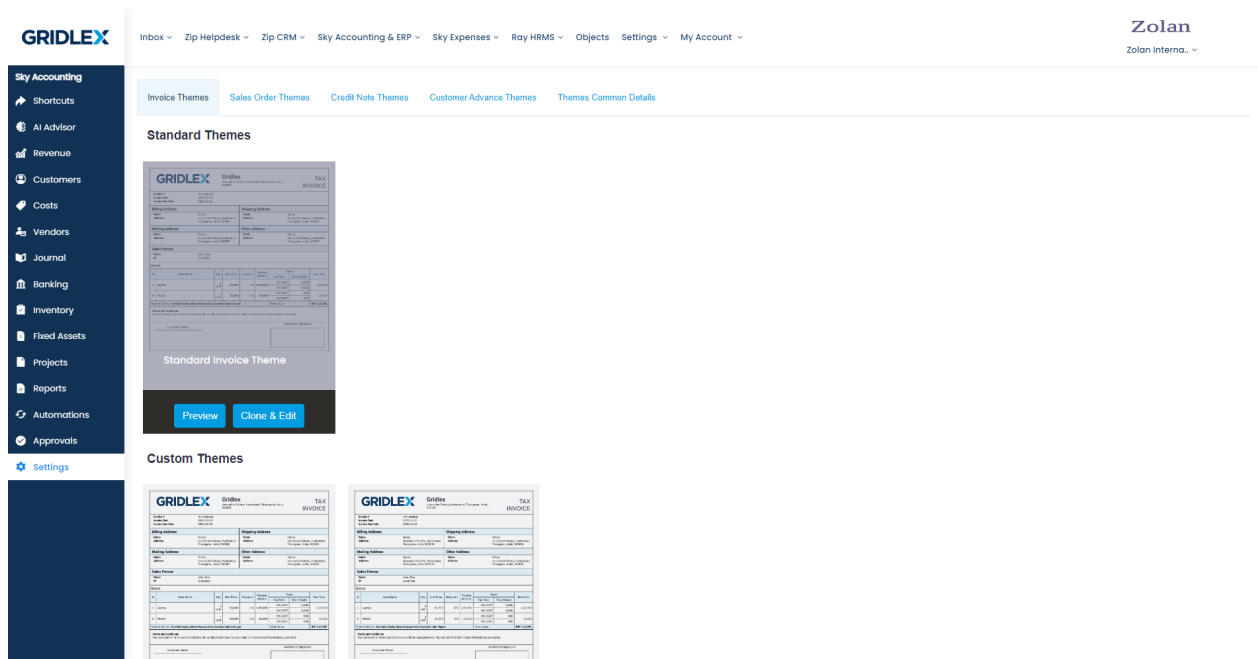


Step 2: In the Accounting & ERP section, find the Settings option and click on it. Under Invoices/Bills/Transactions Section choose "Manage Themes."

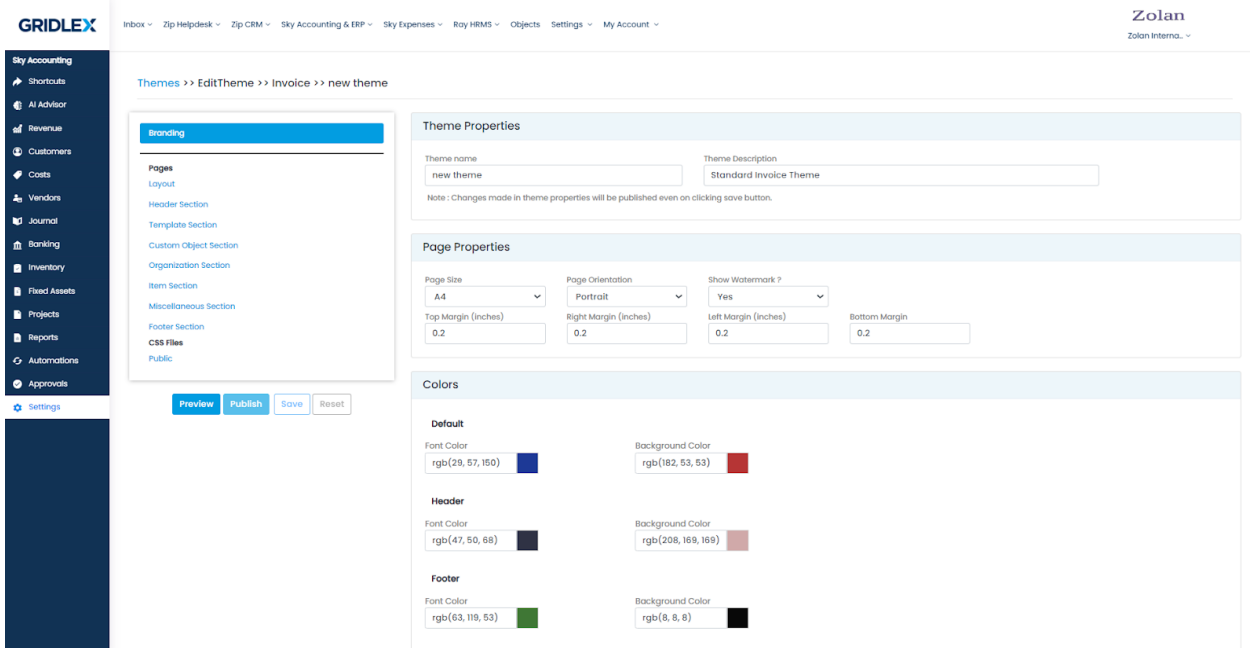


Step 3: In the Manage Themes section, you will see a list of predefined (Standard) templates. You have two options:

- To use a predefined template, simply select the one that suits your needs.
- To customize a template, choose the "Clone & Edit" option for the template you want to modify.



Step 4: If you decide to clone and edit a template, you will be directed to the editing interface. Here, you can modify various aspects of the template, such as the layout, fonts, colors, and content. Make the necessary changes according to the specific requirements of your company.



Step 5: Once you have finished editing the template to your liking, you have a few options:

- To publish the changes and make the modified template live, click on the "**Publish**" button. The updated template will now be applied to your print themes.
- If you're not ready to publish yet and want to save your progress, you can use the "**Save**" option. This allows you to come back and continue editing later.
- To preview how the changes will look before publishing them, click on the "**Preview**" option. This will show you a preview of the modified template, helping you ensure everything appears as desired.
- To reset the recently published version, click on the "**Reset**" option.

By following these steps, you can effectively manage print themes in Gridlex Sky and customize them according to your company's specific requirements.

If you need any help with any feature, data migration of your old accounting data, questions on Chart of Accounts (COA) or anything at all, just email aps@gridlex.com, and our team of expert accountants will be here to help

you. Remember, that one of Gridlex's core values is Customer Success. We want you to be successful.