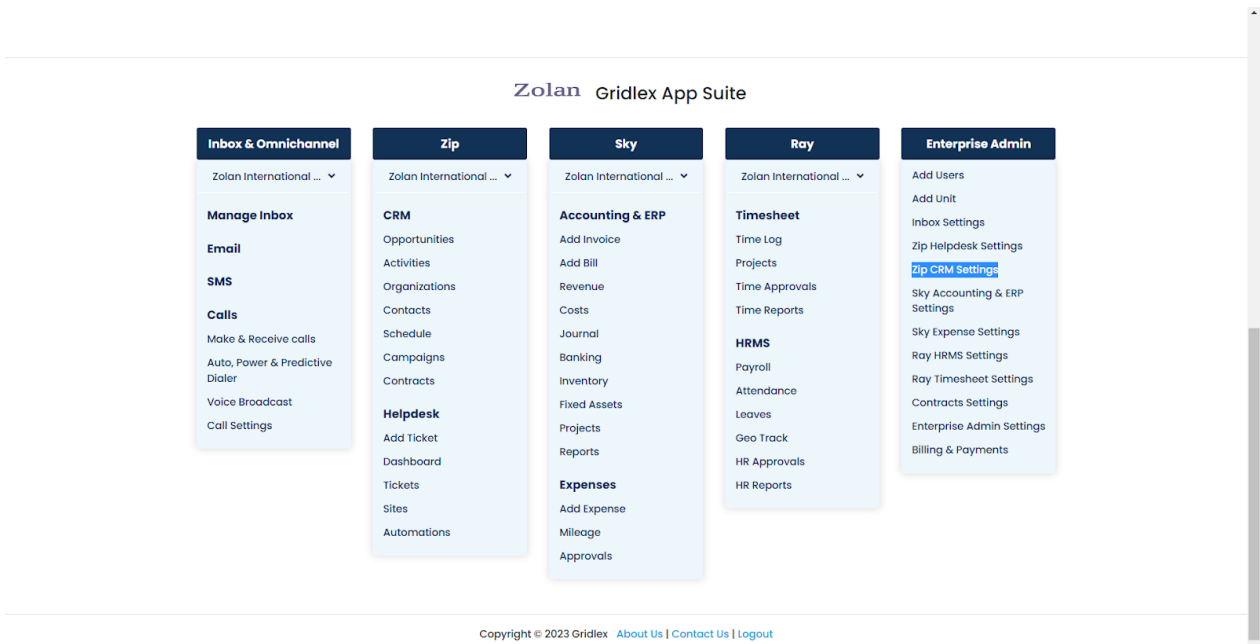
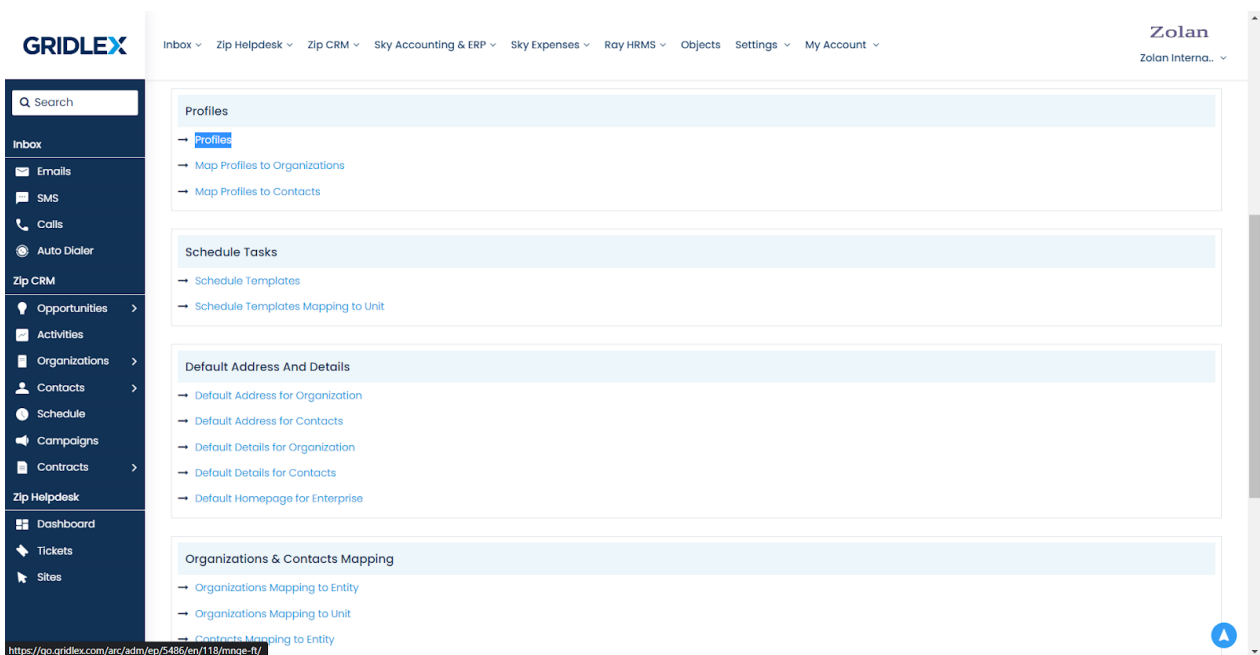


This step-by-step guide will walk you through the process of creating custom profiles with existing custom fields in Gridlex App Suite.

**Step 1:** Log in to Gridlex App Suite and click on "Zip CRM Settings" located under the Enterprise Admin.



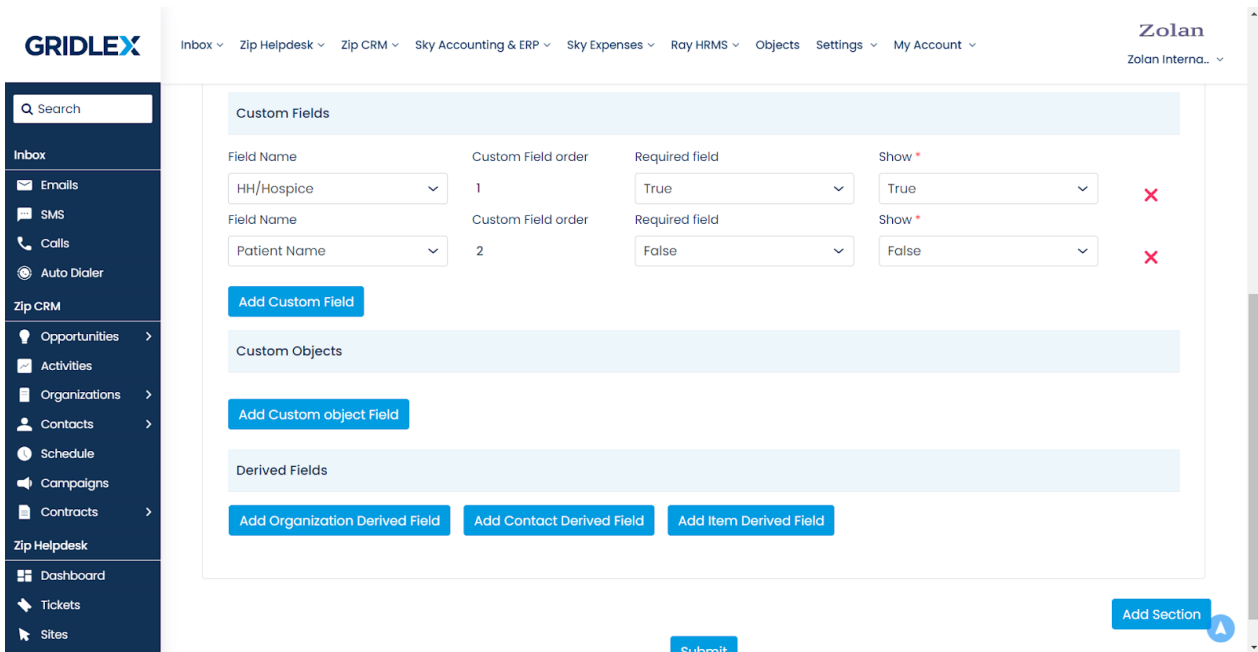
**Step 2:** Under the "Profiles" section, click on the "Profiles" option.



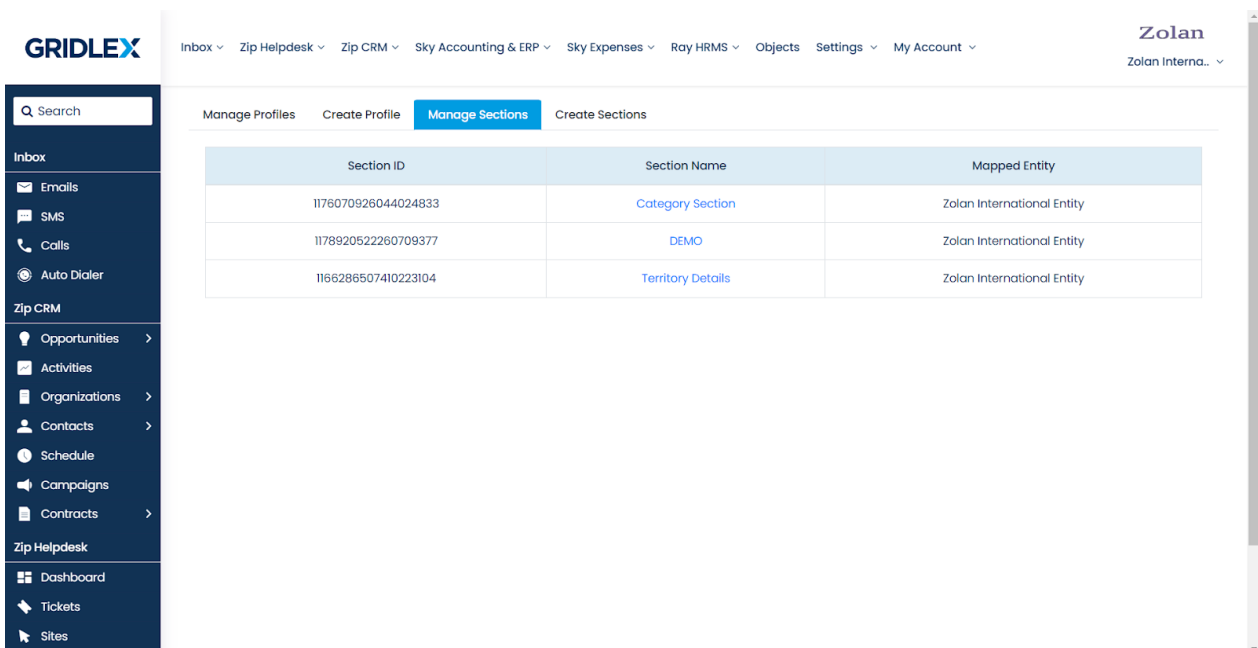
**Step 3:** After accessing the "Profiles" section, a new page will appear. On this page, look for the "Create Section" option in the top menu bar and click on it.

The screenshot displays the GRIDLEX web application interface. The top navigation bar includes the GRIDLEX logo on the left and the Zolan logo on the right. Below the logo, there is a search bar and a menu with options: Inbox, Zip Helpdesk, Zip CRM, Sky Accounting & ERP, Sky Expenses, Ray HRMS, Objects, Settings, and My Account. The main content area is titled "Entity : Zolan International Entity" and features a "Create Sections" button. Below this, there is a form for creating a new section. The form includes a "Section Name" field, a "Section Description" field with a rich text editor (containing "Poppins-Medium" and various formatting icons), and two sections for adding fields: "Standard Fields" with an "Add Standard Field" button, and "Custom Fields" with an "Add Custom Field" button.

**Step 4:** In the newly created section, find and click on the "Add Custom Field" option. Fill in the required details for your custom field. Once you have configured the custom field to your liking, click on the "Submit" button to save it.



**Step 5:** After clicking "Submit," your custom field will be added to the list of fields within the section you created. You can review and manage all your custom fields from this page.



**Step 6:** To utilize the custom field, you need to map it to the appropriate profiles, such as Organizations or Contacts. Navigate to the "Create Profile" section. Select the relevant profile you want to map the custom field to. Allow the profile to access the custom field by selecting it from the available field options. Once you are satisfied with the profile settings, click on the "Submit" button to save the changes.

**Note: If you want to use this profile for newly imported or created contacts, please choose "Auto Select this profile while adding new Organization or Contact". However, if you only want to add historical contacts that already exist in the system, please choose "Show and Map this profile to ALL Historical organizations or contacts". You can select both options according to your needs.**

GRIDLEX

Inbox ▾ Zip Helpdesk ▾ Zip CRM ▾ Sky Accounting & ERP ▾ Sky Expenses ▾ Ray HRMS ▾ Objects Settings ▾ My Account ▾

Zolan  
Zolan Interna... ▾

Search

Manage Profiles **Create Profile** Manage Sections Create Sections

Profile Name Entity\*

DEMO Zolan International Entity

	For Organizations	For Contacts
Allow this profile to be mapped to Organizations or Contacts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Auto Select this profile while adding new Organization or Contact	<input type="checkbox"/>	<input type="checkbox"/>
Show and Map this profile to ALL historical Organizations or Contacts	<input type="checkbox"/>	<input type="checkbox"/>
Profile Order for Organizations or Contacts	<input type="text"/>	<input type="text"/>

Submit

You have successfully created custom profiles with existing custom fields in Gridlex App Suite.