

Welcome to our comprehensive guide on managing Record files in Gridlex Zip.

Gridlex Zip includes a record history viewing feature designed to offer a comprehensive overview of past customer interactions. This feature is vital for ensuring transparency and tracking the evolution of customer requests, providing a detailed timeline of updates and communications.

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

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

Step 2: Select the record that you want to see the history of.

Step 3: Click 'History.'

Step 4: On this page, scroll to view the changes made to the record. The latest modifications will be on top. Furthermore, you can also view the name of the user who made the changes along with the date.

Congratulations! You have now learned to view record history in Gridlex Zip.

If you need any help with any feature, data migration of your old data, or anything at all, just email 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.