

Welcome to our guide! In Gridlex Zip, it's easy to transform user-submitted records into contracts. This ensures a fluid transition of important information from the record directly into your new contract. Let's dive into the step-by-step process.

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

Step 2: From the list of available records, select the specific record you wish to transform into a contract.

Step 3: Look for the 'Convert to Contract' option located at the top right corner and click it.

Note: The 'Convert to Contract' link will only be visible if the model of the record is configured to display it.

Step 4: Upon initiating the conversion, various fields within the contract form will be automatically populated based on details from the record.

For instance:

- Record Subject becomes the Contract Name.
- Record Description translates to Contract Description.
- All Attachments within the record are imported.
- Record Associations are also brought in.

Refer to the screenshot below.

- Record Subject:

- Record Description:

- Attachments:

- Record Associations:

Note: Data from the record is directly transferred into the contract's sections when the section names in both record model and contract template match and the fields are the same.

Step 5: As you continue scrolling down, you'll come across the Section Fields. These fields, mapped to your chosen contract template, are pre-filled for your convenience.

Step 6: Fill in the details for custom fields and once done, click "Create Contract." Now your record is converted to contract.

Note: To learn how to create contracts in Gridlex Zip follow this guide: [How to Create Contracts in Gridlex Zip?](#)

Congratulations! You have now learned how to convert a record into a contract.

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.