

Follow the below steps to add units in Gridlex App Suite.

Step 1: Log in to your Gridlex App Suite account and click on the "Enterprise Admin Settings" option under the Enterprise Admin tab.

Step 2: From the left navigation bar, select "Units."

Step 3: Click on "Add Unit" from the menu bar.

Step 4: Choose the entity, unit type, and unit status from the dropdowns. Add the unit name, active status date, and description.

Note: If you do not have any unit types, refer to this help doc to [add unit types](#).

Step 5: Scroll to the "Map Unit to Apps" section and select the checkboxes next to the apps you want the unit to access. Select the super admin checkbox only if you want the unit to have complete access to the app without any restrictions.

Note: Super admin access provides extensive privileges, so exercise caution before giving this access.

Step 6: Next, select the parent unit for the unit you are adding. In case the unit isn't part of any other unit, you can skip this step and click "Add."

Note: If you don't select a parent unit for the unit you are adding, it will be automatically added as a parent unit.

Your unit is created, and you can view it under the "Units" tab. You can edit the unit whenever needed by clicking on the unit and then clicking on "Edit Unit" tab.

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.