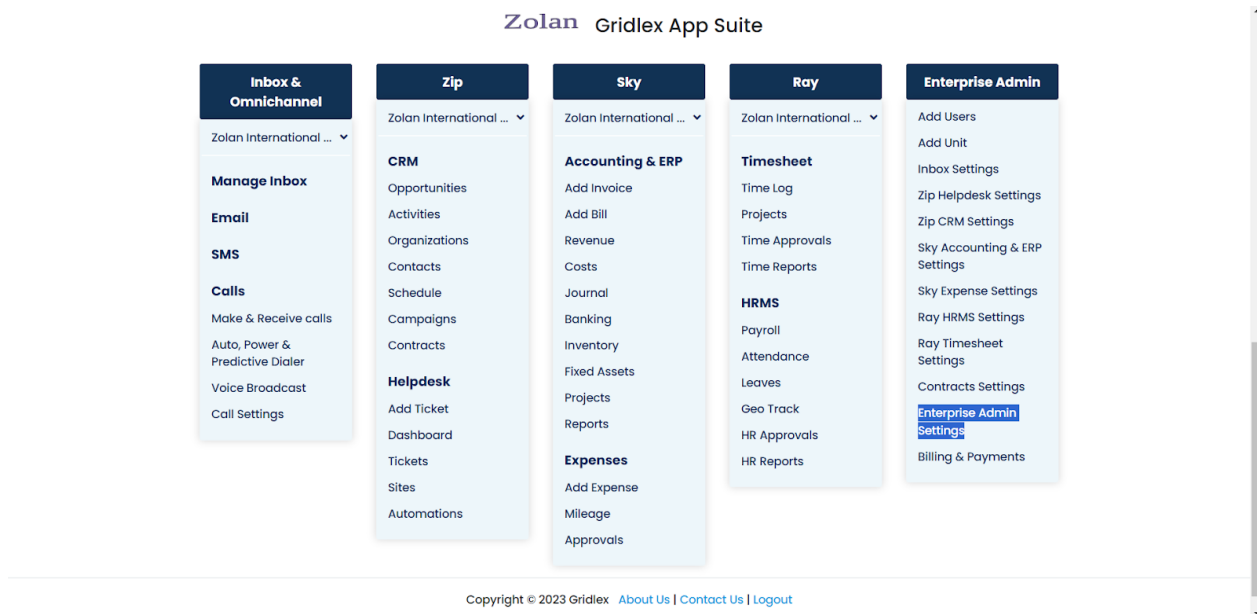
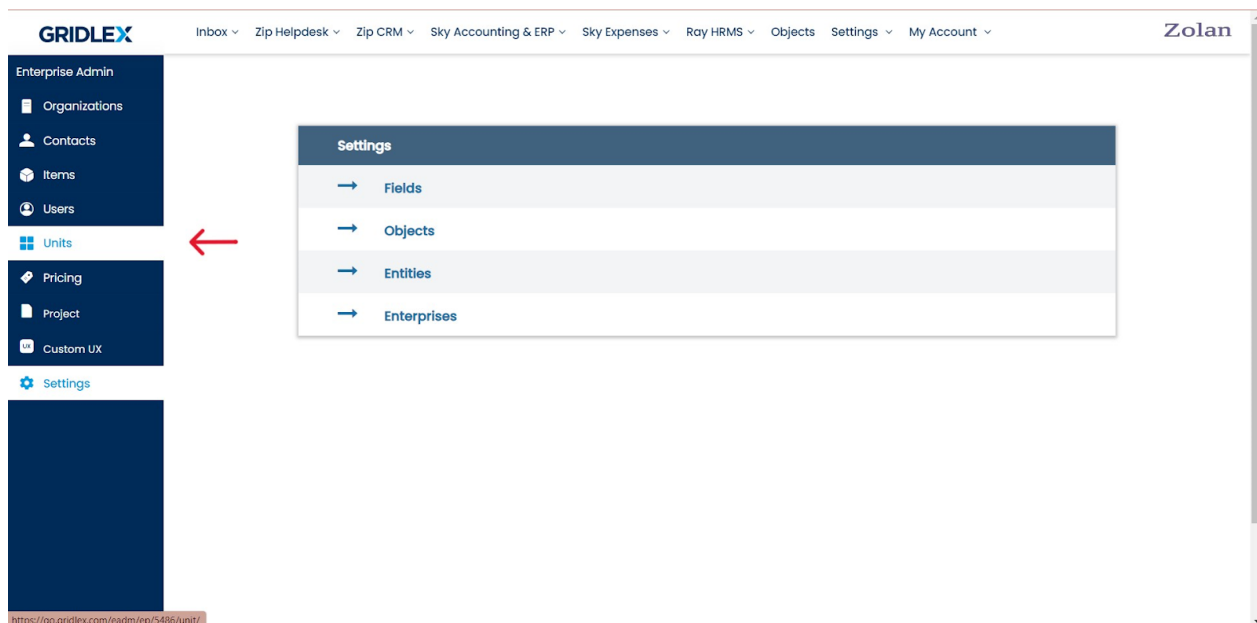


Follow the below steps to add units in Gridlex App Suite.

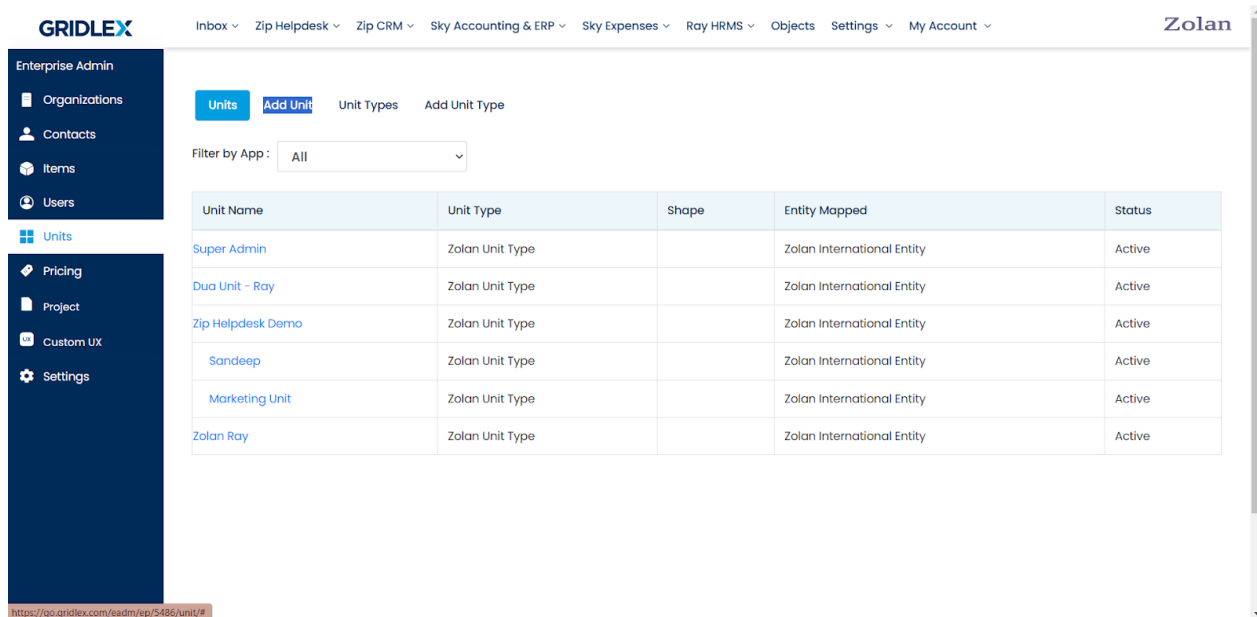
Step 1: Log in to your Gridlex App Suite account and click on the "Enterprise Admin Settings" option under the Enterprise Admin tab.



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



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



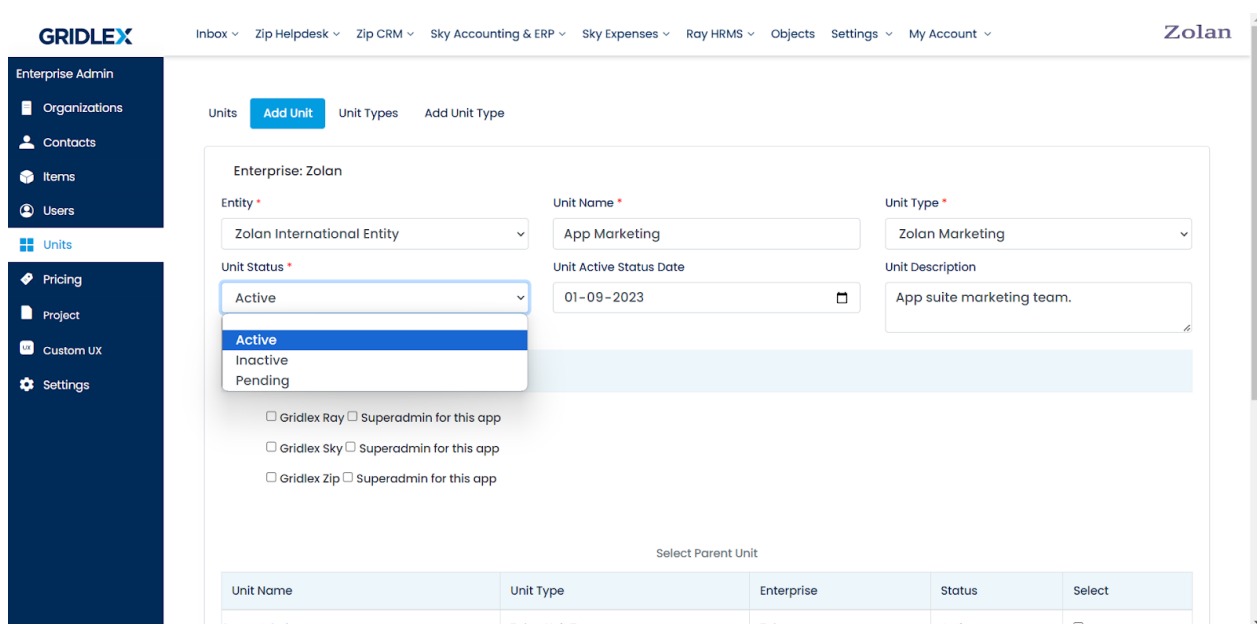
The screenshot shows the 'Units' page in the GRIDLEX application. The left sidebar contains 'Enterprise Admin' with sub-items: Organizations, Contacts, Items, Users, Units (selected), Pricing, Project, Custom UX, and Settings. The top navigation bar includes: Inbox, Zip Helpdesk, Zip CRM, Sky Accounting & ERP, Sky Expenses, Ray HRMS, Objects, Settings, and My Account. The main content area has tabs for 'Units', 'Add Unit', 'Unit Types', and 'Add Unit Type'. Below the tabs is a 'Filter by App' dropdown set to 'All'. A table lists existing units:

Unit Name	Unit Type	Shape	Entity Mapped	Status
Super Admin	Zolan Unit Type		Zolan International Entity	Active
Dua Unit - Ray	Zolan Unit Type		Zolan International Entity	Active
Zip Helpdesk Demo	Zolan Unit Type		Zolan International Entity	Active
Sandeep	Zolan Unit Type		Zolan International Entity	Active
Marketing Unit	Zolan Unit Type		Zolan International Entity	Active
Zolan Ray	Zolan Unit Type		Zolan International Entity	Active

A URL bar at the bottom left shows: <https://go.gridlex.com/leadm/ep/5486/unit/#>

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**.



The screenshot shows the 'Add Unit' form in the GRIDLEX application. The left sidebar is the same as in Step 3. The top navigation bar is also the same. The main content area has tabs for 'Units', 'Add Unit' (selected), 'Unit Types', and 'Add Unit Type'. The form is titled 'Enterprise: Zolan' and contains the following fields:

- Entity * (dropdown): Zolan International Entity
- Unit Name * (text input): App Marketing
- Unit Type * (dropdown): Zolan Marketing
- Unit Status * (dropdown): Active (selected), Inactive, Pending
- Unit Active Status Date (text input): 01-09-2023
- Unit Description (text area): App suite marketing team.

Below the form, there are three checkboxes for superadmin roles:

- ☐ Gridlex Ray ☐ Superadmin for this app
- ☐ Gridlex Sky ☐ Superadmin for this app
- ☐ Gridlex Zip ☐ Superadmin for this app

Below the checkboxes is a section titled 'Select Parent Unit' with a table:

Unit Name	Unit Type	Enterprise	Status	Select
Super Admin	Zolan Unit Type	Zolan	Active	<input type="checkbox"/>

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.

Enterprise: Zolan

Entity *
Zolan International Entity

Unit Name *
App Marketing

Unit Type *
Zolan Marketing

Unit Status *
Active

Unit Active Status Date
01-09-2023

Unit Description
App suite marketing team.

Map Unit to Apps:

☒ Gridlex Ray ☐ Superadmin for this app

☒ Gridlex Sky ☐ Superadmin for this app

☒ Gridlex Zip ☒ Superadmin for this app

Select Parent Unit

Unit Name	Unit Type	Enterprise	Status	Select
Super Admin	Zolan Unit Type	Zolan	Active	<input type="checkbox"/>
Dua Unit - Ray	Zolan Unit Type	Zolan	Active	<input type="checkbox"/>
Zip Helpdesk Demo	Zolan Unit Type	Zolan	Active	<input type="checkbox"/>

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.

Gridlex Zolan Superadmin for this app

Select Parent Unit

Unit Name	Unit Type	Enterprise	Status	Select
Super Admin	Zolan Unit Type	Zolan	Active	<input type="checkbox"/>
Marketing - Ray	Zolan Marketing	Zolan	Active	<input type="checkbox"/>
Dua Unit - Ray	Zolan Unit Type	Zolan	Active	<input type="checkbox"/>
Zip Helpdesk Demo	Zolan Unit Type	Zolan	Active	<input checked="" type="checkbox"/>
Sandeep	Zolan Unit Type	Zolan	Active	<input type="checkbox"/>
Marketing Unit	Zolan Unit Type	Zolan	Active	<input type="checkbox"/>
Zolan Ray	Zolan Unit Type	Zolan	Active	<input type="checkbox"/>

Add

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.

Gridlex Zolan

Units Add Unit Unit Types Add Unit Type

Filter by App: All

Unit Name	Unit Type	Shape	Entity Mapped	Status
Super Admin	Zolan Unit Type		Zolan International Entity	Active
Zip Helpdesk Demo	Zolan Unit Type		Zolan International Entity	Active
Sandeep	Zolan Unit Type		Zolan International Entity	Active
Marketing Unit	Zolan Unit Type		Zolan International Entity	Active
App Marketing - Ray	Zolan Marketing		Zolan International Entity	Active
Dua Unit - Ray	Zolan Unit Type		Zolan International Entity	Active
Zolan Ray	Zolan Unit Type		Zolan International Entity	Active

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.