

Welcome to our tutorial on how to create a saved view in contract listing in Gridlex Zip.

In this tutorial, we'll guide you step-by-step on how to save specific views for your contract listing page.

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

Step 2: Make changes as per your requirement on the contracts listing page,

Step 3: Click 'Save View'

Step 4: Managing saved view access

1. To share the saved view access to all users, check the 'Share with Zolan International Entity (Live)' box.

Note: 'Zolan International Entity' is only an example. You will see the entity you're part of here.

2. To restrict the saved view access to units of your choice, select "Share with specific Units only" and choose the users you wish to share the saved view with.

3. To restrict the saved view access to users of your choice, select "Share with specific Users only" and choose the users you wish to share the saved view with.

4. Check the 'Keep Private - Just for me' option to save the view for only yourself.

Once you make the desired selections, click 'Save' to create the saved view.

Note: You can also set a view as default by checking the 'Set as Default' box. The default view will automatically display when you access the contracts listing page.

Congratulations! You have now learned how to create a saved view contract listing 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.