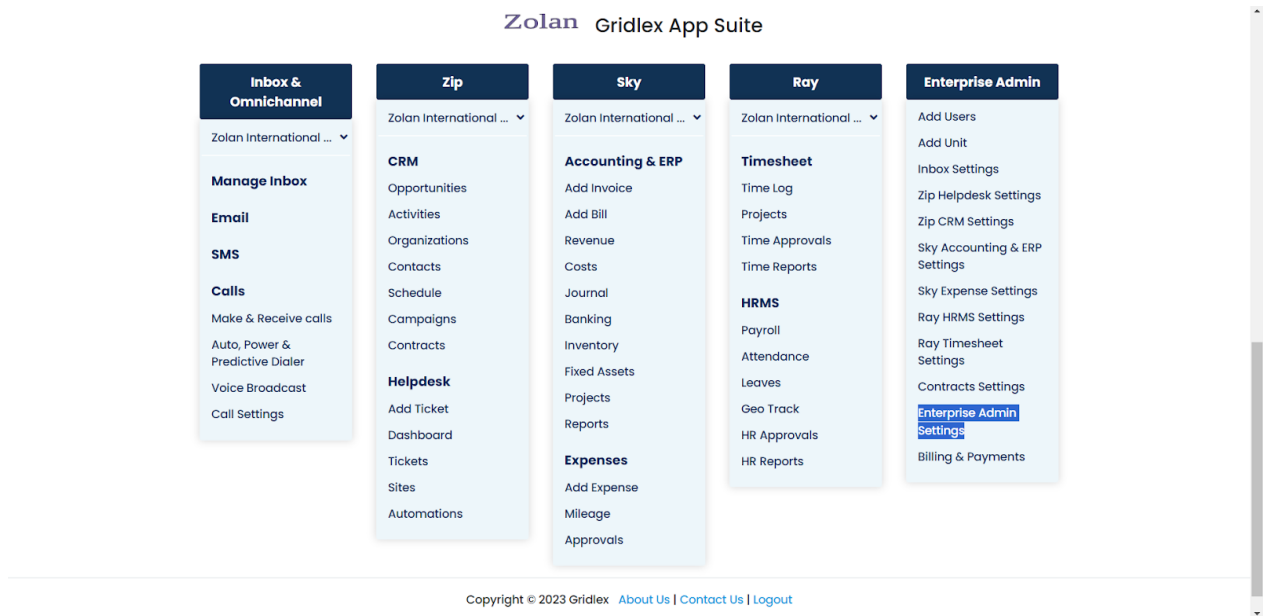
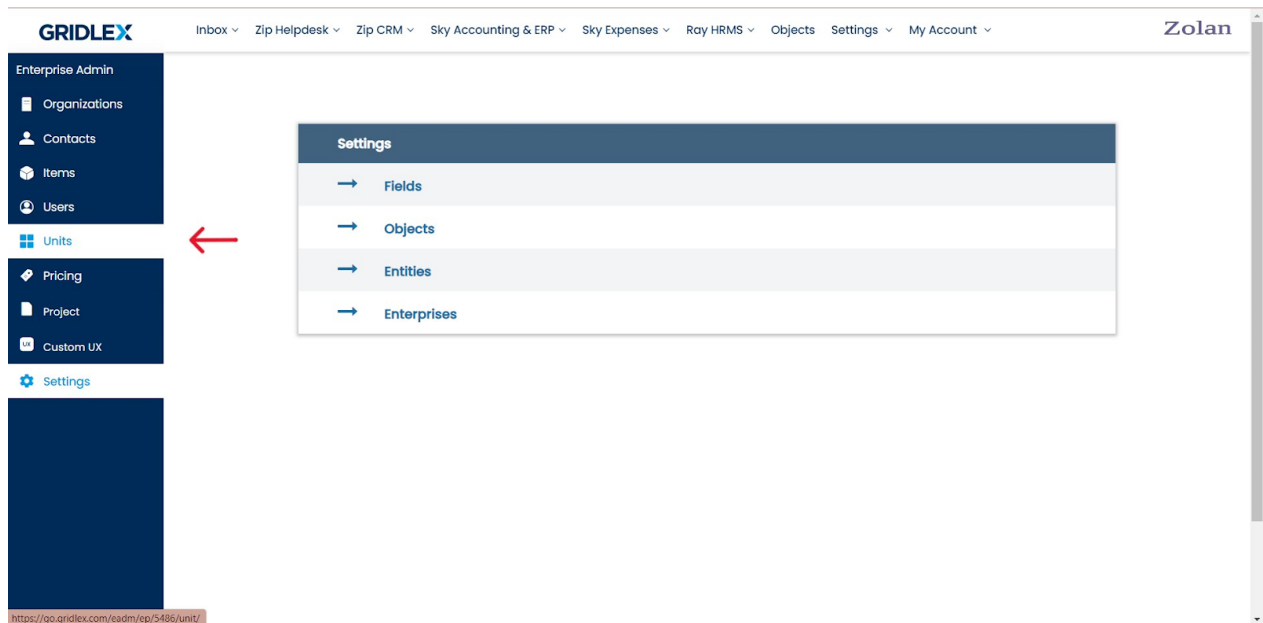


Follow the below steps to add unit types in Gridlex App Suite.

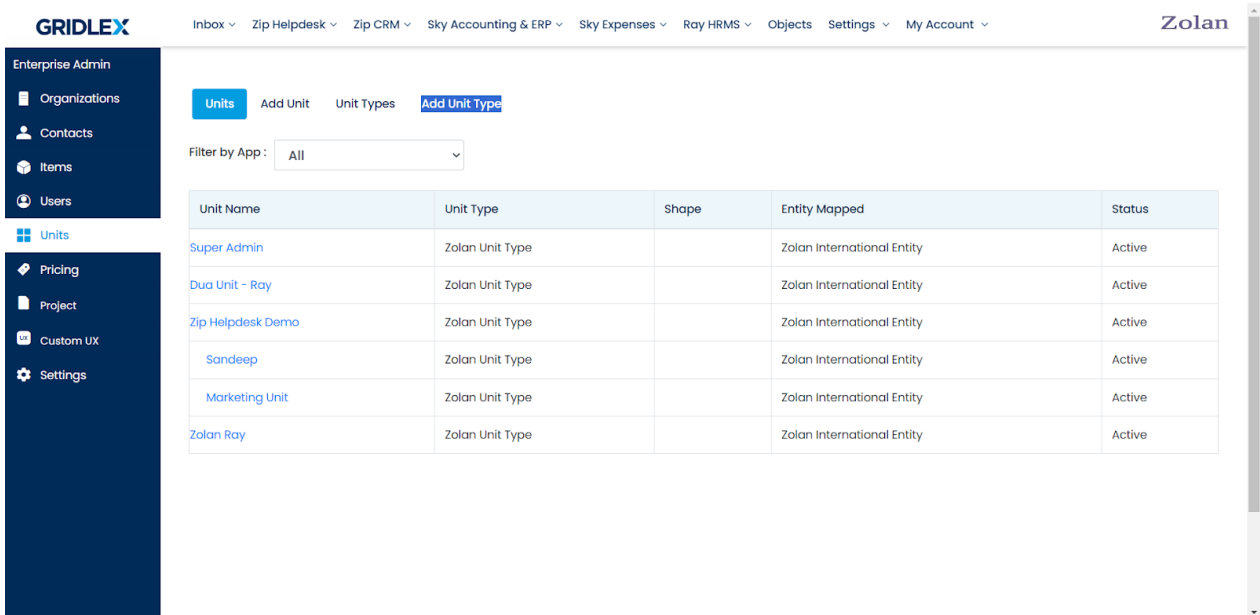
**Step 1:** Log in to your Gridlex App Suite account and click on the "Enterprise Admin Settings" option under the Enterprise Admin tab.



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



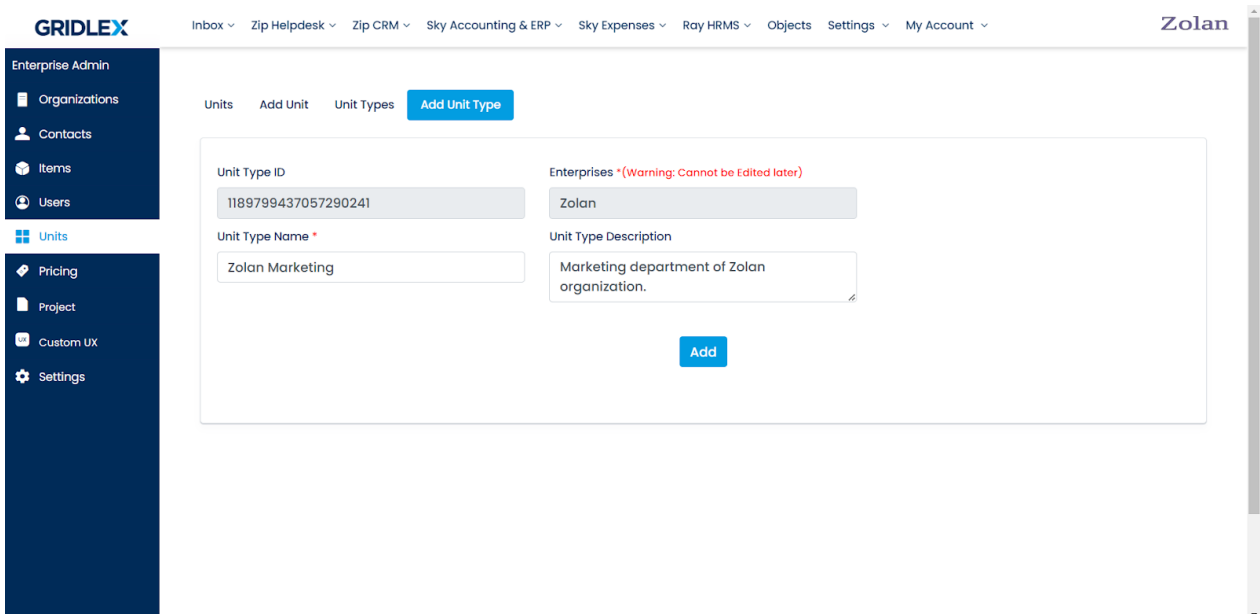
**Step 3:** Click on “Add Unit Type” from the menu bar.



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

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

**Step 4:** Now, add the unit type name and description. The unit type ID is auto-generated and the enterprise is added by default. Once done, click “Add.”



The screenshot shows the 'Add Unit Type' form in the Gridlex application. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area has tabs for 'Units', 'Add Unit', 'Unit Types', and 'Add Unit Type'. The form contains the following fields:

- Unit Type ID: 1189799437057290241
- Enterprises \*(Warning: Cannot be Edited later): Zolan
- Unit Type Name \*: Zolan Marketing
- Unit Type Description: Marketing department of Zolan organization.

An 'Add' button is located at the bottom right of the form.

Your unit type is created and you can view it under “Unit Types” tab.

GRIDLEX Inbox ▾ Zip Helpdesk ▾ Zip CRM ▾ Sky Accounting & ERP ▾ Sky Expenses ▾ Ray HRMS ▾ Objects Settings ▾ My Account ▾ Zolan

Enterprise Admin

- Organizations
- Contacts
- Items
- Users
- Units**
- Pricing
- Project
- Custom UX
- Settings

Units   Add Unit   **Unit Types**   Add Unit Type

Unit Type Name	Unit Type Description	Enterprise
Zolan Marketing	Marketing department of Zolan organization.	Zolan
Zolan Sales	Sales department of Zolan organization.	Zolan
Zolan Unit Type		Zolan

If you need any help with any feature, data migration of your old data, or anything at all, just email [apps@gridlex.com](mailto: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.