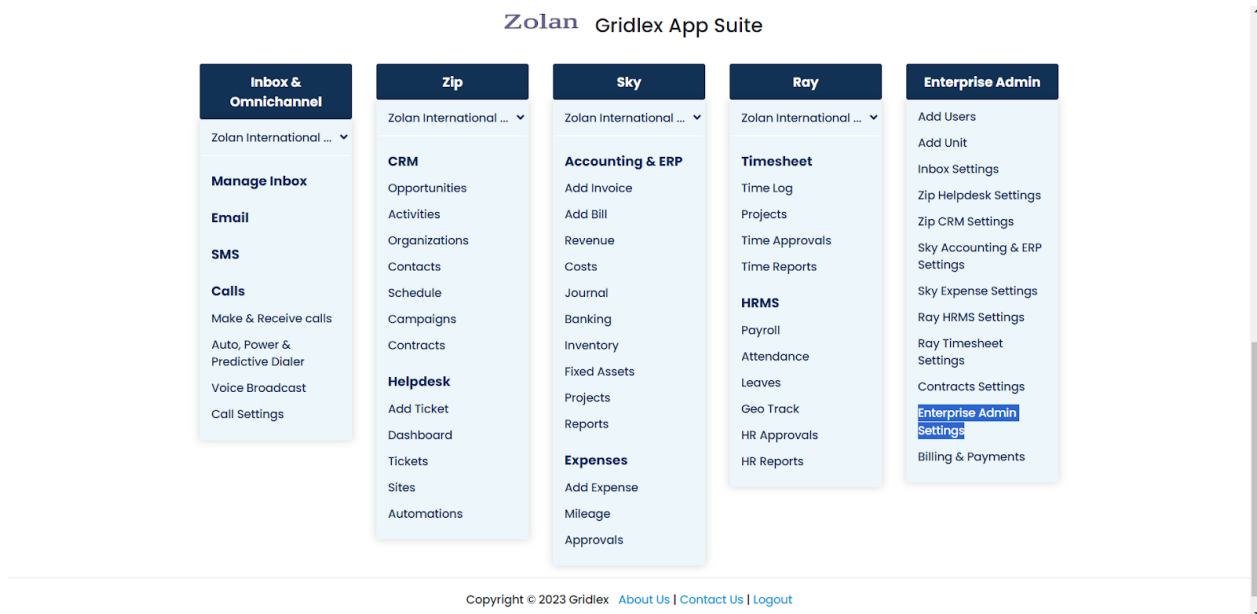
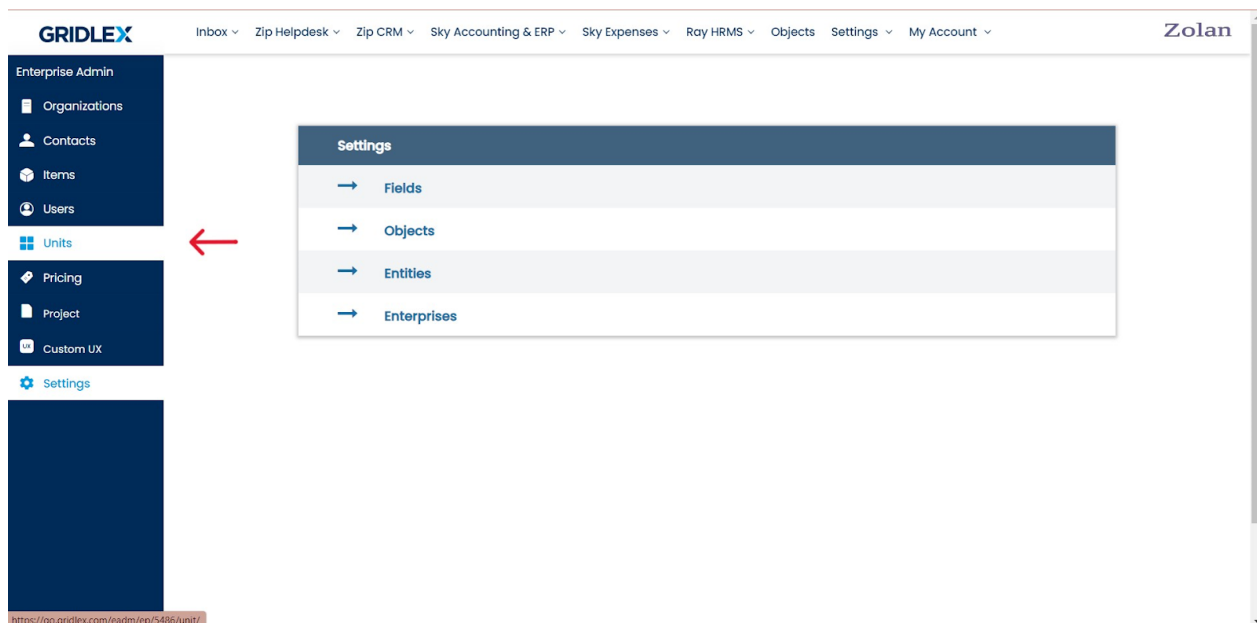


Follow the below steps to add unit types in Gridlex App Suite.

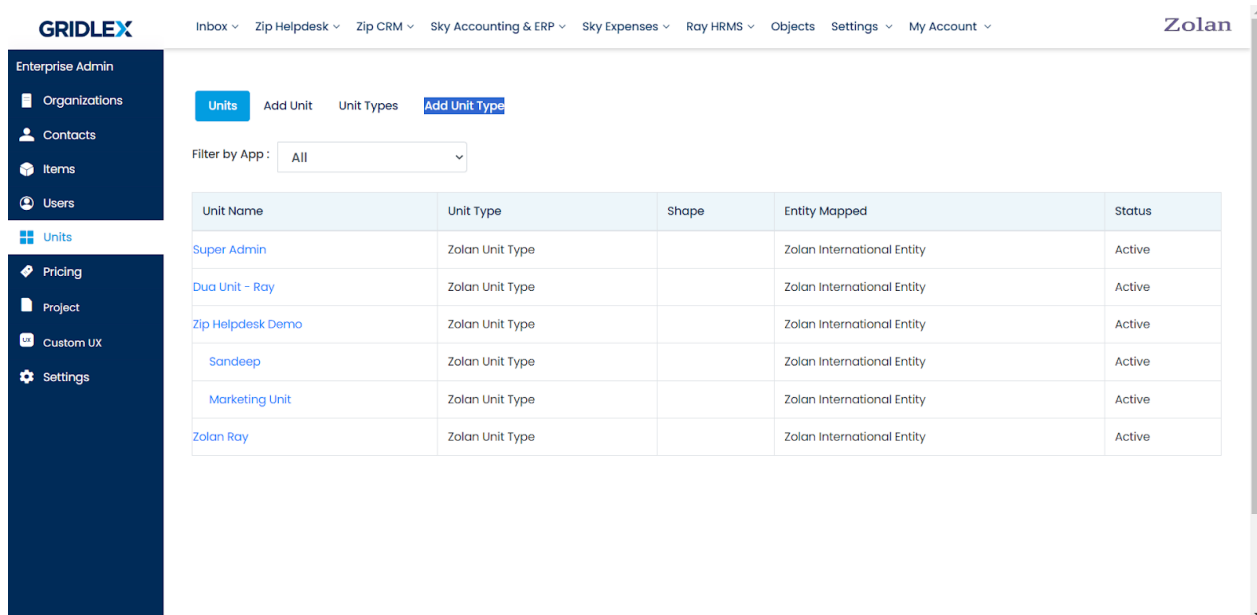
Step 1: Log in to your Gridlex App Suite account and click on the "Enterprise Admin Settings" option under the Enterprise Admin tab.



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



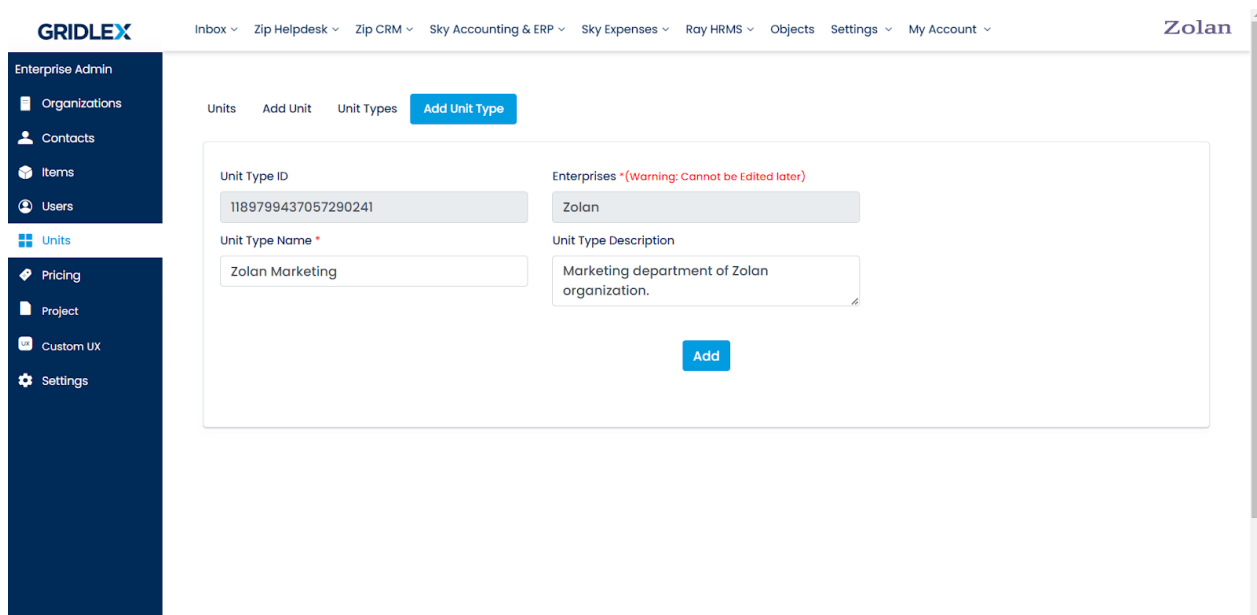
Step 3: Click on “Add Unit Type” from the menu bar.



The screenshot shows the GRIDLEX application interface. The top navigation bar includes links for Inbox, Zip Helpdesk, Zip CRM, Sky Accounting & ERP, Sky Expenses, Ray HRMS, Objects, Settings, and My Account. The sidebar on the left lists 'Enterprise Admin' with sub-items: Organizations, Contacts, Items, and Users. Below this, the 'Units' section is expanded, showing 'Units', 'Pricing', 'Project', 'Custom UX', and 'Settings'. The main content area has tabs for 'Units', 'Add Unit', 'Unit Types', and 'Add Unit Type' (which is selected). A 'Filter by App' dropdown is set to 'All'. Below the filter is a table of 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 GRIDLEX application interface with the 'Add Unit Type' tab selected. The sidebar is the same as in the previous screenshot. The main content area shows the 'Add Unit Type' form. The form has four fields: 'Unit Type ID' (auto-generated value: 1189799437057290241), 'Unit Type Name' (Zolan Marketing), 'Unit Type Description' (Marketing department of Zolan organization.), and 'Enterprises' (Zolan). A warning message states: '(Warning: Cannot be Edited later)'. An 'Add' button is 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 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.