

Welcome to our comprehensive guide on how to view contract history in Gridlex Zip.

In this guide, we'll walk you through the simple steps to view the contract history, ensuring you comprehensively understand past interactions and changes made to a contract.

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

Step 2: Select the specific contract name whose history you wish to view.

Step 3: Click on 'Contract History' located at the top right. This action will take you directly to that contract's history page.

Step 4: On this page, scroll to view the changes made to the contract. Any modifications will be distinctly highlighted in yellow for easy identification. Furthermore, you can also view the name of the user who made the changes along with the date.

Congratulations! You have now learned to view contract history 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.