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.

Inbox &	Zip	Sky	Ray	Enterprise Admin
Ommendeliner	Zolan International 🗸	Zolan International 🗸	Zolan International 🗸	Add Users
Zolan International 💙	CRM	Accounting & ERP	Timesheet	Add Unit
Manage Inbox	Opportunities	Add Invoice	Time Log	Zip Helpdesk Settings
Email	Activities	Add Bill	Projects	Zip CRM Settings
SMS	Organizations	Revenue	Time Approvals	Sky Accounting & ERF
	Contacts	Costs	Time Reports	Settings
Calls	Schedule	Journal	HRMS	Sky Expense Settings
Make & Receive calls	Campaigns	Banking	Payroll	Ray HRMS Settings
Auto, Power & Predictive Digler		Inventory	Attendance	Ray Timesheet Settings
Voice Broadcast	Helpdesk	Fixed Assets	Leaves	Contracts Settings
Call Settings	Add Ticket	Projects	Geo Track	Enterprise Admin
e an eetan ige	Dashboard	Reports	HR Approvals	Settings
	Tickets	Expenses	HR Reports	Billing & Payments
	Sites	Add Expense		
	Automations	Mileage		

Zolan Gridlex App Suite

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

GRIDLEX	Inbox \vee Zip Helpdesk \vee Zip CRM \vee Sky Accounting & ERP \vee Sky Expenses \vee Ray HRMS \vee Objects Settings \vee My Account \vee							Zolan Zolan Interna.	. •		
Q Search	Contracts Create New Contract Contract Settings										
Inbox	Saved Views		~	Save Vi	ew Clear Filters	Export to Excel					
🖂 Emails						Contract					
SMS	Contract ID	Contract Name	Contract Temple	ate :	Contract Start	Signature and	Contract End	i Canta	ant Dung	Counterparties - (Cont	tre
📞 Calls	Contract ID :	contract Name :	Nume	•	Dute :	Execution Date :	Date	: Contro	act Due :	Counterparties)	<u>^</u>
Auto Dialer											
Zip CRM	118902806680372	Distribution Agreement 🕼	General Contrac	t		Jan 01.2023				United Resources 📝	
Opportunities >			Template 🕼								
Z Activities											
Organizations >	110000522507629	Quality Control Contracto	General Contract		Apr 01 2022						
Contacts >	118902535597028	Quality Control Contracts @	Template 🕼		Apr 01,2023						
🕔 Schedule	11890214139161559	Drug Testing Contract 🕼	General Contract Template 📝		Jan 01,2023	Mar 01,2023	Dec 31,2025	Expire	s in 861 Days	Zember Partners 📝	
┥ Campaigns	4									•	
Contracts >	н < 1 Page 1 of 1 > н 1-3 of 3 items									s	
Zip Helpdesk											
Dashboard											
🔷 Tickets											
Sites											

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

GRIDLEX	Inbox - Zip Helpdesk - Zip CRM - Sky Accounting & ERP - Sky Expenses - Ray HRMS - Objects Settings - My Account -									
Q Search	Contracts / Distribution Agreemen	t								
Inbox	Contracts Create New Contro	act Contract Settings		\rightarrow	Contract History Edit Contract					
🖂 Emails	Contract Details									
💴 SMS	Contract Name	Sub-Contract Name	Contract Start Date	Contract S	anature and Execution Date					
📞 Calls	Distribution Agreement	Purchase	Contract stort bate	Contract s	gnotore and execution bate					
💿 Auto Dialer	Contract End Date	Contract Due								
Zip CRM	Contract End Date	Contract Due								
Opportunities >	Contract Inlanded Files									
Z Activities	Contract oploaded Files									
Organizations >	J↑ File I	Name	↓↑ File Size		Ĵ↓ Ĵ↓					
Contacts >	No matching records found									
Schedule	Contract Home									
Campaigns	Contract items									
Contracts >	ltem Name 🥼 Item T	ype ↓î Item Metric ↓î	Min. Price	↓↑ Description ↓	Group ↓↑ WAC ↓↑					
Zip Helpdesk	One Plus G Goods	BULK		Electronic Gadgets	Group A 150000					
Dashboard										
 Tickets 	Contract Description									
Siles	It provides a clear and comp sale	rehensive description of the items being pu	irchased, the price, payment terms, deliver	y details, warranties, and other im	portant terms related to the					

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.

GRIDLEX	Inbox v Zip Helpdesk v Zip CRM v Sky Accounting & ERP v Sky Expenses v Ray HRMS v Objects Settings v My Account v							
Q Search	Contract Items) :	Contracts - (Associate Contracts) :	Contract Description	Users - (Associate Users)	Units - (Associate Units)	Status	:	
Inbox			price, payment Read More				^	
🖂 Emails			It provides a clear					
SMS		Ouality Control Contracts (General	comprehensive					
📞 Calls	G	Contract Template) (Brandon Brown)-	description of the items being	brandon@zolan.com (Brandon Brown)- Aug 23,2623	Zip Helpdesk Demo (Brandan Brown)- Aug 23,2023			
Auto Dialer		Aug 283/023	purchased, the price, payment					
Zip CRM			Read More				- 1	
Opportunities >			It provides a clear					
🖂 Activities			comprehensive					
Organizations >	G		items being					
Contacts >			purchased, the price, payment					
🕓 Schedule			Read More				- 1	
┥ Campaigns			It provides a clear and					
Contracts >			comprehensive description of the					
Zip Helpdesk	G		items being					
Dashboard			price, payment					
🔷 Tickets	4							
Sites	H 4 1 Page 1	of 1 🕨 🖻				1 - 5 of 5	items	

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 <u>apps@gridlex.com</u> 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.