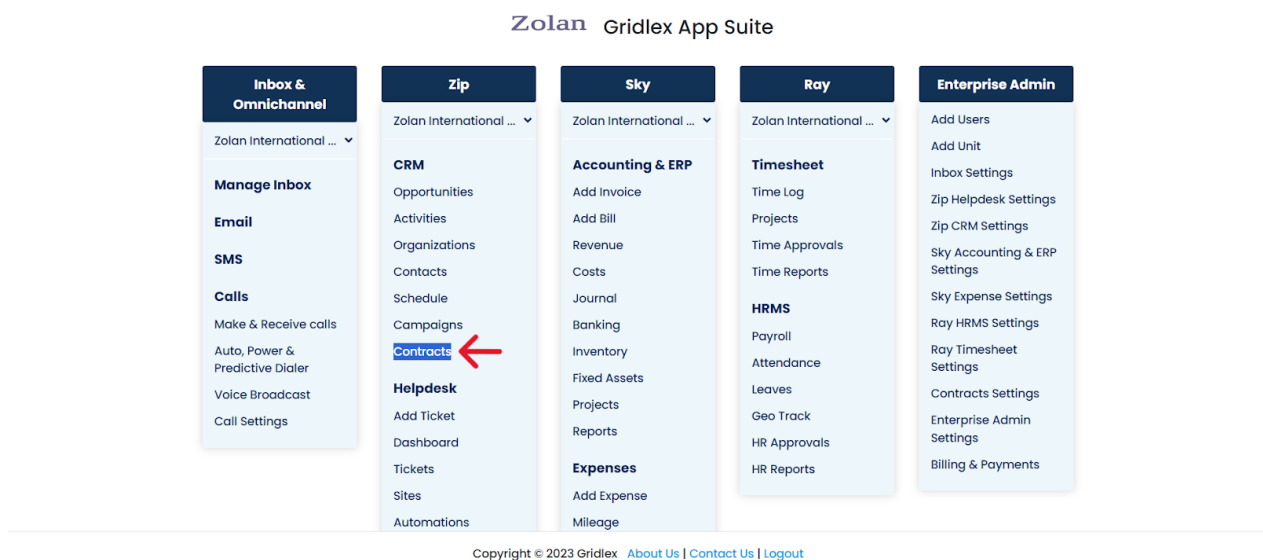


Welcome to our comprehensive guide on how to view contract history in Gridlex Zip.

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.

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Contracts

Create New Contract

Contract Settings

Saved Views

Save View

Clear Filters

Export to Excel

Contract ID	Contract Name	Contract Template Name	Contract Start Date	Contract Signature and Execution Date	Contract End Date	Contract Due	Counterparties - (Contr Counterparties)
118902806680372...	<a href="#">Distribution Agreement</a>	<a href="#">General Contract Template</a>		Jan 01,2023			<a href="#">United Resources</a>
118902533597628...	<a href="#">Quality Control Contracts</a>	<a href="#">General Contract Template</a>	Apr 01,2023				
11890214139161559...	<a href="#">Drug Testing Contract</a>	<a href="#">General Contract Template</a>	Jan 01,2023	Mar 01,2023	Dec 31,2025	Expires in 861 Days	<a href="#">Zember Partners</a>

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1 - 3 of 3 items

<https://go.gridlex.com/g/111/c/ep/5486/en/118/contract/1189028066803728385/detail/>

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

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Contracts / Distribution Agreement

Contracts

Create New Contract

Contract Settings

Contract History

Edit Contract

Contract Details

Contract Name	Sub-Contract Name	Contract Start Date	Contract Signature and Execution Date
Distribution Agreement	Purchase		
Contract End Date	Contract Due		

Contract Uploaded Files

File Name	File Size
No matching records found	

Contract Items

Item Name	Item Type	Item Metric	Min. Price	Max. Price	Description	Group	WAC
One Plus G	Goods	BULK			Electronic Gadgets	Group A	150000

Contract Description

It provides a clear and comprehensive description of the items being purchased, the price, payment terms, delivery details, warranties, and other important terms related to the sale

**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.

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Contract Items	Contracts - ( Associate Contracts )	Contract Description	Users - ( Associate Users )	Units - ( Associate Units )	Status
G	<div>Quality Control Contracts (General Contract Template) (Brandon Brown)- Aug 22, 2023</div>	<div>price, payment ... Read More</div> <div>It provides a clear and comprehensive description of the items being purchased, the price, payment ... Read More</div>	<div>brandon@zolan.com (Brandon Brown)- Aug 22, 2023</div>	<div>Zip Helpdesk Demo (Brandon Brown)- Aug 22, 2023</div>	
G		<div>It provides a clear and comprehensive description of the items being purchased, the price, payment ... Read More</div>			
G		<div>It provides a clear and comprehensive description of the items being purchased, the price, payment ... Read More</div>			

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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 [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.