

Welcome to our tutorial on managing Contracts permissions in Gridlex Zip.

**Step 1:** Log in to the Gridlex App Suite and click 'Contract Settings' under the Enterprise Admin section.

**Step 2:** Click 'Manage Permissions' under the Permissions section

**Step 3:** Click on the unit name that you want to manage permissions for.

**Note:** You can click 'View Users' to map users to a Unit.

**Step 4:** Mapping Settings Permissions

On this page, you can manage whether the selected unit can create, delete, edit or view contract templates. Check the desired boxes and 'Click Save

**Step 5:** Mapping Module Permissions

On this page, you can manage whether the selected unit can create, delete, edit, hide or view contracts. You can also manage these user permissions for each contract. Check the desired boxes and click 'Save'

Congratulations. You have now learned how to manage contract permission 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.