

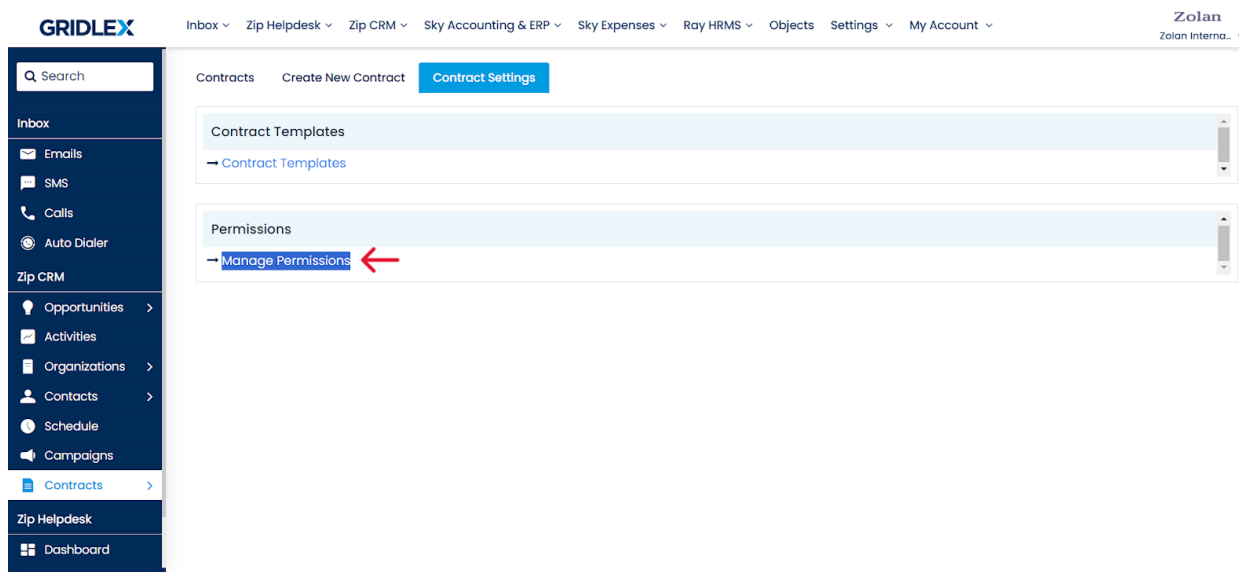
Welcome to our tutorial on managing Contracts permissions in Gridlex Zip.

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



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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.

The screenshot shows the 'Contract Settings' page in the GRIDLEX application. The top navigation bar includes 'Inbox', 'Zip Helpdesk', 'Zip CRM', 'Sky Accounting & ERP', 'Sky Expenses', 'Ray HRMS', 'Objects', 'Settings', and 'My Account'. The user is logged in as 'Zolan Zolan Intern...'. The left sidebar contains various modules like 'Inbox', 'Emails', 'SMS', 'Calls', 'Auto Dialer', 'Zip CRM', 'Opportunities', 'Activities', 'Organizations', 'Contacts', 'Schedule', 'Campaigns', 'Contracts', 'Zip Helpdesk', and 'Dashboard'. The main content area is titled 'Contract Settings' and 'Manage Permissions'. It displays a table with the following data:

Unit Name	Edit Unit	Unit Type	Status
App Marketing - Ray	View Users	Zolan Marketing	Active
Dua Unit - Ray	View Users	Zolan Unit Type	Active
Marketing Unit	View Users	Zolan Unit Type	Active
General Unit	View Users	Zolan Unit Type	Active
Super Admin	View Users	Zolan Unit Type	Active
Zip Helpdesk Demo	View Users	Zolan Unit Type	Active

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

The screenshot shows the 'Map Settings Permissions' page in the GRIDLEX application. The top navigation bar and user information are the same as in the previous screenshot. The left sidebar is also the same. The main content area is titled 'Map Settings Permissions' and 'Map Module Permissions'. It displays a form for mapping permissions for a selected unit (Marketing Unit). The form includes a section for 'Contract Template' with the following permissions:

- Create Contract Template
- Delete Contract Template
- Edit Contract Template
- View Contract Template

A red arrow points to the 'Save' button.

Step 5: Mapping Module Permissions

The screenshot shows the Gridlex Zip interface. The top navigation bar includes 'Inbox', 'Zip Helpdesk', 'Zip CRM', 'Sky Accounting & ERP', 'Sky Expenses', 'Ray HRMS', 'Objects', 'Settings', and 'My Account'. The user is logged in as 'Zolan Zolan interna...'. The main content area is titled 'Manage Permissions / Map Module Permissions'. Below this, there are tabs for 'Map Settings Permissions' and 'Map Module Permissions'. The 'Unit Name' is 'Marketing Unit'. The permissions are organized into two sections: 'Contract Templates' and 'Pharmaceutical Contract Template'. Each section has a list of actions: 'Create Contract', 'Delete Contract', 'Edit Contract', 'Hide Contract', and 'View Contract'. All these actions are checked. A red arrow points to the 'Save' button.

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 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.