Welcome to our tutorial on standard fields in Gridlex Zip.

Like the backbone of any great system, Gridlex Zip comes with a set of predefined data fields, called 'standard fields'. These fields are crafted to capture crucial client data seamlessly, ensuring you maximize your relationship management capabilities.
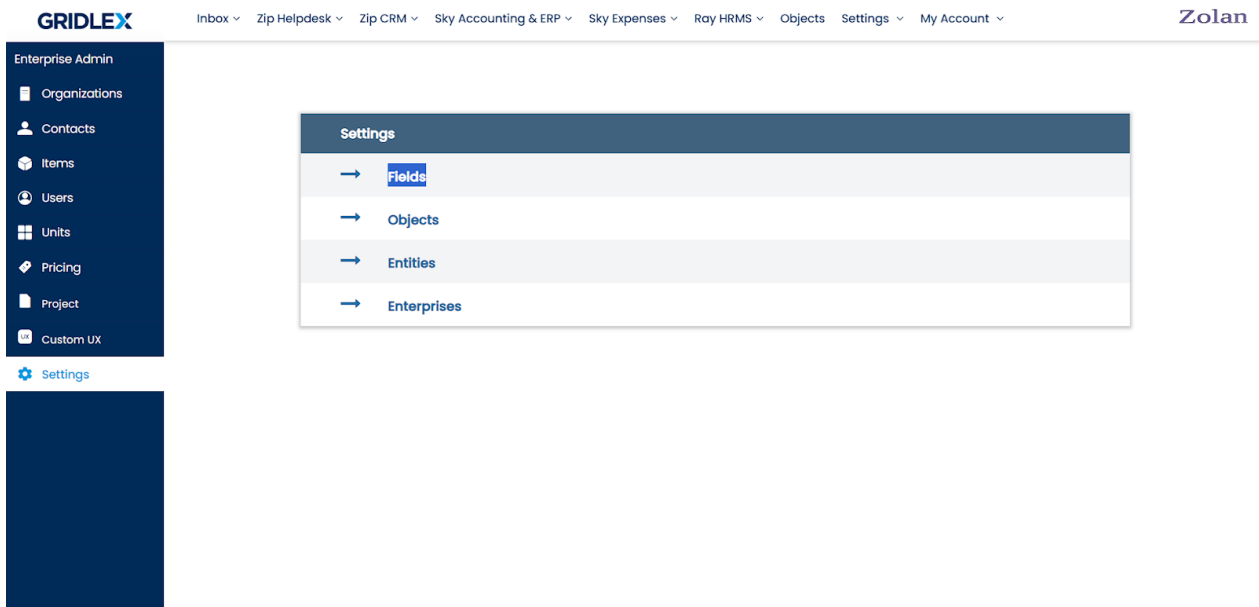
In this short guide, we'll delve into what these fields entail within Gridlex Zip.
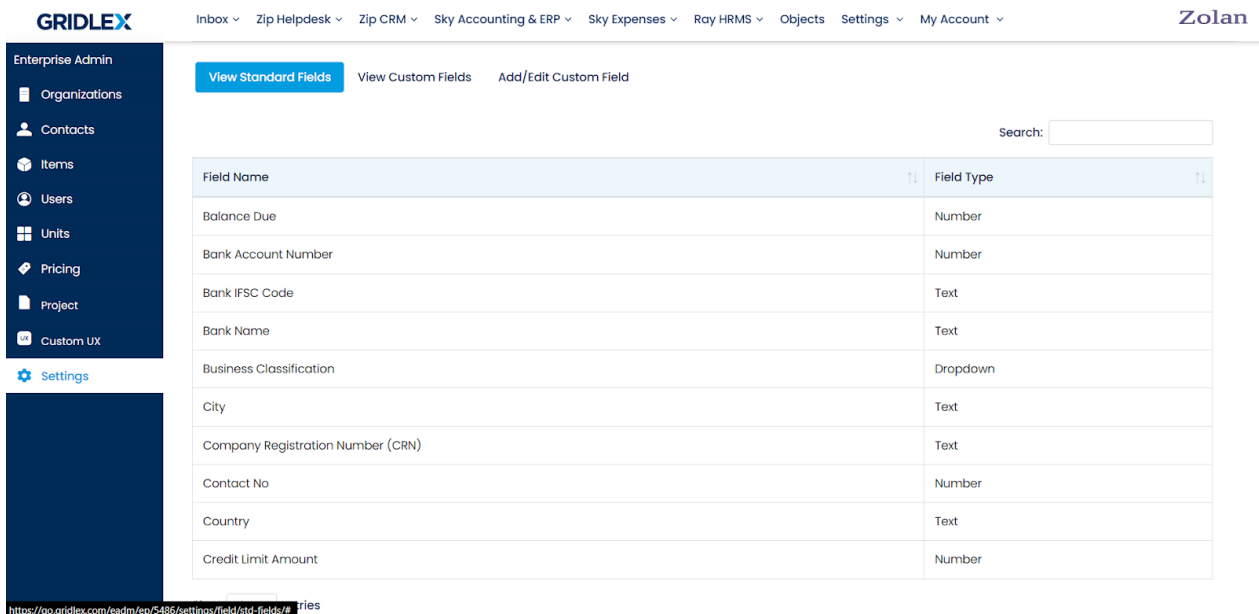
Viewing Standard Fields:

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



**Step 2:** Click 'Fields' under the Settings section.

**Step 3:** You can view all the standard fields that exist in Gridlex Zip on this. You can also search by typing on the search bar on the top right.



Standard Fields are used in modules such as Contract Templates, Ticket Templates, Contacts, Organizations etc. Please refer to the following guides:

[How to Add a New Contact in Gridlex Zip?](#)

[How to Create a Contract Template in Gridlex Zip?](#)

[How to Create a Ticket Template 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.