

Adding a contact from the Organizations Page in a CRM system streamlines the process of contact management for businesses. This functionality ensures that the contact's details are directly associated with the correct organization, promoting accuracy and preventing potential mix-ups. Moreover, by linking contacts to their respective organizations, users can swiftly navigate relationships, track communication histories, and identify potential opportunities or pain points.

In Gridlex System, users have various methods to add contacts. This includes:

1. [Manually adding contacts.](#)
2. [Importing multiple contacts.](#)
3. Adding contacts directly from the organization page.

For this guide, we'll focus on adding contacts from the organization page. Follow the steps below:

Step 1: Log in to Gridlex App Suite and click on "Organizations" located under the Zip section in the navigation menu.

Step 2: Identify the organization where you'd like to add a contact and click on the edit icon adjacent to it.

Step 3: After being redirected to the organization details page, find and click on the "Contacts" tab.

Step 4: Within the "Contacts" tab, you can see all the contacts already linked to this organization. To add a new contact, simply click on the "Add New Contact to this Organization" button.

Step 5: You'll be taken to a new tab where you can input the contact's details. Fill in essential information such as the contact's name, phone number, address, and any other required fields.

Once you've entered all the necessary details, finalize the process by clicking the "Submit" button.

Your contact is now successfully added and associated with the chosen organization. This method saves time as it directly links the contact to a specified organization, eliminating the need for manually associating contacts with organizations later on.

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.