

Welcome to our tutorial on creating and updating sections in Gridlex Zip CRM.

In Gridlex Zip CRM, Sections are designated areas where you can input specific information in different modules. These fields allow you to add relevant details.

This tutorial will walk you through creating and updating sections in Gridlex Zip CRM.

**Step 1:** Log in to your Gridlex App Suite account and click the "Zip CRM Settings" option under the Enterprise Admin tab.

**Step 2:** Scroll down and click 'Profiles' under the Profiles Section.

**Step 3:** Click 'Create Sections' from the menu bar.

**Step 4:** Enter a name and description for your section and scroll down.

## **How to Add Standard Fields?**

**Step 5:** Click 'Add Standard Field.'

**Note:** Please refer to this guide to understand Standard Fields: [What are Standard Fields in Gridlex Zip?](#)

**Step 6:** Add standard fields as per your requirement and scroll down.

## **How to Add Custom Fields?**

**Step 7:** Click 'Add Custom Field,'

**Note:** Please refer to this guide to understand Custom Fields: [How to Create Custom Fields in Gridlex App Suite?](#)

**Step 8:** Add custom fields per your requirement, and scroll down.

## **How to Add Custom Object Fields?**

**Step 9:** Click 'Add Custom object Field.'

**Step 10:** Add custom objects per your requirement and scroll down.

**Step 11:** Add derived field name and order as per your requirement and scroll down.

**Step 12:** If you want to add another section, click 'Add Section' on the bottom right. Click 'Submit' once you're done. Your section is now created.

## How to Update Sections?

**Step 13:** Click 'Manage Sections' on the menu bar and select the section you want to update.

You can make changes to the section on this page.

**Step 14:** Once you have made the changes, scroll down to the bottom of the page and click 'Submit.' Your section is now updated

Congratulations! You have now learned how to create and update sections in Gridlex Zip CRM.

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.