

The record status indicates the current phase of a record's lifecycle, from the moment of its creation through to its resolution. Follow the below steps to create and edit record statuses in Gridlex Zip.

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

Step 2: Navigate to the "Models and Workflows Settings" section and click on "Manage Statuses."

Step 3: Click on "Create Status."

Step 4: Add the status name, select the status type, assign a color, and provide a description.

Step 5: Once done, click "Create." Your status has been created.

Note: If you want to edit the status you created, find the status name in the "Manage Statuses" and click on it. Make edits wherever needed. Once you're done editing, click "Update." Refer to the screenshots below.

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.

