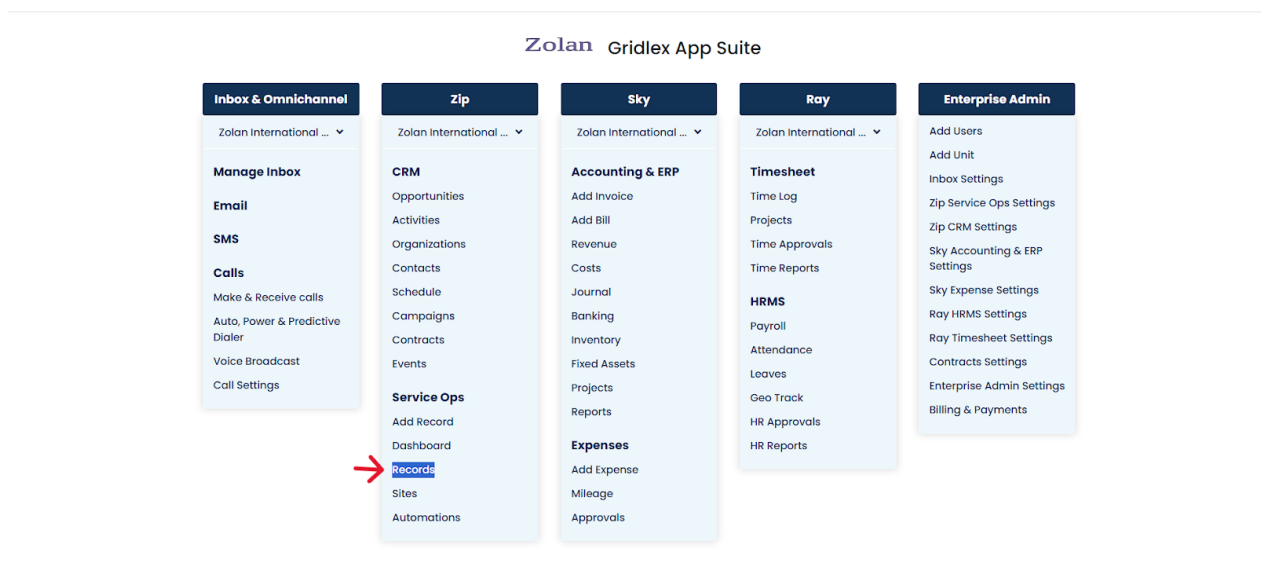Welcome to our guide on managing Record files in Gridlex Zip.

In Gridlex Zip, each record can be associated with specific files, including essential documentation, images, or other relevant data. Properly managing these files keeps your database organized and ensures quick access and retrieval when needed.

This tutorial offers a detailed guide on managing files related to records in Gridlex Zip.

Step 1: Log in to the Gridlex App Suite and click 'Records' under the Zip section.

Step 2: Select the record you want to manage the files of.

Step 3: Click "Files" from the menu bar.

You can see all the files attached to the Record on this page.

Step 4: Click "Download" under any files you want to retrieve, and it will be saved to your system.

Step 5: To attach more files to the Record, click "Add Attachments."
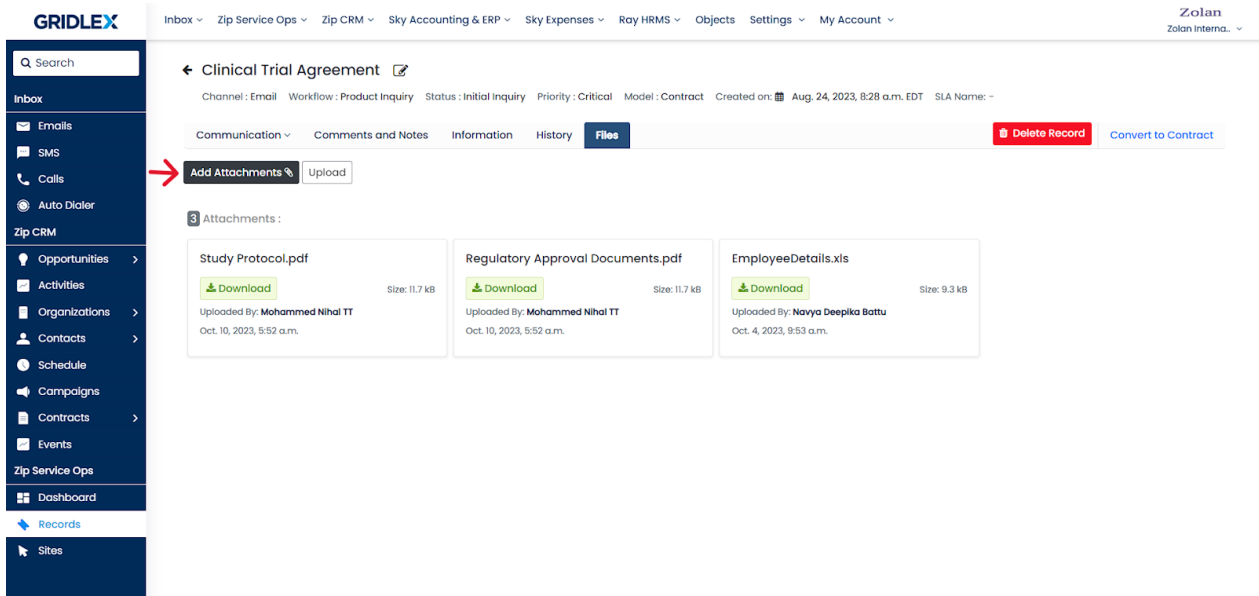
Step 6: Select and open the files that you want to upload.
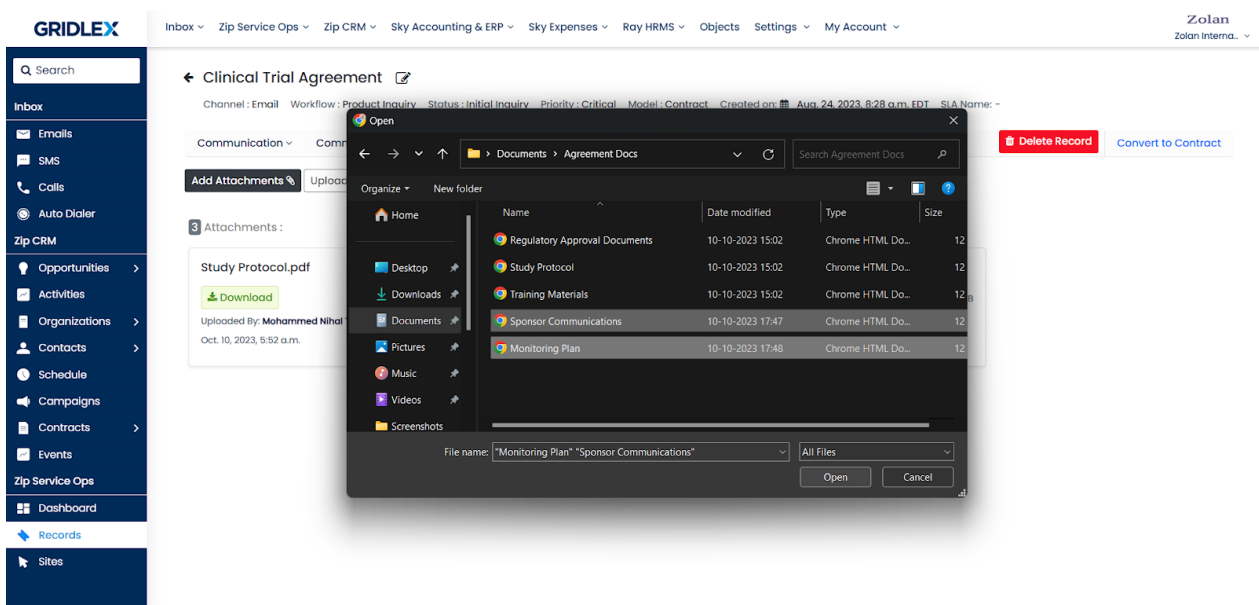
You can verify the documents that you have selected on this screen. If you wish not to upload a selected file, you can click on the trash can icon to delete it (See below)

Step 7: Click "Upload" once done.

You'll now see that the files have been uploaded.

You can also see the number of attachments associated with the Record (See below)

Congratulations! You have learned how to manage Record files 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.