

Welcome to our comprehensive guide on editing or updating activity from a contact page.

Every business interaction counts. Using the Activity feature in Gridlex Zip, you can seamlessly document, manage, and reference all pivotal touchpoints. From meetings to follow-ups, ensure everything runs smoothly.

This tutorial will walk you through editing or updating activity from a contact page in Gridlex Zip.

**Step 1:** Log in to Gridlex App Suite and click "Contacts" under the Zip section in the navigation menu.

**Step 2:** Click on the Contact to which you want to add edit or update activities.

**Step 3:** Hover over the "Activities" option on the menu bar and click "Activities List" from the dropdown.

**Step 4:** Click on the Activity ID you want to edit or update.

**Step 5:** Click the "Edit" button next to the information you want to edit or update.

**Step 6:** Make the required changes and click "Save" once done.

Congratulations! You have learned how to edit or update activity from a contact page 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.