

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 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.