



Create a base

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What is a Base?

In a workspace, each tiny colored icon defines a base. Your workspace is made up of the bases you create.

A base is a collection of tables in a logical arrangement with all the information required for a specific task, project, or workflow. By default, it's a regular grid set-up where you enter data in records and fields. You can add one or more tables that are linked to each other to your base.

You can customize your base based on your use case, such as project planning, event management, bug tracker, etc.

To create a new base:

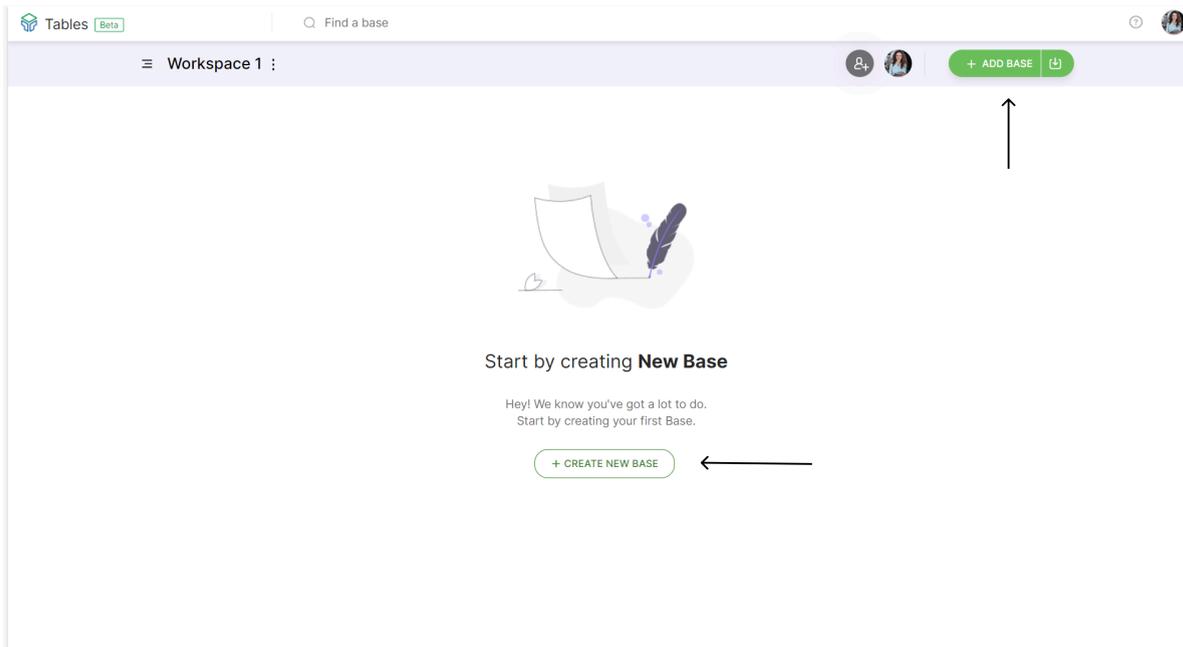
There are three ways to create a base.

1. Use our pre-defined templates
2. Create a base from scratch
3. Import a base

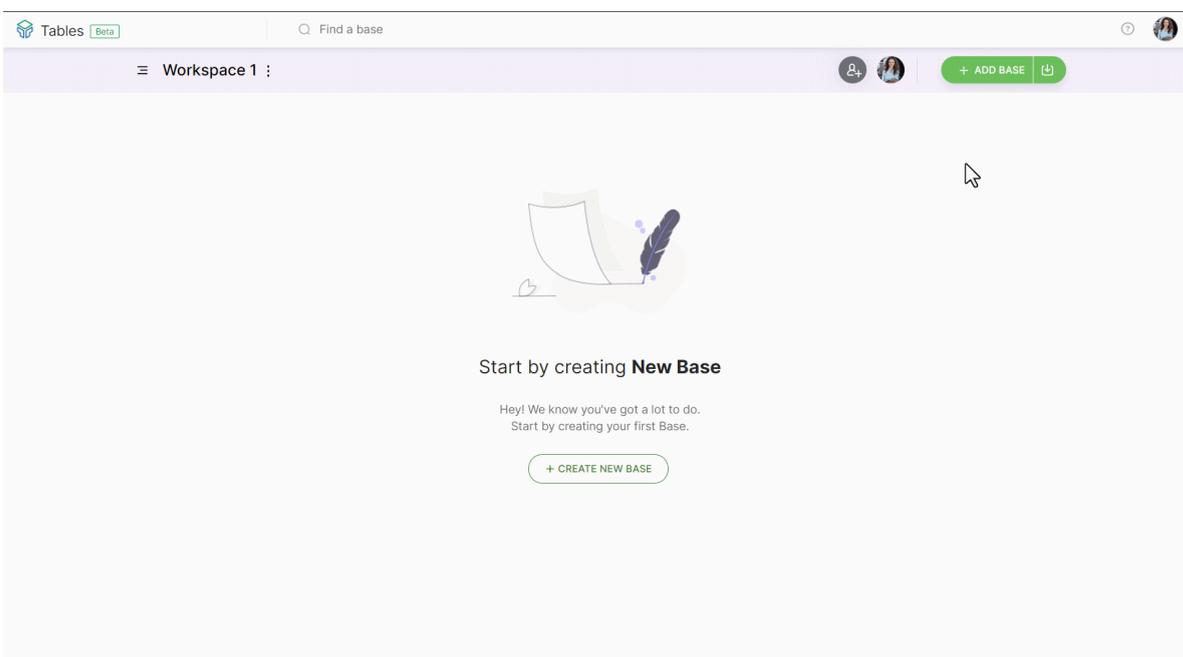
Creating a base from scratch

1. Choose the Workspace where you would like to add the base.
2. On the Listing Page, click **+ADD BASE** on the right top.

3. If this is your first base on the workspace, you will also see the option to click the **+ CREATE NEW BASE** button to create your base.



Both these processes are shown in the GIFs below:





Start by creating **New Base**

Hey! We know you've got a lot to do.
Start by creating your first Base.

+ CREATE NEW BASE

