



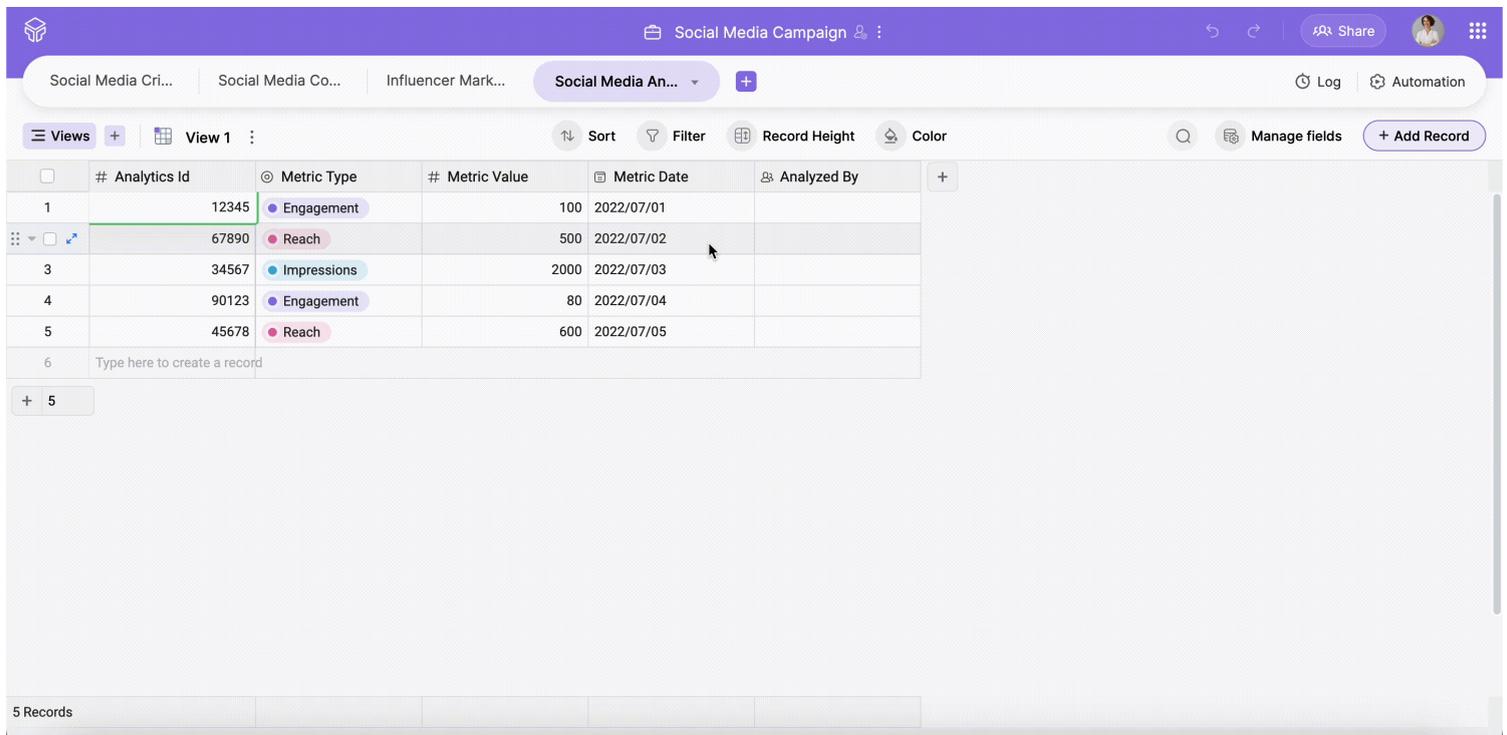
Creating a table

Plan	Free & Professional
User Permissions	Manager and Editor
Platform	Web, Android, & iOS

A table is where you manage data with a collection of fields, records, and views.

Creating a table from scratch

- To create a table, you need to click the plus icon in the table header and choose **Blank Table**.
- Once your table is created, you can click the dropdown icon next to the name of the table to rename, duplicate (with or without data), download, or even delete the table.



Importing a table

- Click the plus icon in the table header and choose **Import**.

- A pop-up will appear where you can choose the data source. You can choose to import from local storage, cloud services, or using a URL.
 - You'll get a preview before importing, so you can further customize your table.
- Once you're happy with the preview, click **Import** to add the table.

The screenshot shows a Zoho CRM table interface. At the top, there's a purple header with a logo and navigation options like 'Social Media Campaign', 'Share', 'Log', and 'Automation'. Below the header, there are tabs for different views: 'Social Media Cri...', 'Social Media Co...', 'Influencer Mark...', and 'Social Media An...'. The table itself has a header row with columns: '# Analytics Id', 'Metric Type', '# Metric Value', 'Metric Date', and 'Analyzed By'. There are 5 records listed, each with a unique Analytics Id, a Metric Type (Engagement or Reach), a Metric Value, and a Metric Date. A sixth row is a placeholder for a new record. At the bottom left, it says '5 Records'.

#	Analytics Id	Metric Type	# Metric Value	Metric Date	Analyzed By
1	12345	Engagement	100	2022/07/01	
2	67890	Reach	500	2022/07/02	
3	34567	Impressions	2000	2022/07/03	
4	90123	Engagement	80	2022/07/04	
5	45678	Reach	600	2022/07/05	
6	Type here to create a record				