



# Move a base

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If you are working with multiple workspaces comprising of multiple tables, you can move your bases from one workspace to another.

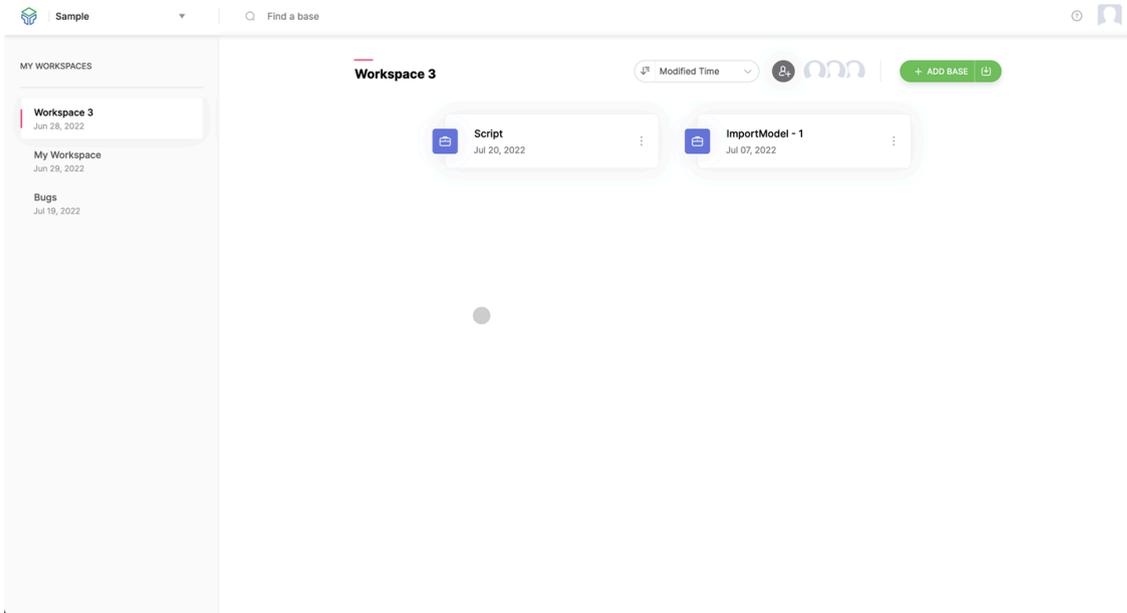
**There are two ways to move a base from one workspace to another :**

Option 1 - **Drag and drop the base** by moving it to your target workspace.

Option 2 - Use the **Move** option from the base.

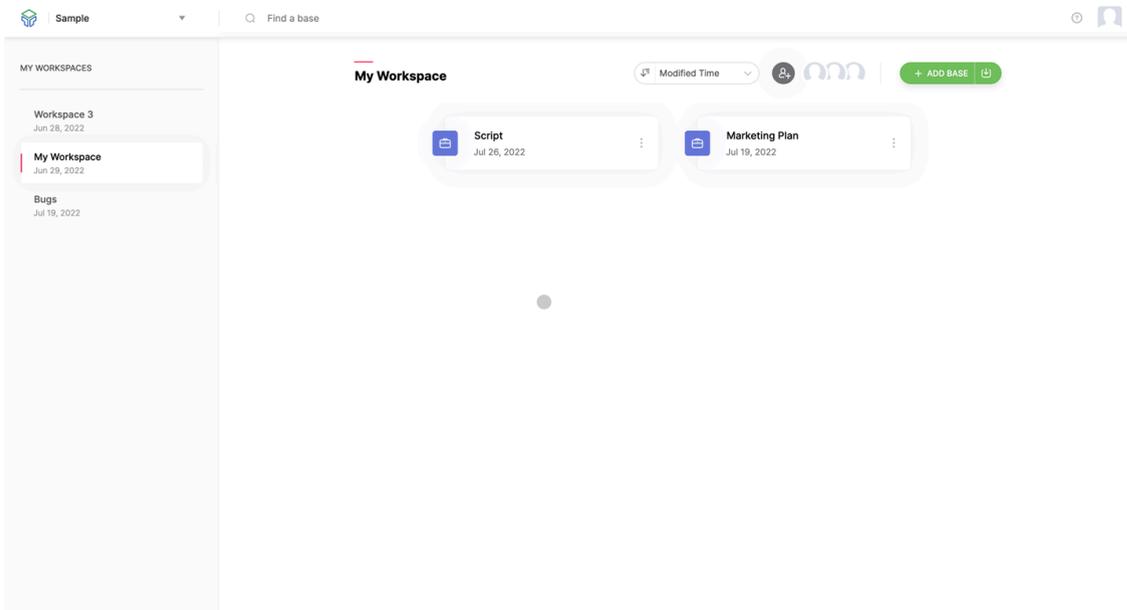
## **Drag and drop the base by moving it to your target workspace :**

1. Go to the workspace where the base is located.
2. Click on the base, drag and drop to the workspace where you would like to move it.



## Use the Move option from the base :

1. Go to the workspace where the base is located.
2. On the base, click the 3 dots (**more option**) icon and select **Move**
3. This opens up a Move Script dialog box. From the list of workspaces available, choose a workspace and **click the Move button**
4. You will get a notification stating that the base has been moved successfully.



## User Level of Access Change After Moving a Base

**Please be aware that moving a base from one workspace to another may change the collaborator's permission level and access to the base.**

- Any person who is a workspace collaborator from the original workspace but not a member of the new workspace will lose access to the base.
- Any person who is not a workspace collaborator from the original workspace but a member of the new workspace will gain access to the base, according to their permission level.
- Suppose a person is a base collaborator of the base that is being moved, and the base is moved to a workspace for which they are not a workspace collaborator, they will retain access to the base, as a base collaborator, at the same permission level.
- If a person is a base collaborator on a base that is being moved, and the base is moved to a workspace for which he is a workspace collaborator, his role as a base collaborator will cease; instead, he will have access to that base as a workspace collaborator, at the permission level assigned to him, as a collaborator on the new workspace (NOT the permission level that previously existed for him as a base collaborator).