

About the base

About the Base

To know the information about the base,

- 1. On the base listing page, click on the **more options** next to the name of the base.
- 2. Select About

About the Base dialog box displays the following information:

- **Base Creator:** Displays the base creator's name along with the date of creation
- Base Path: Shows the base path, right from the portal to the workspace where the base is located
- **Time Zone**: Displays the time zone that the base is following
- **Shareable Link**: This exhibits the permanent shareable URL of the base that can be copied and shared with your collaborators.
- **User Role:** Defines the user's role in accessing it. By hovering over the **Info** icon, the detail of the rolebased access is displayed.

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0	You Created on 28 Jun, 2022	
	Sample / Workspace 3 Portal name / Workspace name	
$\overline{\mathbf{O}}$	Asia/Calcutta (GMT+5:30) Time zone	
B	https://tables.localzoho.com/bas75tewe20172 🗇 Permalink	
0	Director (i) Your role Can fully access the Base, manage its users & settings	

The process is shown in the GIF below.

Sample v	Q Find a base	0 风
MY WORKSPACES	My Workspace I Modified Time 🗸	+ ADD BASE (±)
Workspace 3 Jun 28, 2022	Arketing Plan	
My Workspace Jun 29, 2022	Jul 19, 2022	
Bugs Jul 19, 2022		

You can also view the information about the base from your table. Click the down arrow near the base name at the top of your table. From the drop-down menu, click the **About** option.

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