

Download a base

- Table of contents
- To download a base:

To download a base:

- 1. Click the three dots (More Options) on the base
- 2. It opens a drop down menu. Select the **Download** option.



3. Choose the default Microsoft Excel (.xlsx) format,

4. You can also password protect the downloaded file by enabling the **Protect the file with a password** option. Enter the desired password, and this will be necessary each time you open the base from your local.

5. Click DOWNLOAD

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	Microsoft Excel (.xlsx)	•		
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The process to download a base is shown in the GIF below:

Sample v	Q Find a base	•
MY WORKSPACES	Workspace 1 - 2 2 Modified Time - 2 2 2 + ADD BASE	
Workspace 1 Aug 01, 2022	Base 1	
	Aug 01, 2022	
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