

# MiniBase Reference Sheet

With the MiniBase App, you can create and manage lists for visitors to your website to use. A MiniBase can be used to display Staff Directories, lists of sports venues, lunch menus or athletic schedules.

## *Creating a MiniBase*

To create a new MiniBase you will need to add a MiniBase App to a page.

Once your MiniBase app is created, you will be asked to add Field Names for your MiniBase. Once you have added your Field Names, click **Set Fields and Continue**. You are ready to add records to your MiniBase.

For more information on adding an app to a page, check out [Add New Apps to a Page](#).

## *Adding a Record*

Here is how you add a new record to a MiniBase.

1. Click **New Record**. The New Record dialog displays.
2. Fill in each field for the New Record.
3. Click **Save and New** to add additional individual records or **Save and Exit** to close the New Record dialog. The record is added to the MiniBase App and you are returned to the workspace.

If you wish to import multiple records, check out [Import Records into a MiniBase App](#).

## *Editing a Record*

Here is how you edit a record in a MiniBase.

1. Click **Edit** to the right of the record. The Edit Record dialog displays.
2. Make changes to the record.
3. Click **Save**. The record is updated and you are returned to the workspace.

## *Deleting a Record*

Here is how you delete a record from a MiniBase.

1. Click **Delete** to the right of the record you wish to delete. A confirmation dialog box displays.
2. Click **Yes** to delete the record. The record is removed from your MiniBase and you are returned to the workspace.

If you wish to delete all records in your MiniBase, click **Purge All**.

If you would like to learn more about the MiniBase app, check out the [MiniBase App Guide](#). You can also search *MiniBase* in the How Do I...? tab inside your Section Workspace.