Creating a database

Graham Smith - 2017-06-21 - Databases

To create a database:

1. Under the **Actions Menu**, click **Create a new item.**
2. Select **Database**.
3. You can either pick from one of the provided templates or build your own. For more information on templates see Database templates.
4. Click **Continue**
5. Add a **Name** and **Description** for your database.
6. Define your column titles and what type of data they can hold; you can create as many columns as you need! Special types include email addresses. maps, ratings and pictures.
7. In the Permissions section, you will be given a list of different sets of permissions. For more information on this see Database Permissions.
8. Click **Save**.

After you have created your database you can add guidance to columns to help users before they enter data, or customise other settings such as formatting.
To do this click **Manage this database.**
Next to each column title will be a **Modify Icon,**
Once you have clicked on the icon, you can enter the guidance in the **Guidance** section.

Related Content

- How-To Import Data from an Excel Spreadsheet or CSV File into a Kahootz Database
- Setting permissions on databases
- Getting started with databases