

The Essential Guide to Backups for Your Airtable Bases

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Employee Directory

ID	Name	Location	Photo	Title	Status	Start date	Department
1	Brooke Khan	New York, NY		VP of sales	On leave	1/15/2015	Sales
2	Sandy Hagen	New York, NY		Product designer	Employee	2/1/2018	Design
3	Jamie Ziya	New York, NY		VP of product	Employee	5/30/2013	Product management
4	Pat Everett	New York, NY		CEO	Employee	8/24/2014	Executive
5	Kal Siyong	New York, NY		PLM	Employee	2/15/2017	Product marketing

Employee Directory

Enabled
This Base is Enabled

Tables Settings

Base Tables

Name	Views	Fields	Attachments	Status	Created At	Last Update
Departments	All Views	Exclude: Employee directory	Include: All Attachment Fields	Active	Nov 2, 2020 3:45 PM	Nov 2, 2020 4:01 PM
Employee directory	All Views	Include: All Fields	Include: All Attachment Fields	Active	Nov 2, 2020 3:45 PM	Nov 2, 2020 3:45 PM

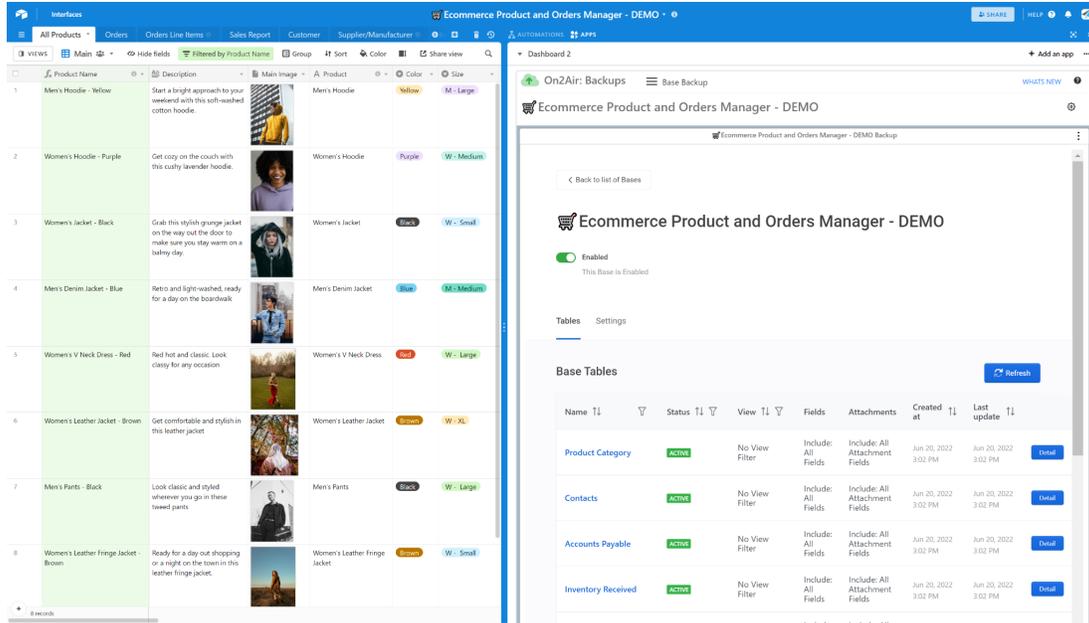
On2Air
on2air.com

Having a backup of the company information you've stored in Airtable is vital. Whether it's in your client contracts, part of your company operating procedures, or gives you peace of mind, you can always have a backup copy of your data outside of Airtable.

While Airtable keeps [redundant backups](#) on their servers, there are many times when you need to keep a copy of your data locally or in separate online storage.

In this tutorial, we'll show you how to backup your Airtable data manually and how you can create automated backups for hourly, daily, weekly, or monthly backups.

For automated Airtable backups, add [On2Air Backups](#) to your Airtable base



In this article

[When should you back up your Airtable bases?](#)

[How to manually backup and export from Airtable](#)

[Create a manual Airtable backup](#)

[How to export and download attachments in Airtable](#)

[How to automatically backup your Airtable base](#)

[What is On2Air Backups?](#)

[How to Use On2Air Backups](#)

[1. Install the On2Air Backups App in Your Airtable Base](#)

[2. Connect Your Airtable Account](#)

[3. Connect to your Cloud Storage](#)

[4. Create Your Backup](#)

[5. Set the Backup schedule](#)

[What's included in the Airtable backup?](#)

[Backup History Log](#)

[Keep Your Airtable Data Backed Up](#)

[Check out more On2Air Apps - Apps to Run Your Business in Airtable](#)

When should you back up your Airtable bases?

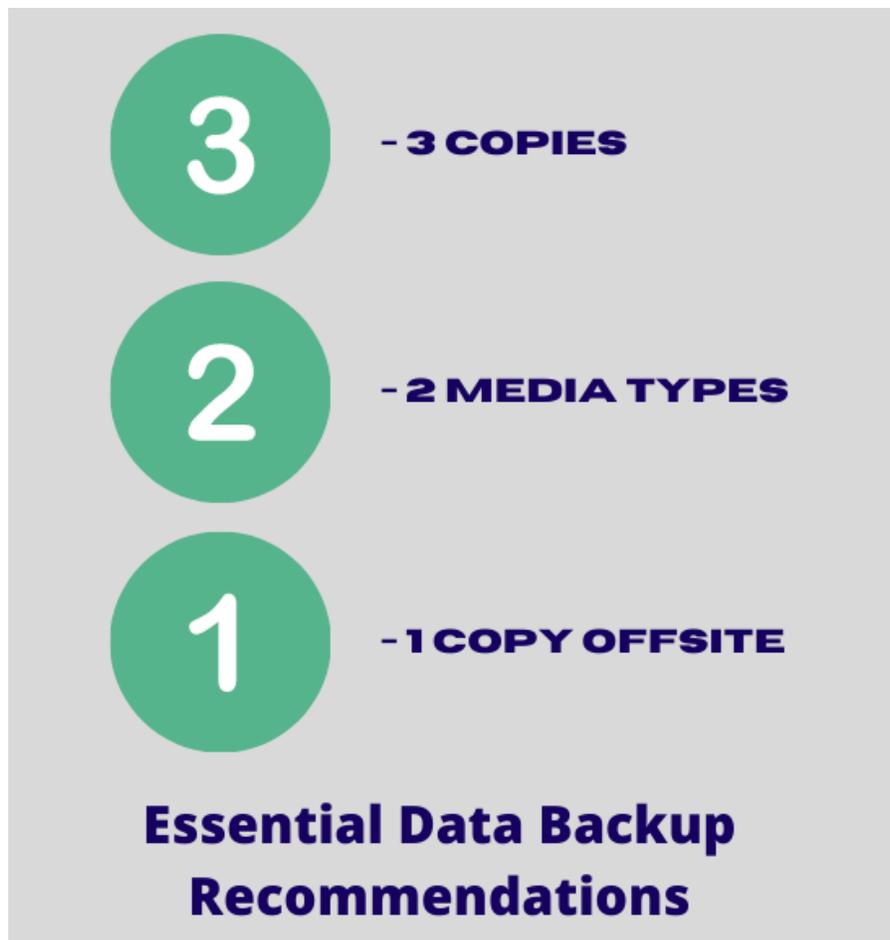
If you consider your data in Airtable absolutely vital to run your business, create backups.

The Cybersecurity and Infrastructure Security Agency deems data backup as [an essential element](#) for ensuring cybersecurity in businesses and organizations.

The [recommended backup structure](#) by the US Computer Emergency Readiness Team is the 3-2-1 structure.

- 3 copies of any important file: 1 primary and 2 backups
- Keep the files on 2 different media types
- Store 1 copy offsite

When you export your critical data from Airtable to another location, you've implemented best practices for protecting your business.



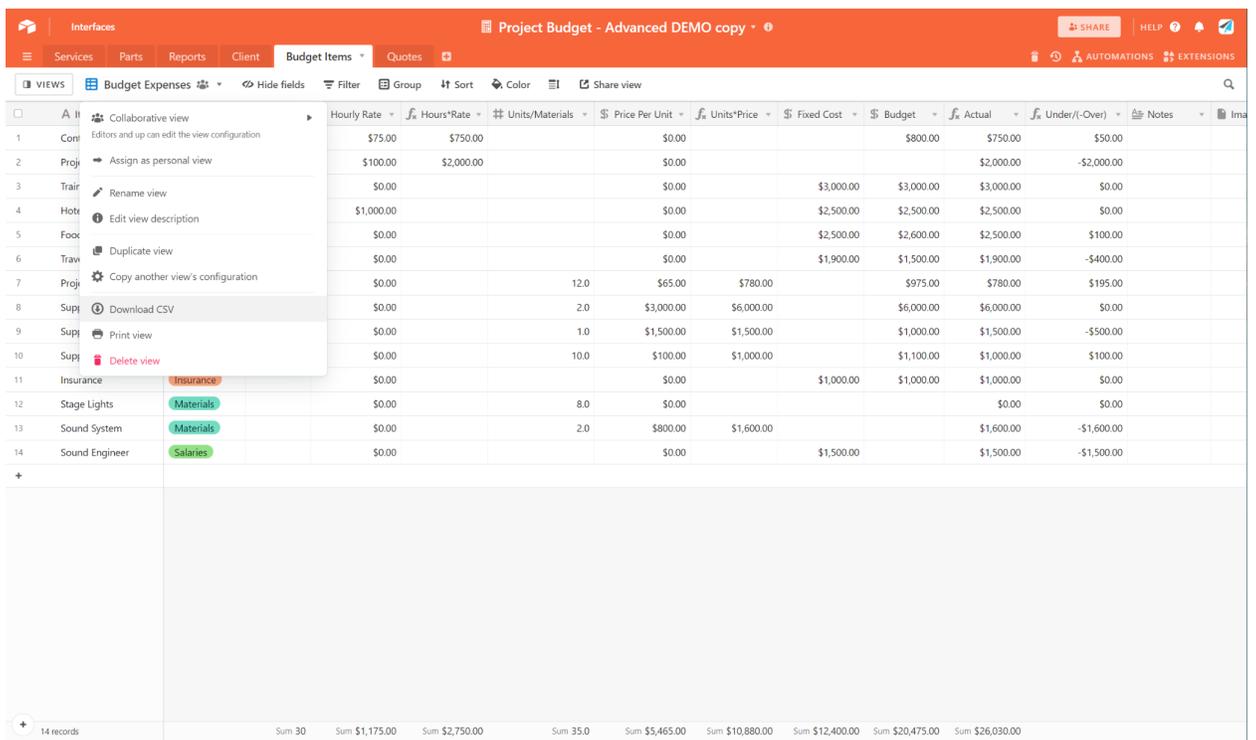
How to manually backup and export from Airtable

Creating backups for your bases can be done manually inside Airtable. If you want to save a copy of the tables in your base directly through the Airtable interface, you need to manually export your tables to a CSV file.

Airtable has an option to export your information to a CSV file. From there, you can save the files in online storage, such as Google Drive or Dropbox. When you need to reference the information, you can then open the file in Google Sheets or Excel.

Create a manual Airtable backup

- In your base, select the view you want to export
- Click the dropdown arrow menu next to the view name
- Click **Download CSV**
- A CSV file of your table view will automatically export to your computer
- Repeat the process for each table in your base



The screenshot shows the Airtable interface for a base named 'Project Budget - Advanced DEMO copy'. The 'Budget Items' table is displayed in a grid view. A dropdown menu is open next to the view name 'Budget Expenses', and the 'Download CSV' option is highlighted. The table contains 14 records with columns for various budget items and their associated costs.

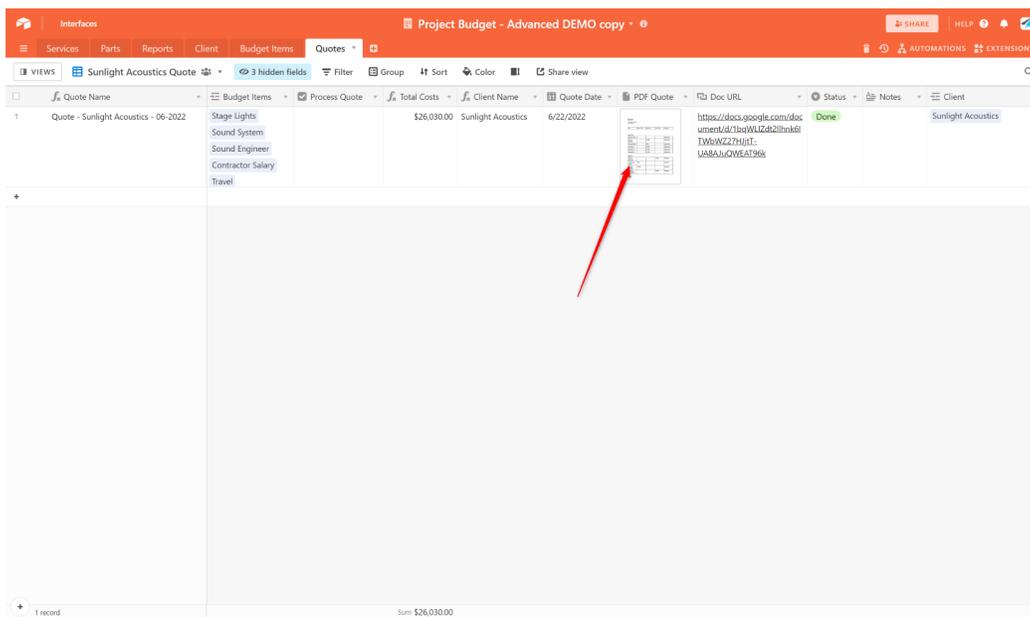
	Hourly Rate	Hours*Rate	Units/Materials	Price Per Unit	Units*Price	Fixed Cost	Budget	Actual	Under/(Over)	Notes	Ima
1	\$75.00	\$750.00		\$0.00			\$800.00	\$750.00	\$50.00		
2	\$100.00	\$2,000.00		\$0.00				\$2,000.00	-\$2,000.00		
3	\$0.00			\$0.00		\$3,000.00	\$3,000.00	\$3,000.00	\$0.00		
4	\$1,000.00			\$0.00		\$2,500.00	\$2,500.00	\$2,500.00	\$0.00		
5	\$0.00			\$0.00		\$2,500.00	\$2,600.00	\$2,500.00	\$100.00		
6	\$0.00			\$0.00		\$1,900.00	\$1,500.00	\$1,900.00	-\$400.00		
7	\$0.00		12.0	\$65.00	\$780.00		\$975.00	\$780.00	\$195.00		
8	\$0.00		2.0	\$3,000.00	\$6,000.00		\$6,000.00	\$6,000.00	\$0.00		
9	\$0.00		1.0	\$1,500.00	\$1,500.00		\$1,000.00	\$1,500.00	-\$500.00		
10	\$0.00		10.0	\$100.00	\$1,000.00		\$1,100.00	\$1,000.00	\$100.00		
11	\$0.00			\$0.00		\$1,000.00	\$1,000.00	\$1,000.00	\$0.00		
12	\$0.00		8.0	\$0.00				\$0.00	\$0.00		
13	\$0.00		2.0	\$800.00	\$1,600.00			\$1,600.00	-\$1,600.00		
14	\$0.00			\$0.00		\$1,500.00		\$1,500.00	-\$1,500.00		
+											
Sum	30	\$1,175.00	\$2,750.00	35.0	\$5,465.00	\$10,880.00	\$12,400.00	\$20,475.00	\$26,030.00		

A few important details to note when exporting your tables:

- The CSV will only contain the fields you have visible in your view. If you want to export every field, you need to have them all displayed in your view.
- You cannot export actual attachments into the CSV. Only the name of the attachment and the Airtable-hosted link to the attachment will export.
- To export attachments, you have to do it one by one for every single attachment
- If you want to bulk export attachments, you will need to use a third-party tool like [On2Air Backups](#).
- You will need to export each table individually

How to export and download attachments in Airtable

- In your Attachment field, click on any file
- Click Download
- The file will automatically download to your computer



An Attachment field

The screenshot shows a PDF viewer interface. The main content is a quote document titled "Quote" from "Sunlight Acoustics" dated "2022-06-22". The document contains two tables: "Materials" and "Salaries".

Item	Hourly Total	Materials	Fixed Cost	Category
Materials				
Stage Lights				Materials
Sound System		1,600		Materials
Project Task	780			Materials
Supplies 1	6,000			Materials
Supplies 2	1,500			Materials
Supplies 3	1,000			Materials
Salaries				
Sound Engineer			1,500	Salaries
Contractor Salary	750			Salaries
Project Director	2,000			Salaries
Training Consultant			3,000	Salaries

A red arrow points to the "Download" button in the bottom right corner of the PDF viewer interface.

Click the Download button

While this process will allow you to save a copy of your data as a local version, it's extremely time-consuming and doesn't export your attachments. You will have to set your own schedule to complete the task on a regular basis to ensure you always have an updated copy of your data.

It's also only a partial solution since you aren't able to create a backup of your entire base at once and you can't export your attachments in bulk.

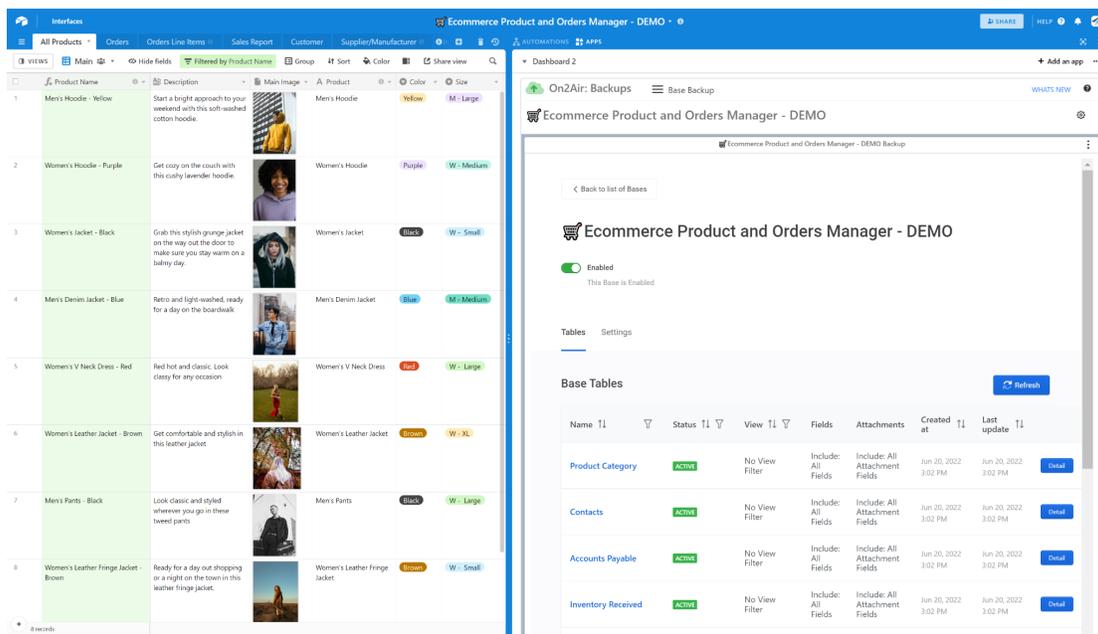
How to automatically backup your Airtable base

If you're looking for a way to automatically backup your tables and bases on a set schedule and save your file attachments, you can use [On2Air Backups](#).

What is On2Air Backups?

It's an Airtable Extension that creates a scheduled automatic backup of your Airtable base or bases

You can choose a backup schedule that works best for you and you won't have to worry about losing your data. You can export both your data and your attachments and it will automatically send a backup to Google Drive, Dropbox, or Box.



Once you've [connected your Airtable account](#) and [online storage account](#) to On2Air, you'll have automatic backups.

Related: See [How LKF Marketing Creates a Backup of Their Airtable Bases with On2Air Backups and Ensures Their Clients' Data is Safe](#)

“We wanted additional reassurance that we would not lose our data, and On2Air just makes Airtable better”

– Sara Ramaker, Content Strategist, LKF Marketing



How to Use On2Air Backups

1. Install the On2Air Backups App in Your Airtable Base

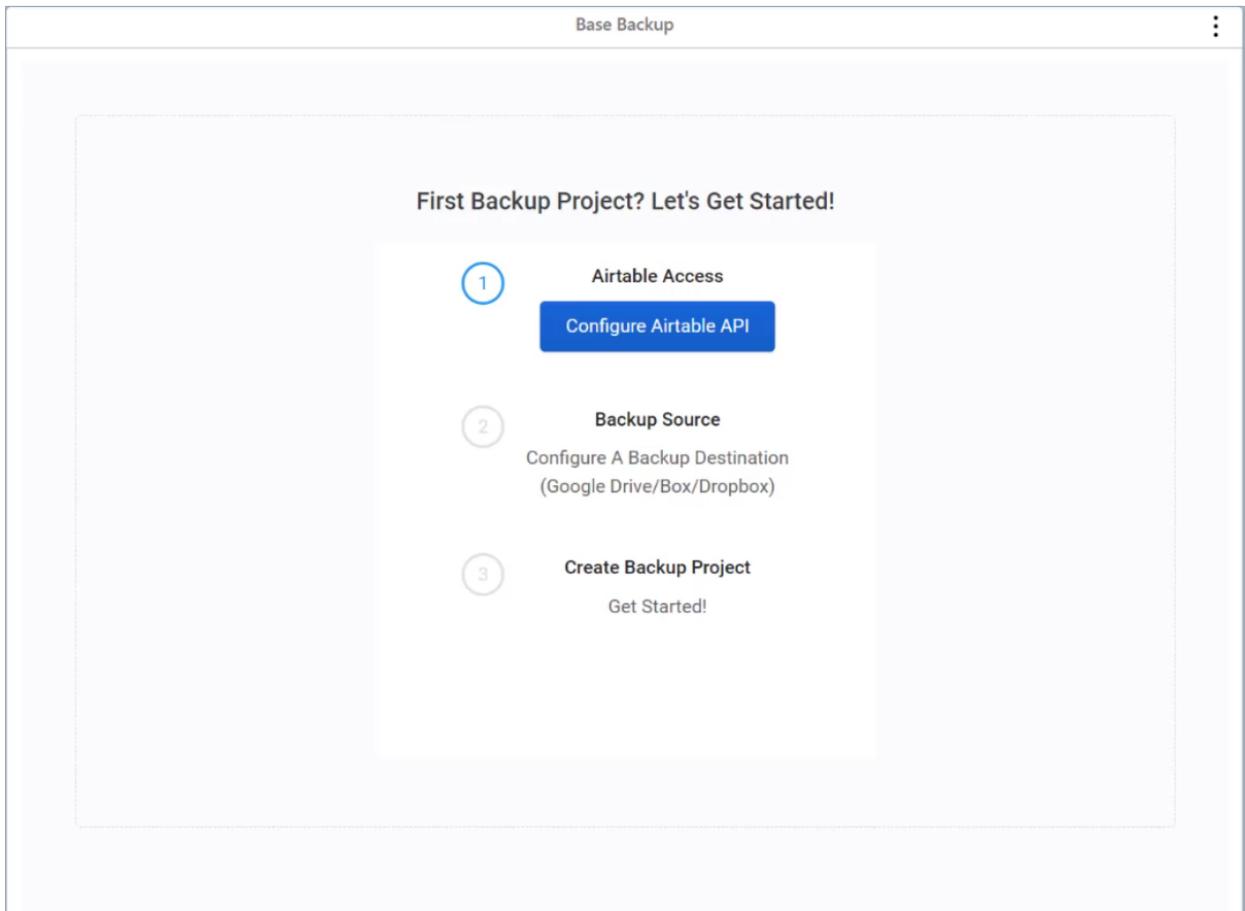
First, install the [On2Air Backups app](#) into your Airtable base from the Airtable Marketplace.

The screenshot shows the Airtable Marketplace interface. At the top, there are navigation tabs for 'Bases', 'Templates', 'Marketplace', and 'Universe'. The 'Marketplace' tab is active. Below the navigation, there is a search bar and a 'Back' button. The main content area displays the 'On2Air: Backups' app. The app title is 'On2Air: Backups' with a green checkmark icon. Below the title is the description: 'Automated External Backups of Your Data to Google Drive, Box, or Dropbox'. To the right of the description is a blue 'Add app' button. Below the description, there is a short paragraph: 'On2Air: Backups is an automated backup solution for your Airtable bases. Create scheduled backups of your critical business data & attachments stored in Airtable and export your information to Dropbox, Box, or Google Drive.' To the right of this paragraph are links for 'Publisher', 'On2Air', 'Contact publisher', 'Support website', and 'Last updated May 6th, 2022'. Below the main content area, there is a preview of the app interface. The preview shows a table of 'SailCore Customer Management and Company Sales' with columns for 'Company Name', 'Total Sales', 'Sales Rep', and 'Status'. A modal window titled 'SailCore Company Sales - Backup' is overlaid on the table. The modal has a toggle switch for 'Enabled' and a 'Select Backup Schedule' dialog box. The dialog box has two dropdown menus: 'SELECT PROJECT BACKUP INTERVAL' (set to 'Weekly') and 'SELECT INTERVAL VALUE' (set to 'Monday'). There are 'Update Schedule' and 'Cancel' buttons at the bottom of the dialog box.

2. Connect Your Airtable Account

Now, you'll need to connect your Airtable account

- First, copy your Airtable API Key – [How to Find your Airtable API Key](#)
- Click **Configure Airtable API**



3. Connect to your Cloud Storage

Next, you'll connect your cloud storage account in Google Drive, Dropbox, and Box.

- Click **Configure Backup Destination**

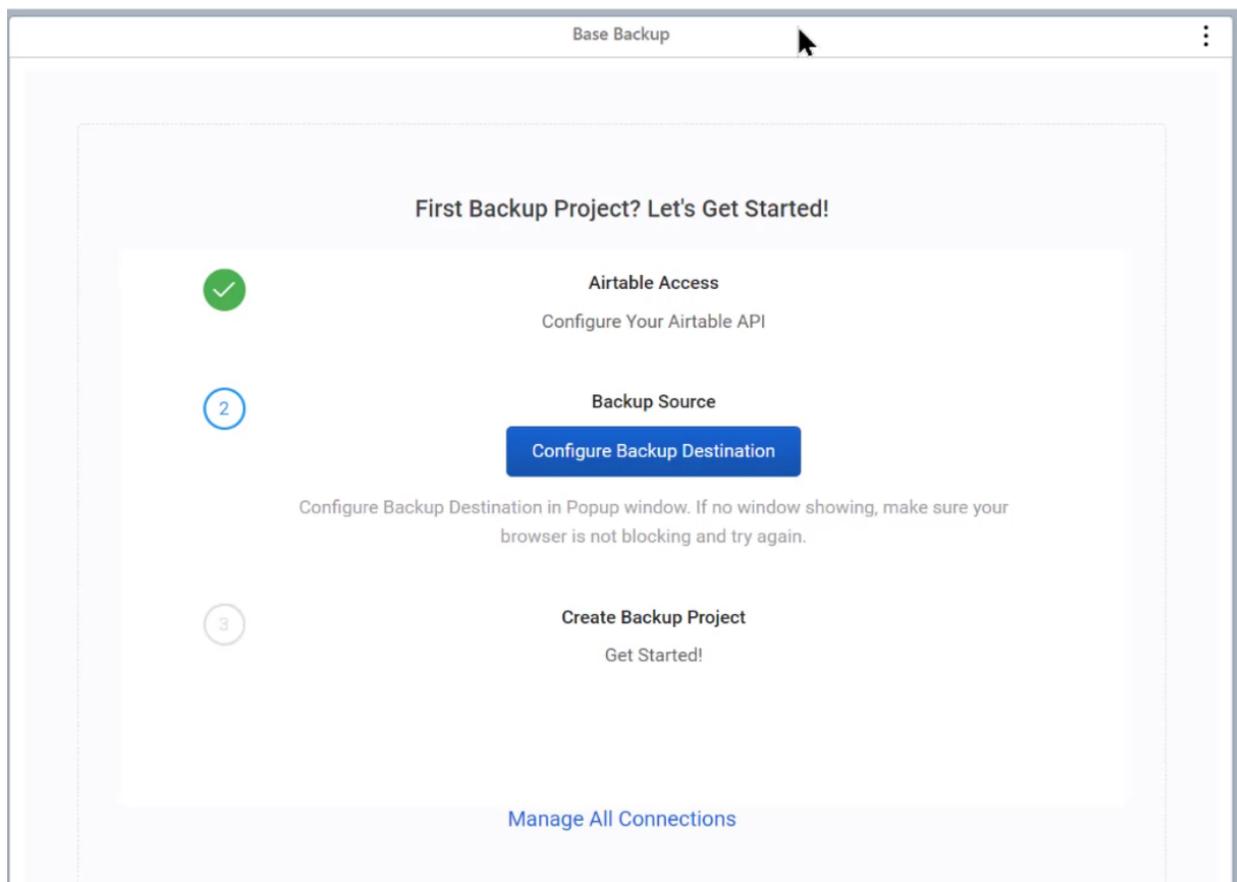
Depending on your cloud storage option, the setup will look slightly different

[How to Connect Your Google Drive Account](#)

[How to Connect Your Dropbox Account](#)

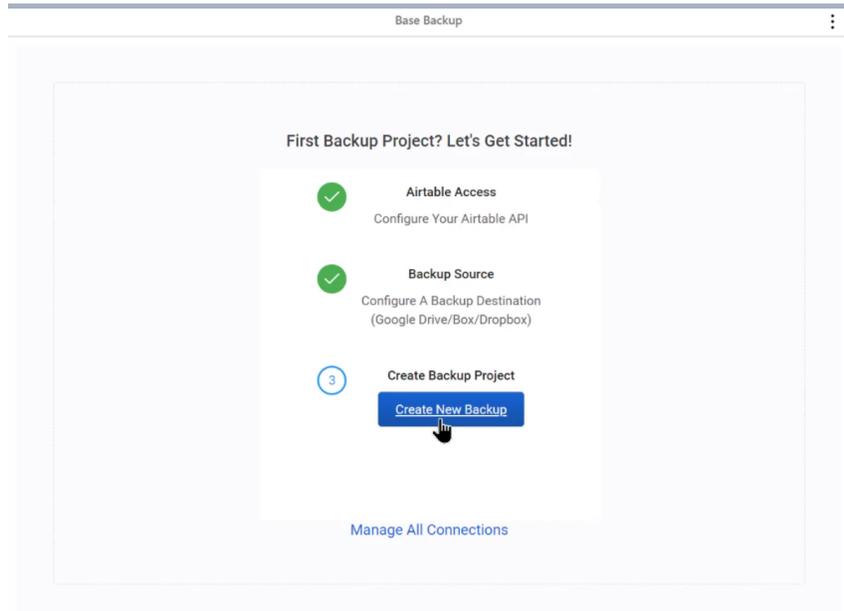
[How to Connect Your Box Account](#)

Once you've accepted permissions and connected your account, you can now create a backup.

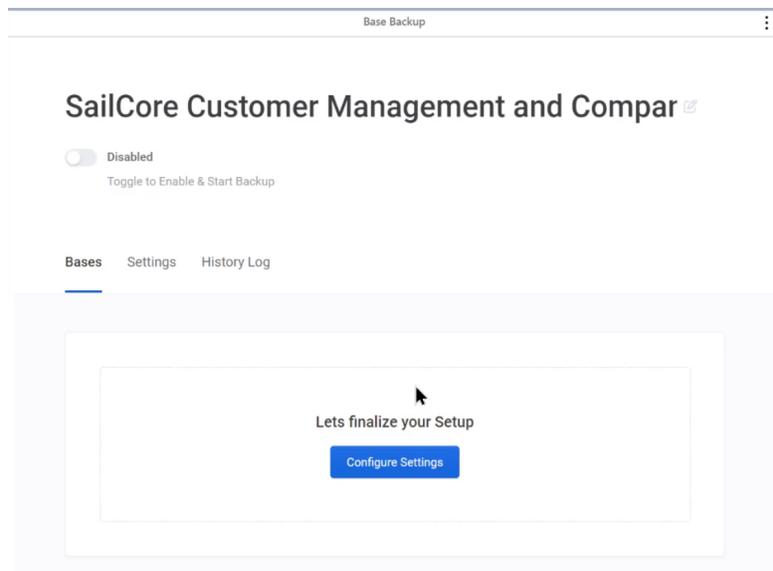


4. Create Your Backup

- Click **Create New Backup**



- Click **Configure Settings**



5. Set the Backup schedule

- Click **Settings > Schedule**
- Select the Backup interval (Monthly, Weekly, Daily, or Hourly – Available options depend on your plan)
- Select the Interval Value
- Click **Create Schedule**

The screenshot displays the Ecommerce Product and Orders Manager interface. On the left, a table lists products with columns for Product Name, Description, Main Image, Product, Color, and Size. The table contains 8 records. On the right, a dashboard titled 'On2Air: Backups' is shown. A modal window titled 'Select Backup Schedule' is open, allowing configuration of the backup schedule. The modal includes the following options:

- SELECT PROJECT BACKUP INTERVAL: Daily
- SELECT INTERVAL VALUE: 02 AM
- Include weekends: Yes (checked)

Buttons for 'Update Schedule' and 'Cancel' are visible at the bottom of the modal. The background dashboard shows 'STATUS: ACTIVE' and a 'STOP BACKUP' button.

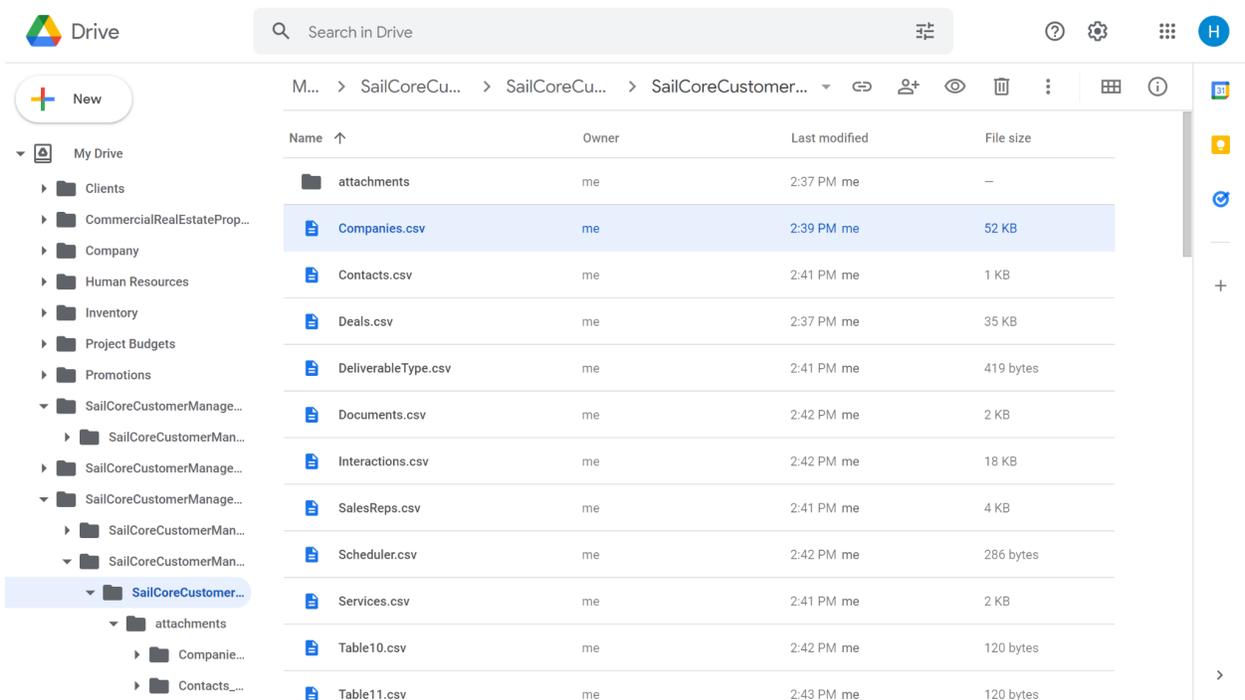
Your backup will begin!

What's included in the Airtable backup?

By default, all tables, views, fields, and attachments are included in your backup.

If you want to customize your backup, you can choose to exclude or include specific tables, views, fields, or attachments. You can also choose whether to automatically add any new tables from your base or you can automatically add new attachments. You have the option to backup your tables in either CSV or JSON format.

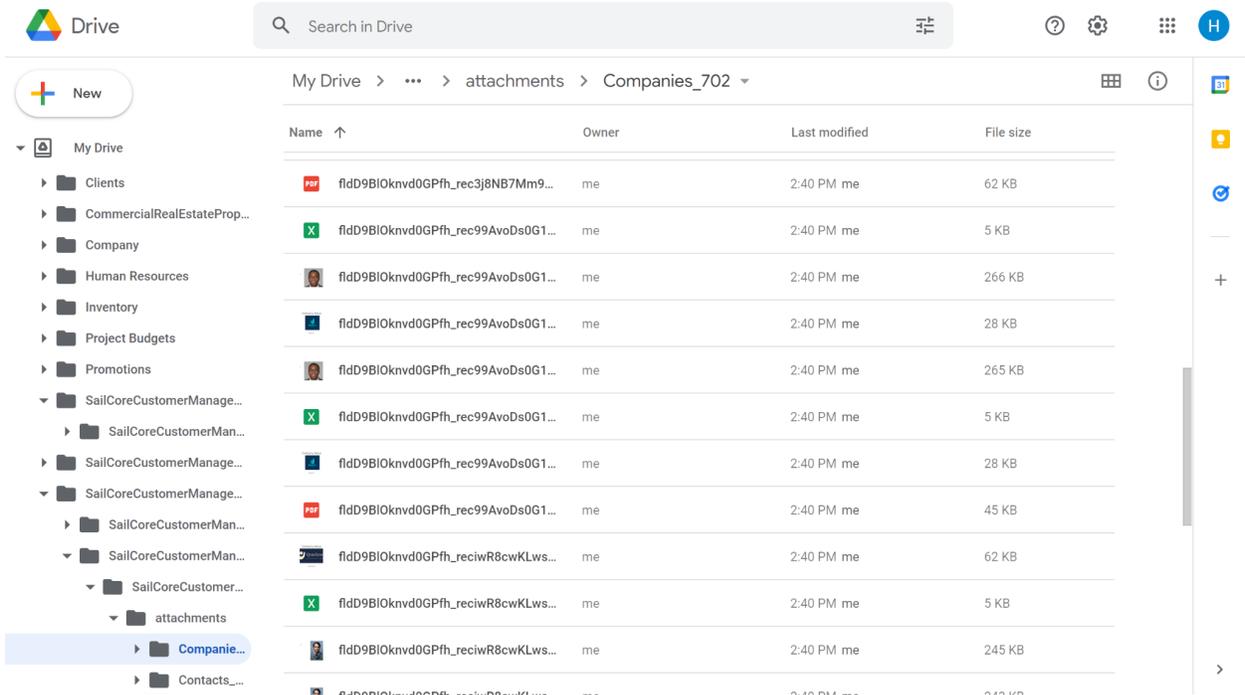
You'll see your Tables organized by name in your cloud storage.



The screenshot shows a Google Drive interface with a search bar at the top. The left sidebar shows a folder structure under 'My Drive', with 'SailCoreCustomerManagement' expanded to show sub-folders like 'attachments', 'Companies...', and 'Contacts...'. The main area displays a list of files in a table format:

Name	Owner	Last modified	File size
attachments	me	2:37 PM me	-
Companies.csv	me	2:39 PM me	52 KB
Contacts.csv	me	2:41 PM me	1 KB
Deals.csv	me	2:37 PM me	35 KB
DeliverableType.csv	me	2:41 PM me	419 bytes
Documents.csv	me	2:42 PM me	2 KB
Interactions.csv	me	2:42 PM me	18 KB
SalesReps.csv	me	2:41 PM me	4 KB
Scheduler.csv	me	2:42 PM me	286 bytes
Services.csv	me	2:41 PM me	2 KB
Table10.csv	me	2:42 PM me	120 bytes
Table11.csv	me	2:43 PM me	120 bytes

And your Attachments are in the Attachments folder.



Backup History Log

On2Air Backups maintains a History Log of each time your information is backed up.

It includes the date and time the backup was processed and the number of bases, tables, records, and attachments included in the backup. You can click the Destination link to go directly to your backup folder.

The screenshot shows the 'History Log' interface with a 'Refresh' button. The table below contains the following data:

RAN	STATUS	DESTINATION	BASES	TABLES	RECORDS	ATTACHMENTS
Thu, Aug 20, 2020 7:00 PM <i>2 months ago</i>	SUCCESS	Backup Folder	2	8	70	0
Thu, Aug 20, 2020 1:00 AM <i>2 months ago</i>	SUCCESS	Backup Folder	2	8	70	0
Wed, Aug 19, 2020 7:00 PM <i>2 months ago</i>	SUCCESS	Backup Folder	2	8	70	0
Tue, Aug 18, 2020 7:00 PM <i>2 months ago</i>	SUCCESS	Backup Folder	2	8	70	0
Mon, Aug 17, 2020 7:00 PM <i>3 months ago</i>	SUCCESS	Backup Folder	2	8	70	0
Sun, Aug 16, 2020 7:00 PM <i>3 months ago</i>	SUCCESS	Backup Folder	2	8	70	0

Keep Your Airtable Data Backed Up

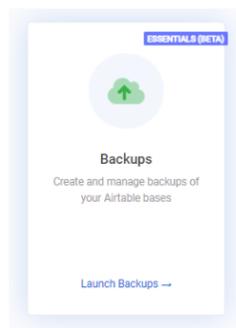
Keeping multiple copies of your Airtable bases ensures you have a security and backup plan in place for your business. At any time, you can access your information or transfer it in the event of a company change. You can use the manual method of exporting each table to a CSV file or you can set up an automatic backup with On2Air Backups.

With either method, you can create multiple data points and eliminate the anxiety of losing your data.

Automatic backups with On2Air Backups

[On2Air Backups](#) is an automated backup solution for your Airtable bases. Create scheduled backups of your critical business data stored in Airtable and export your information to Dropbox, Box, or Google Drive.

Create backups based on entire bases or filter by a specific table, view, and field. You can save all attachments in your base and you have a variety of options to customize your backups, such as including or excluding specific fields or attachments.



[Start a free trial](#) of On2Air Backups

Check out more [On2Air Apps](#) - Apps to Run Your Business in Airtable