

Airtable Job Aid

Creating a Linked Base: Orders and Order Line Items

Beginner-friendly, click-by-click instructions

Overview

This job aid walks you through building a simple linked database in Airtable. You will create a new base, add two tables (Orders and Order Line Items), connect them with a link field, and then add a Quantity number field to Order Line Items. Follow the steps in order; each screenshot shows what the screen should look like after you finish the step above it.

What you will build

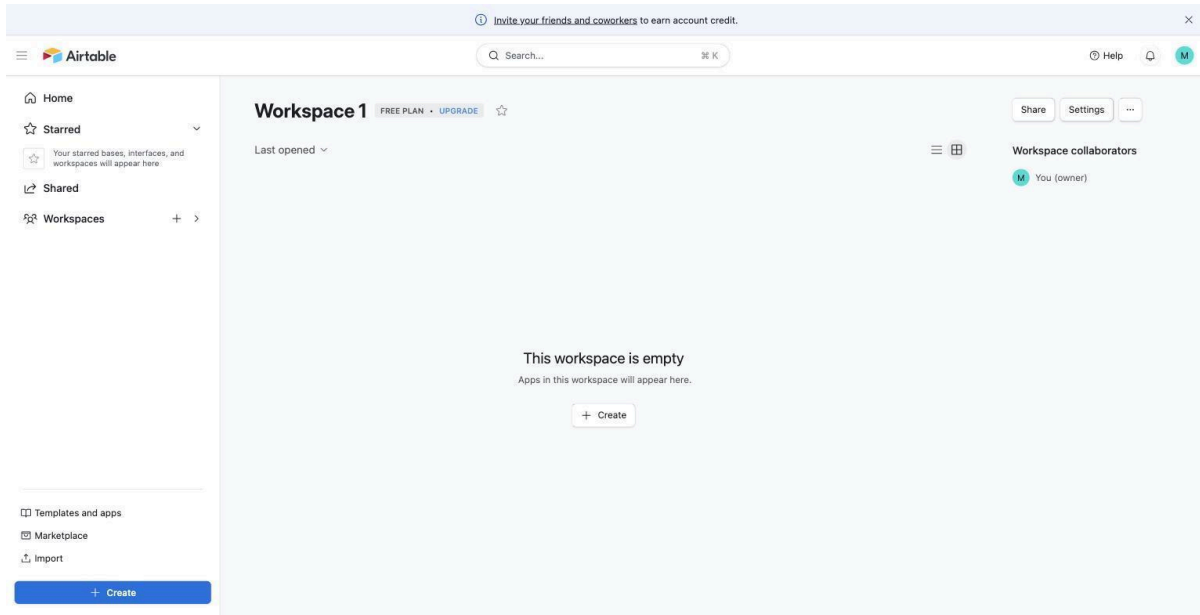
- A new base inside Workspace 1.
- An "Orders" table (starts from the default Table 1).
- An "Order Line Items" table.
- A "Link to another record" field in Order Line Items that points to Orders.
- A "Quantity" Number field in Order Line Items.

Before you start

- Sign in to Airtable at airtable.com.
 - Make sure you can see "Workspace 1" in the left sidebar of your home screen.
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Step 1 — Open Workspace 1

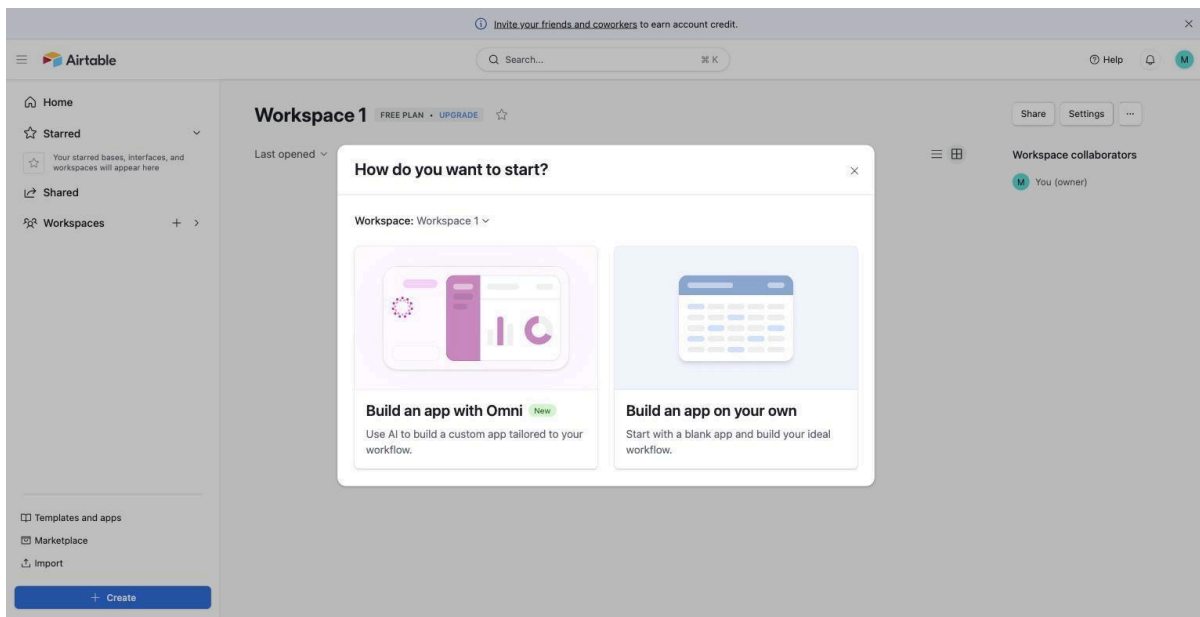
1. From the Airtable home page, click "Workspace 1" in the left sidebar.
2. Confirm the workspace page loads. You should see any existing bases (or an empty workspace) on the right.



Workspace 1 open and ready for a new base.

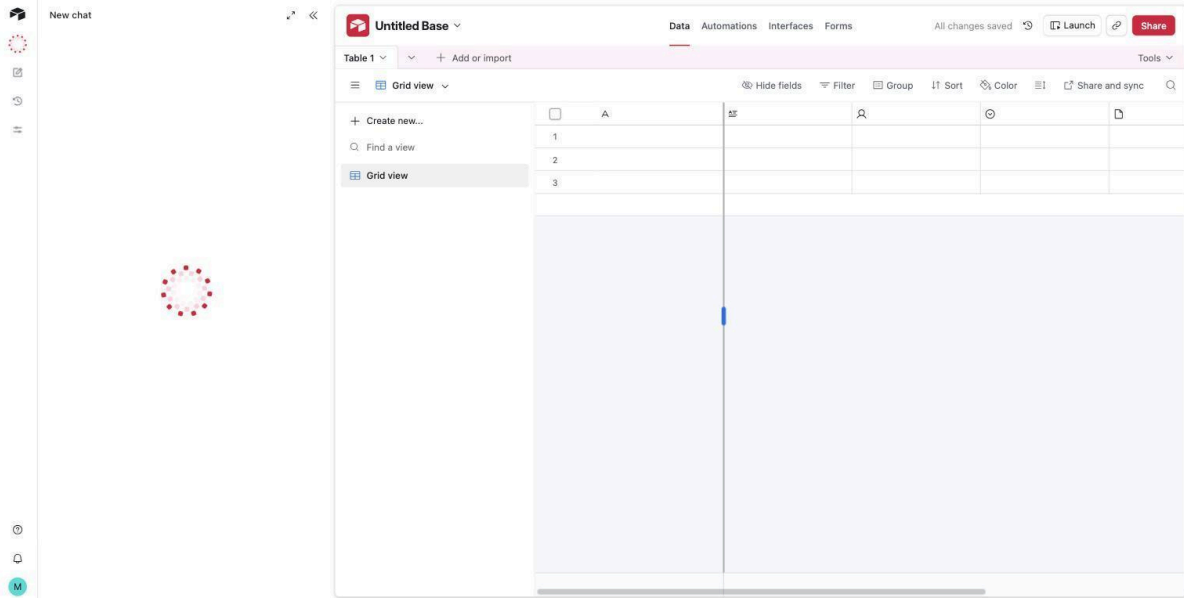
Step 2 — Create a new blank base

1. In Workspace 1, click the "Create new..." (or "New base") button.
2. When the "How do you want to start?" dialog appears, click "Build an app on your own" (the blank base option).



The "How do you want to start?" dialog — choose the blank option.

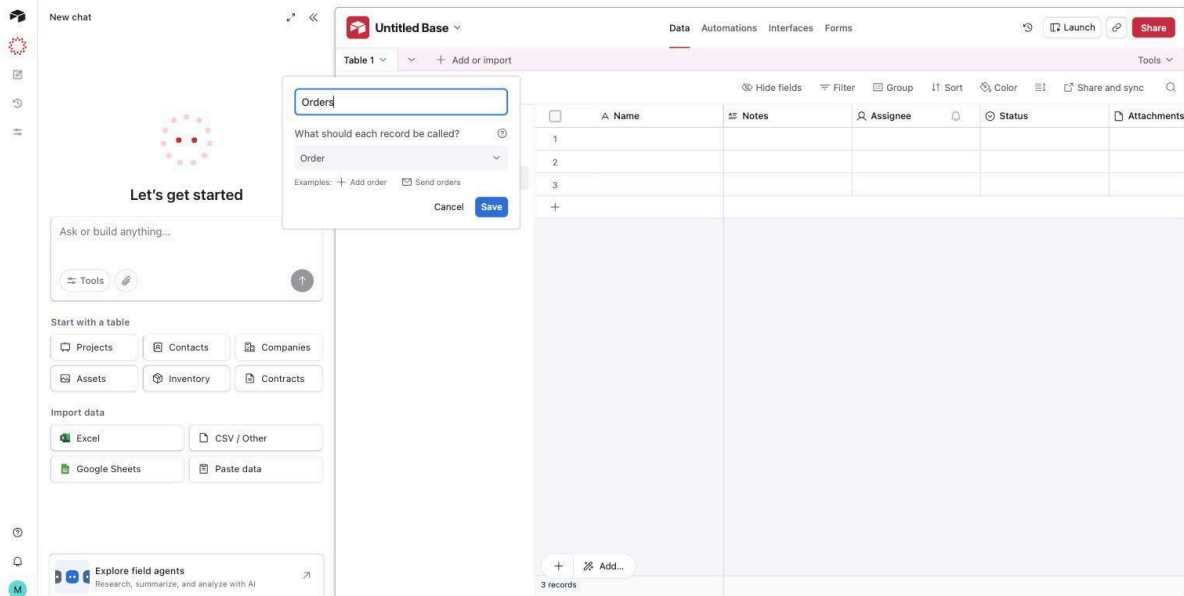
3. Airtable opens a brand-new base with an empty table called "Table 1".



A new base opens with a default Table 1.

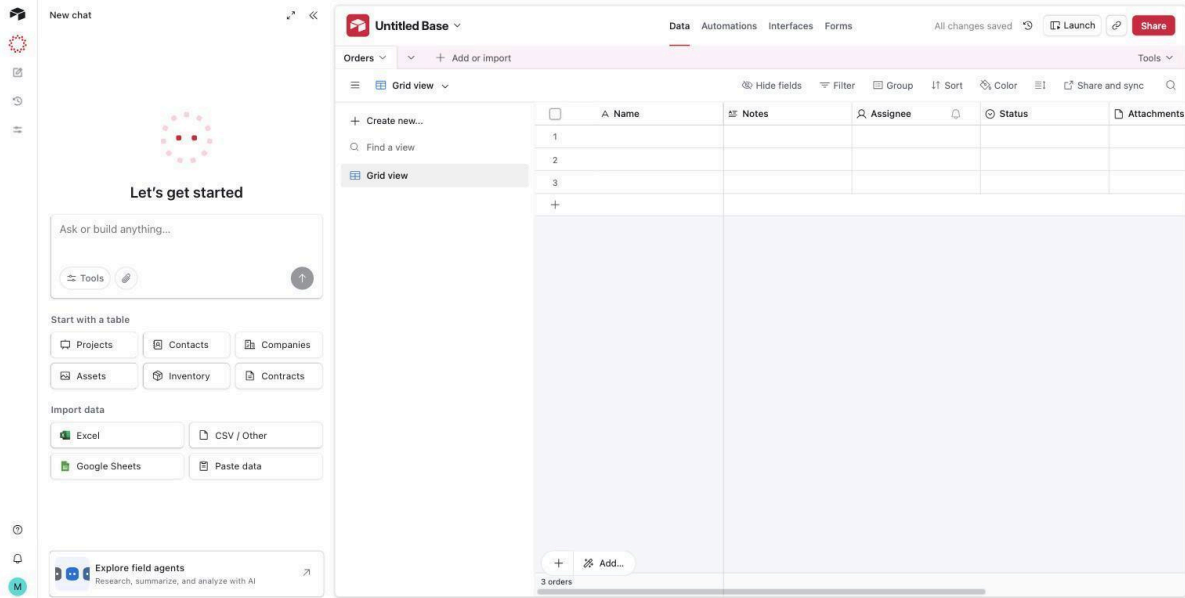
Step 3 — Rename Table 1 to "Orders"

1. Double-click the tab labeled "Table 1" at the top of the grid. An inline rename field appears.
2. Type Orders.



Typing "Orders" into the rename field on Table 1.

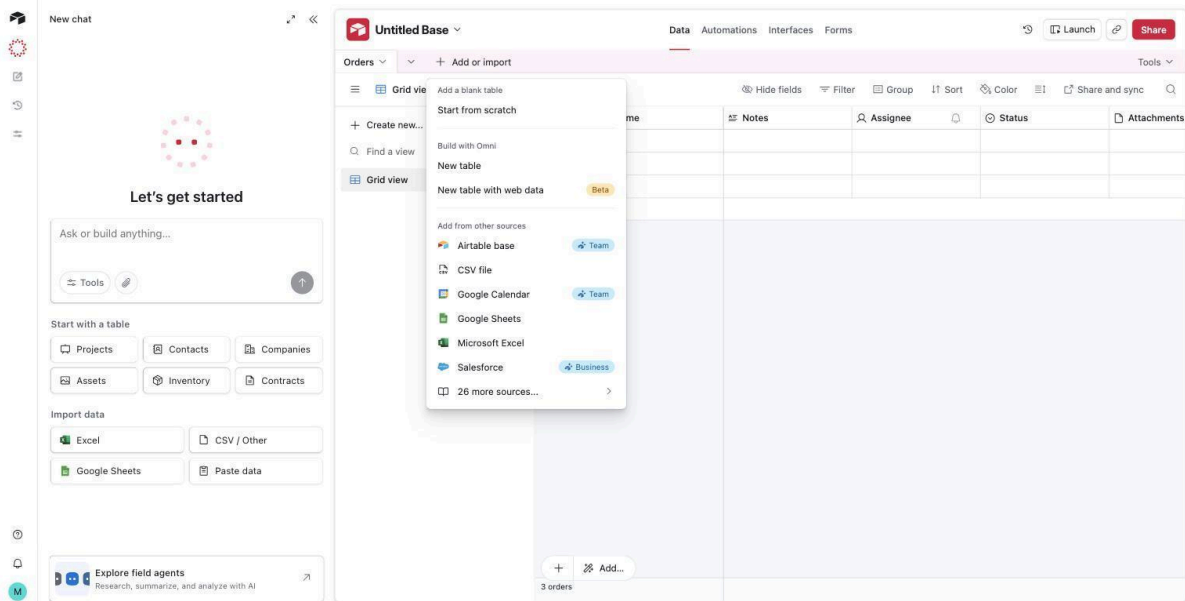
3. Press Enter to save. The tab now reads "Orders".



The first table is now named Orders.

Step 4 — Create the "Order Line Items" table

1. Click the "+" button to the right of the Orders tab to add a new table.



Click the + next to the Orders tab to add another table.

2. Airtable creates "Table 2" and opens the rename field automatically.

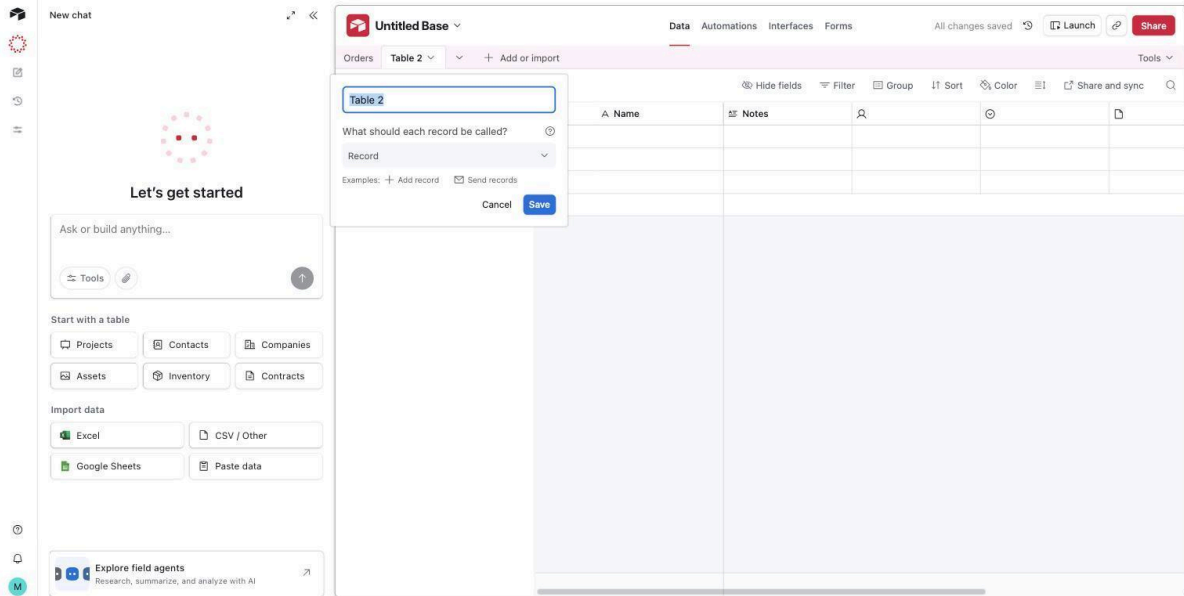
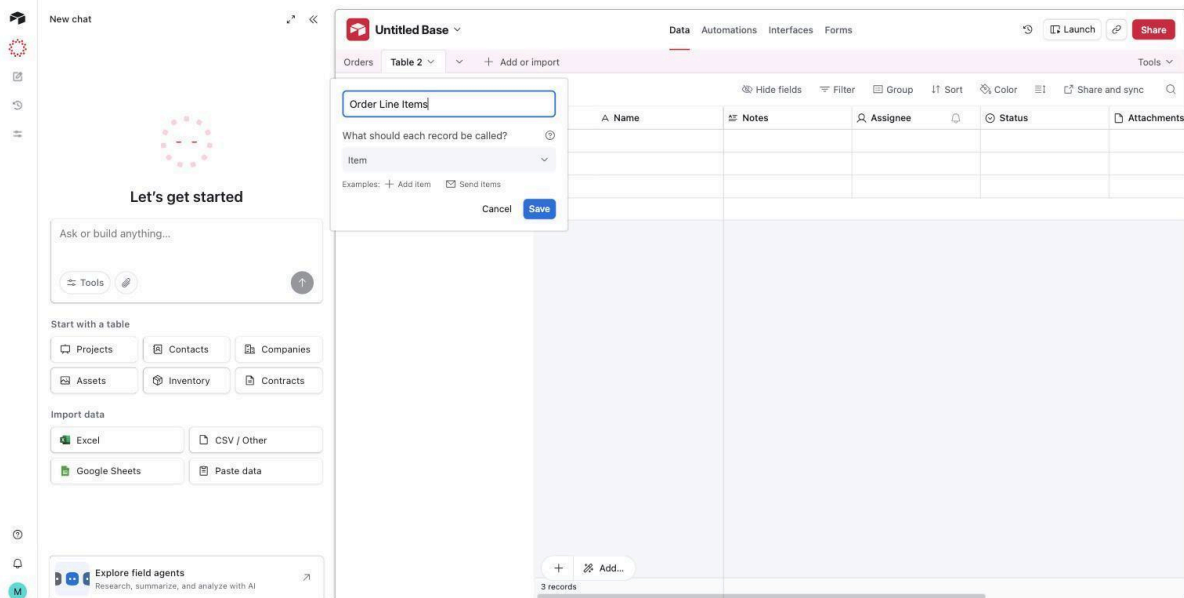


Table 2 is created and ready to be renamed.

3. Type Order Line Items and press Enter.

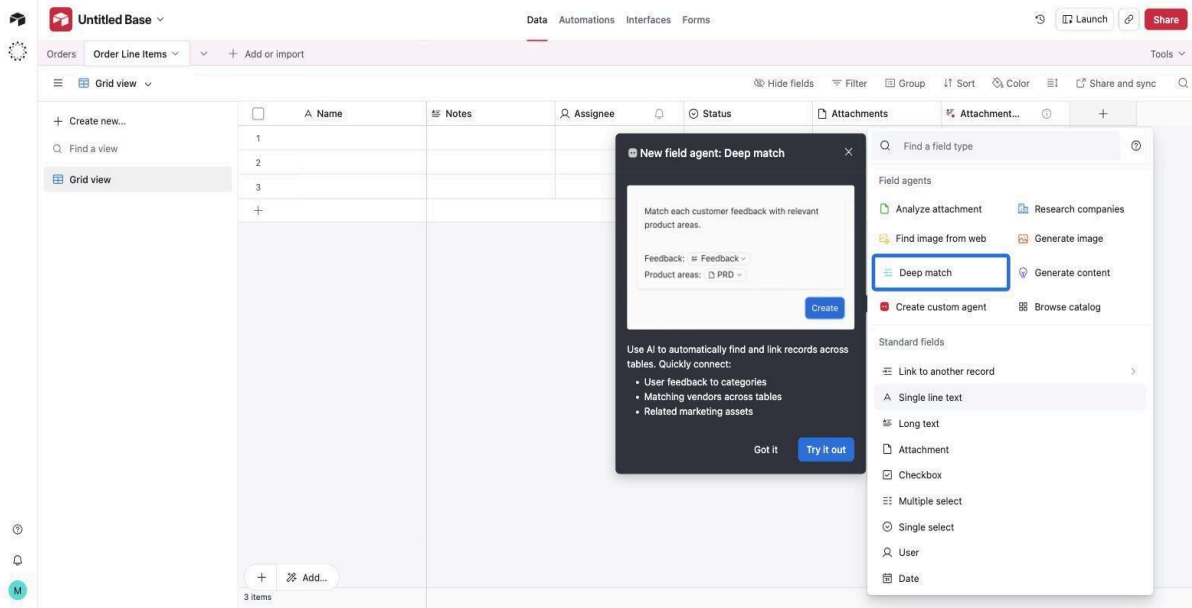


Typing the new table name, "Order Line Items".

4. Confirm the second tab now reads "Order Line Items" and is the active table.



Both tables exist: Orders and Order Line Items.



Order Line Items table with the default Name column.

Step 5 — Link Order Line Items to Orders

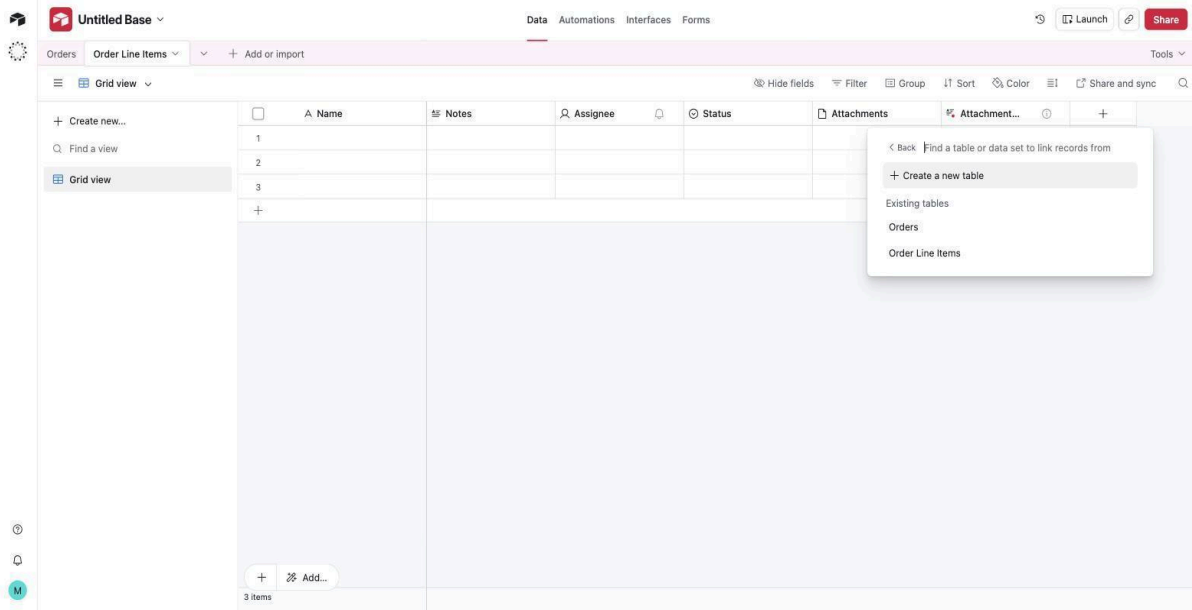
This is the key step. In Airtable, tables are connected using a "Link to another record" field. You add a new field in one table and point it at the table you want to link to.

5a. Add a new field

1. Make sure you are viewing the "Order Line Items" table.
2. Click the "+" button at the right edge of the column headers to add a new field.

5b. Choose the field type "Link to another record"

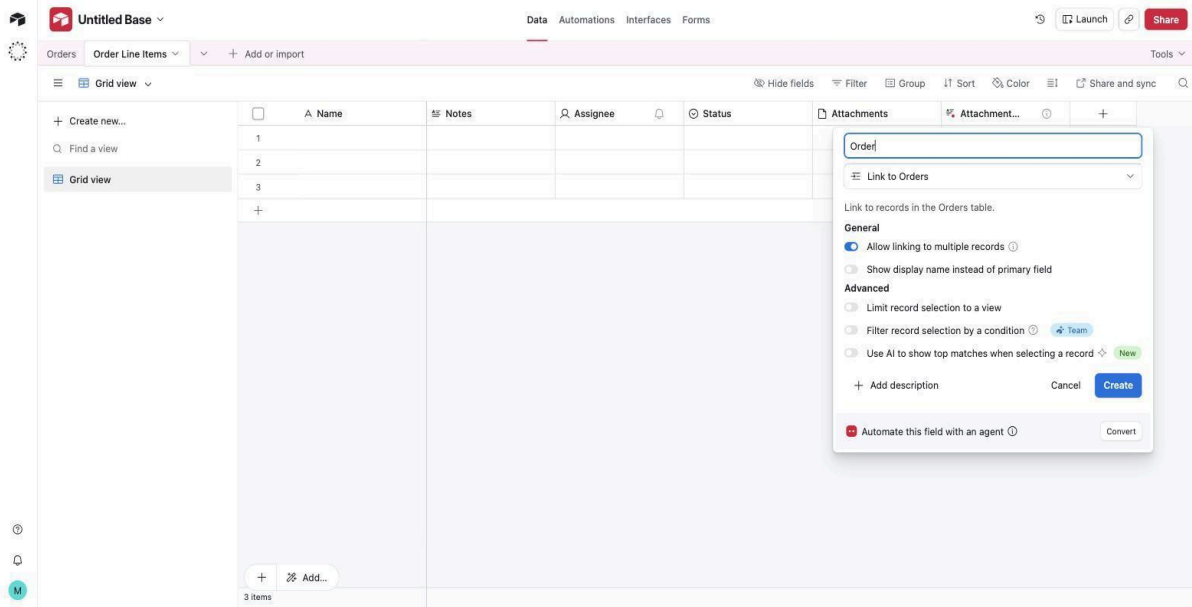
1. A field-type picker opens. Scroll or search until you see "Link to another record".
2. Click "Link to another record". A submenu opens that lists the tables you can link to.



The field-type picker — select "Link to another record".

5c. Select the table to link to (Orders)

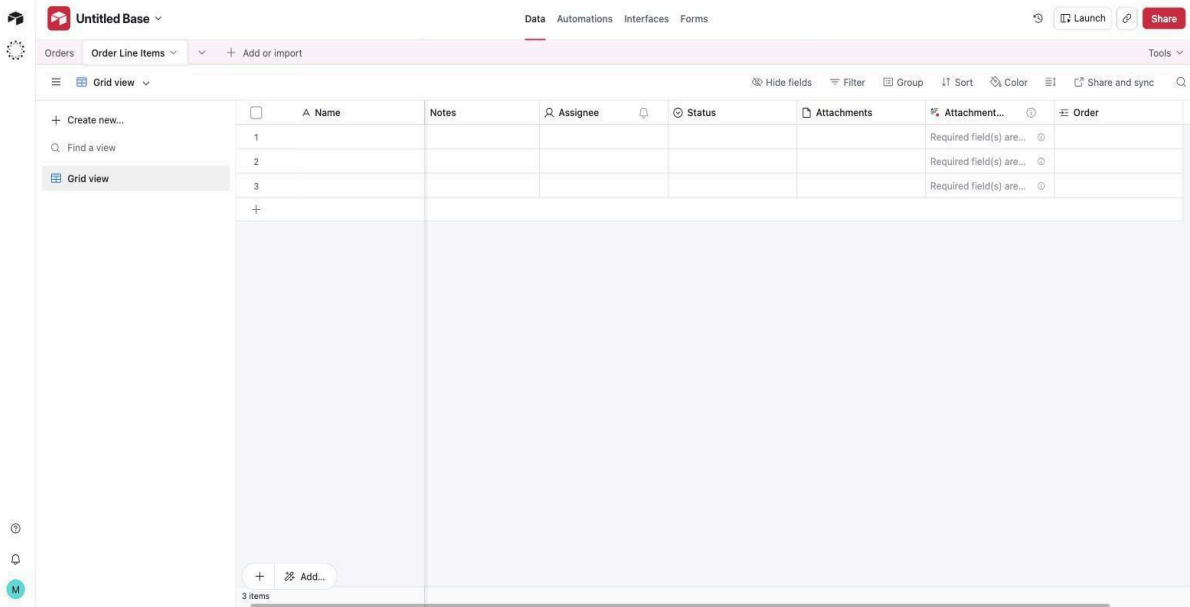
1. In the submenu, click "Orders". This tells Airtable which table this field will reference.



Choosing the Orders table from the link submenu.

2. Airtable suggests a name for the new field ("Orders") and shows link options. Leave the defaults selected.

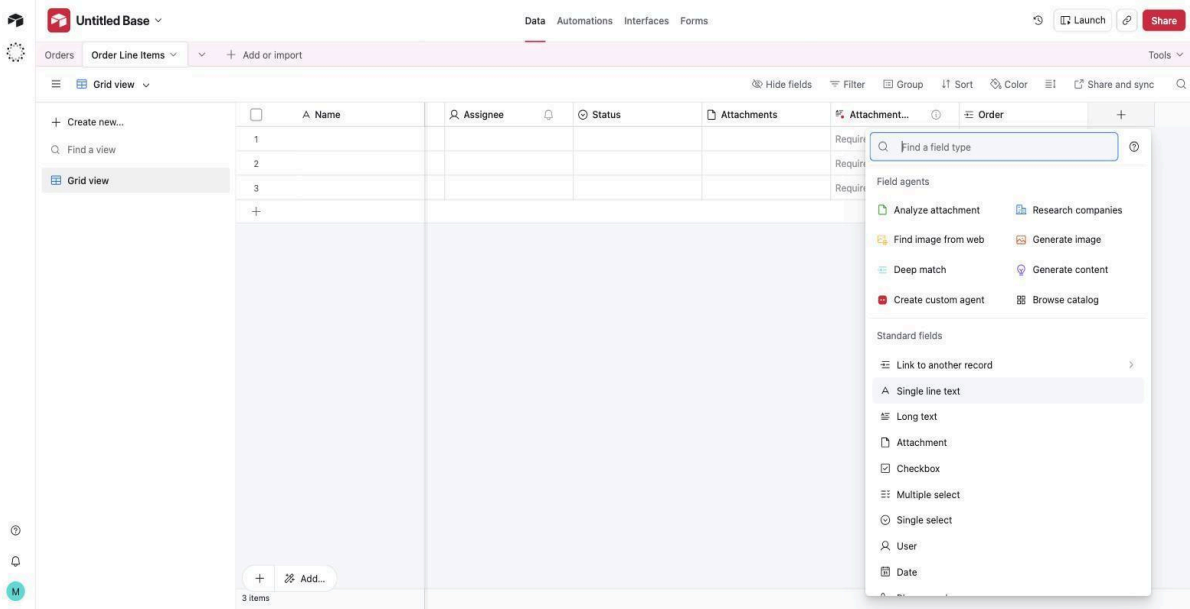
3. Click "Create field" to save.



Confirm the link field configuration and click Create field.

4. If Airtable asks whether you want to add lookup fields, click "Skip" for now.

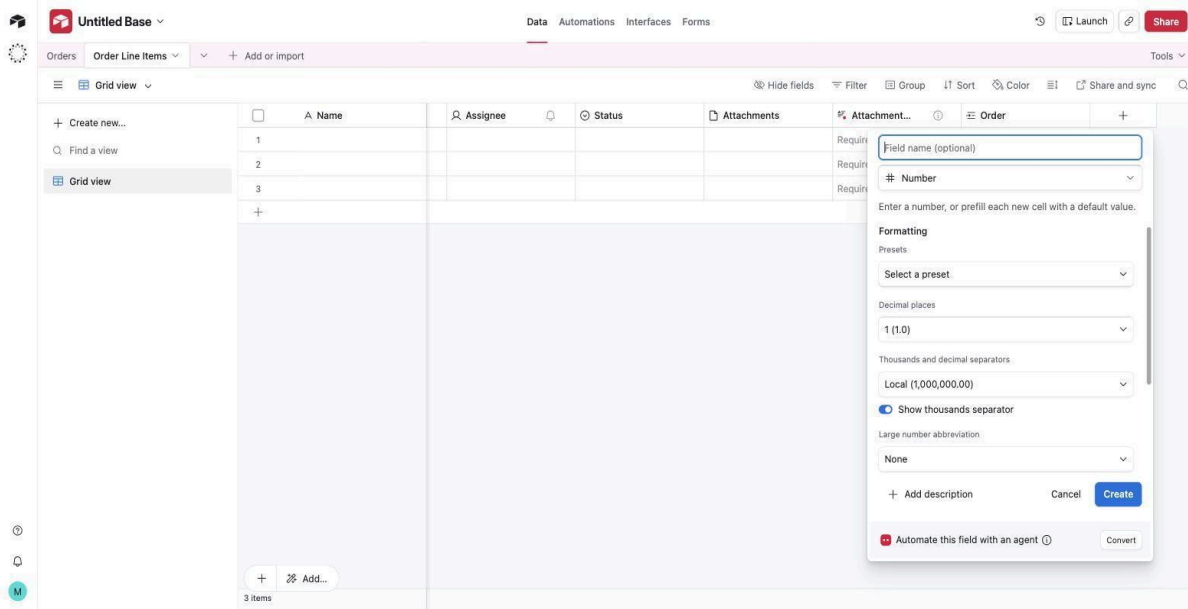
5. The new link column appears in Order Line Items. Each cell will let you pick a record from Orders.



The new link field appears in Order Line Items, pointing to Orders.

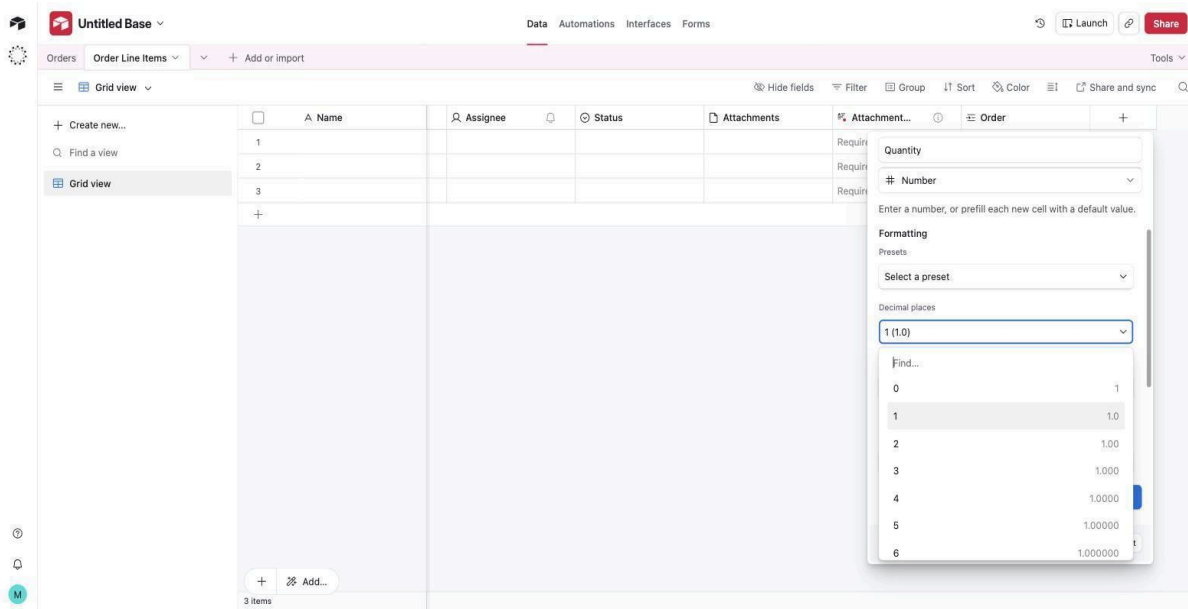
Step 6 — Add a "Quantity" Number field

1. Still on the Order Line Items table, click the "+" at the right edge of the column headers to add another field.



Open the field-type picker again to add Quantity.

2. In the field-type picker, type "Number" in the search box (or scroll) and click "Number".

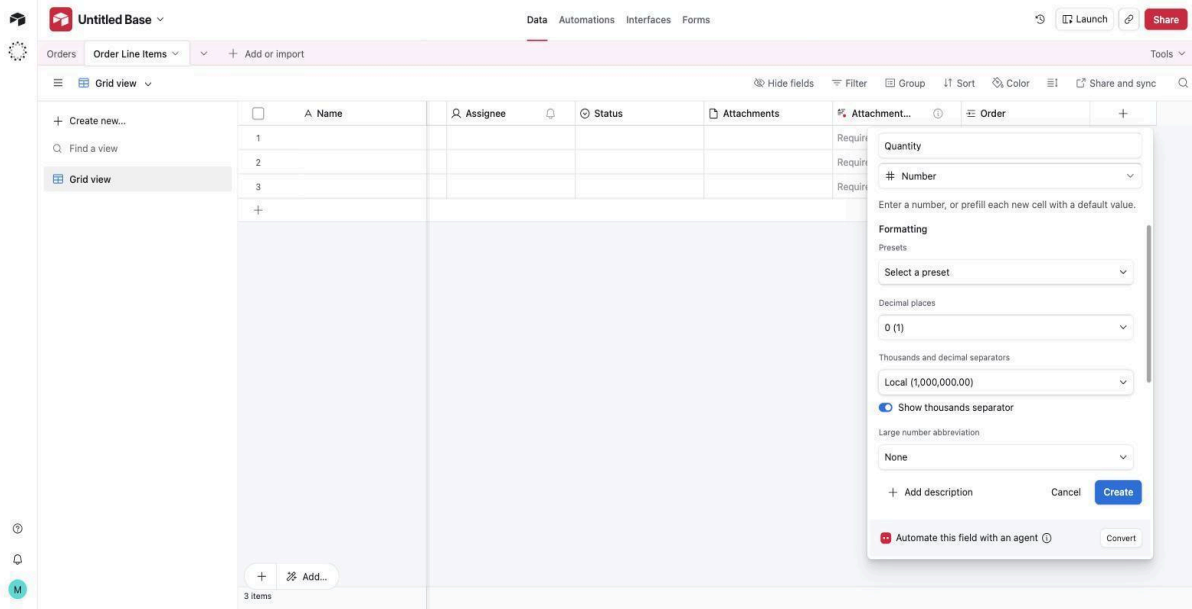


Filter the picker to "Number" and select it.

3. In the field-name box, type Quantity.

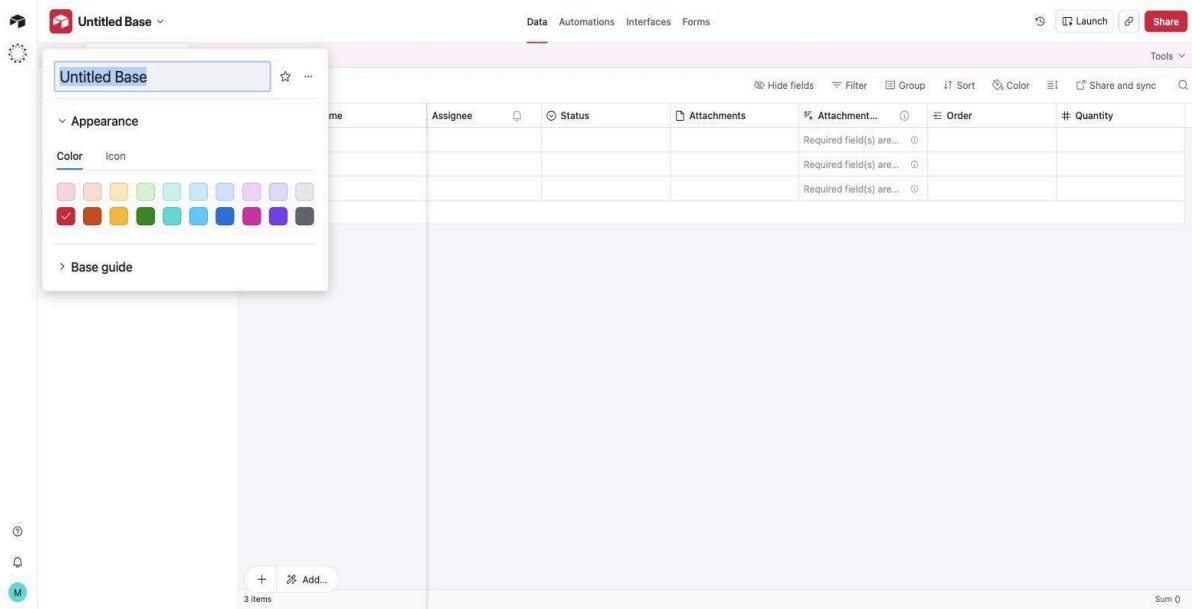
4. Leave the default format (Integer / 0 decimals) unless you need decimals.

5. Click "Create field".



Name the new number field "Quantity" and create it.

6. The Quantity column appears to the right of the Orders link column.



The finished Order Line Items table with Orders link and Quantity columns.

Step 7 — Verify your work

- Your base is in Workspace 1 and contains two tables: Orders and Order Line Items.
- Order Line Items has a link field that points to records in Orders.
- Order Line Items has a Quantity column that only accepts numbers.
- Clicking a cell in the link column shows existing Orders records to pick from.

Tips and troubleshooting

- If "Link to another record" closes without opening a submenu, click the small right-arrow (>) at the end of the row instead of the label — that opens the "choose a table" picker.
- If the field type becomes "Single line text" by accident, delete the new field and add it again, this time making sure the link submenu opens before you click a table.
- You can rename any table later by double-clicking its tab. Renaming the base itself is done from the base name at the top-left.
- To undo any accidental change, press Ctrl+Z (Windows) or Cmd+Z (Mac).