

Airtable Cleanup - Formal Feedback

Explanation

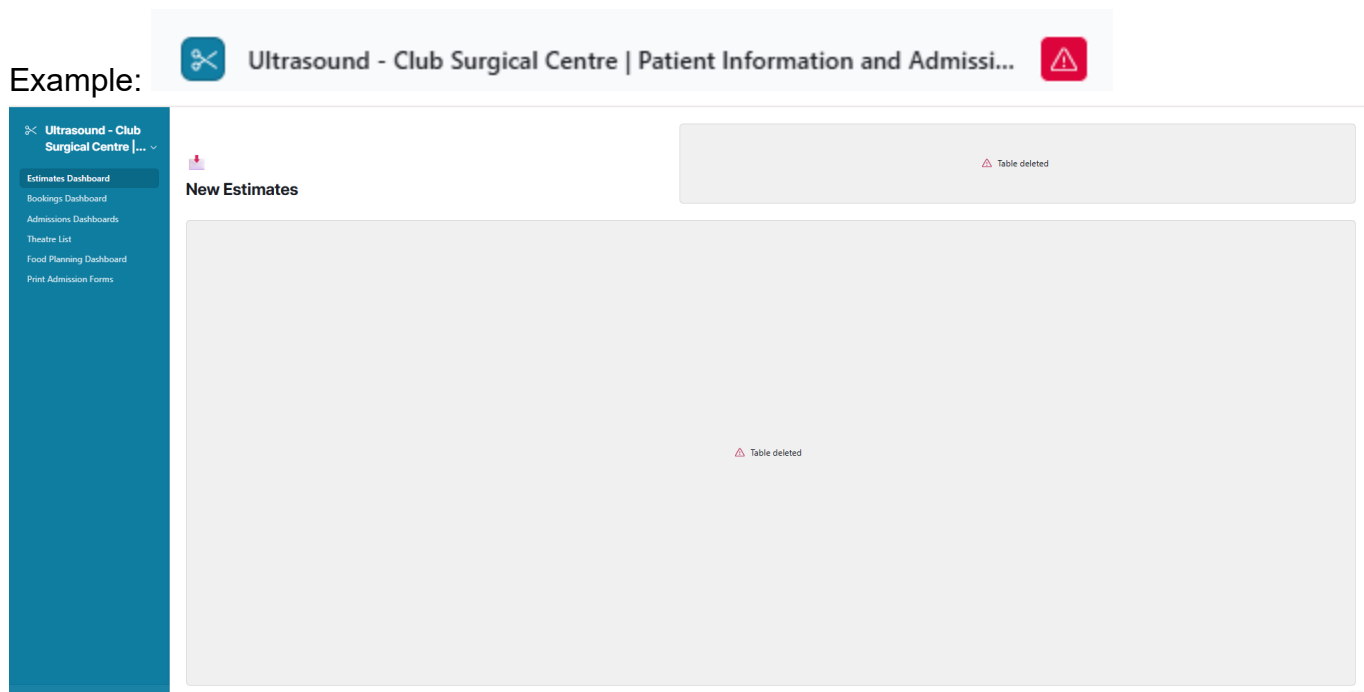
Icons

to distinguish bases

SCISSOR

for bases that are no longer relevant (assumed) or do not function

Example:



FOLDER

for bases that currently serve as a data repository

hence requires no Airtable specific functionality required

Example:

Website Deepdives Summary

Data Automations Interfaces Forms

Saving... Launch

Table 1

+ Add or import

Grid view

2 hidden fields

Filter

Group

17 Sorted by 1 field

Color

Share and sy

	A Name	Winner	A Overall Score	Website URL	UX Test	A Website Performance	Screenshots	Brand/70	Chat GPT Readab
1	Dr. Nico Coetzee	Derryn	3	https://www.general-surgeon.co.za/index.html	★★★★			★★	
2	Dr. Jané La Grange	Nicole	3	https://www.dijlagrange.co.za/	★★			★	
3	Dr. Gawie de Villiers	Paton	4	https://drgawie.co.za/blog/	★★★★			★★★	
4	Dr. Rob Dachs	Nicole	4	https://www.robachs.co.za/	★★★★			★★	
5	Dr. Liana Roodt	Derryn	5	https://casebreastsurgeon.co.za/	★★★★★			★★★★★	
6	Dr. Ferdi Marais	Paton	5	https://www.helderbergurology.co.za	★★★★★			★★★★★	
7	Dr. Michelle Maree	Paton	6	https://www.drmichellemaree.co.za	★★★★★			★★★★★	
8	Dr. Dewald Coolen	Derryn	7	https://drcoolen.co.za/	★★★★★			★★★★★	
9	Dr. Liz Hugo	Derryn	8	https://drelizabethhugo.co.za/	★★★★★			★★★★★	
10	Dr. Peter Hardcastle	Paton	9	https://orthopaedichealth.co.za	★★★★★	This site is a benchmark		★★★★★	
11	Dr. Johann De Wet	Paton	9	https://derminstitute.co.za	★★★★★	This site is a benchmark		★★★★★	

(some of which technically also SCISSOR items since base inactive for extended period of time)

NOTICE "Smart Sheets" (a version of Excel allows you to add attachments)

GROUP

bases that can be combined

Ultrasound NPS | Dr De Clercq

Ultrasound NPS | Dr Mpopi Lenake

Ultrasound NPS | Dr Stefan Wever

Example:

--> Ultrasound NPS | Summerhill

(assumes all these doctors work here but just to illustrate point)

NOT COMPLETE

will reconsider after first wave of clean up

may be that majority of boards fall into one of above categories and grouping hence irrelevant

LOCK

development done

base version

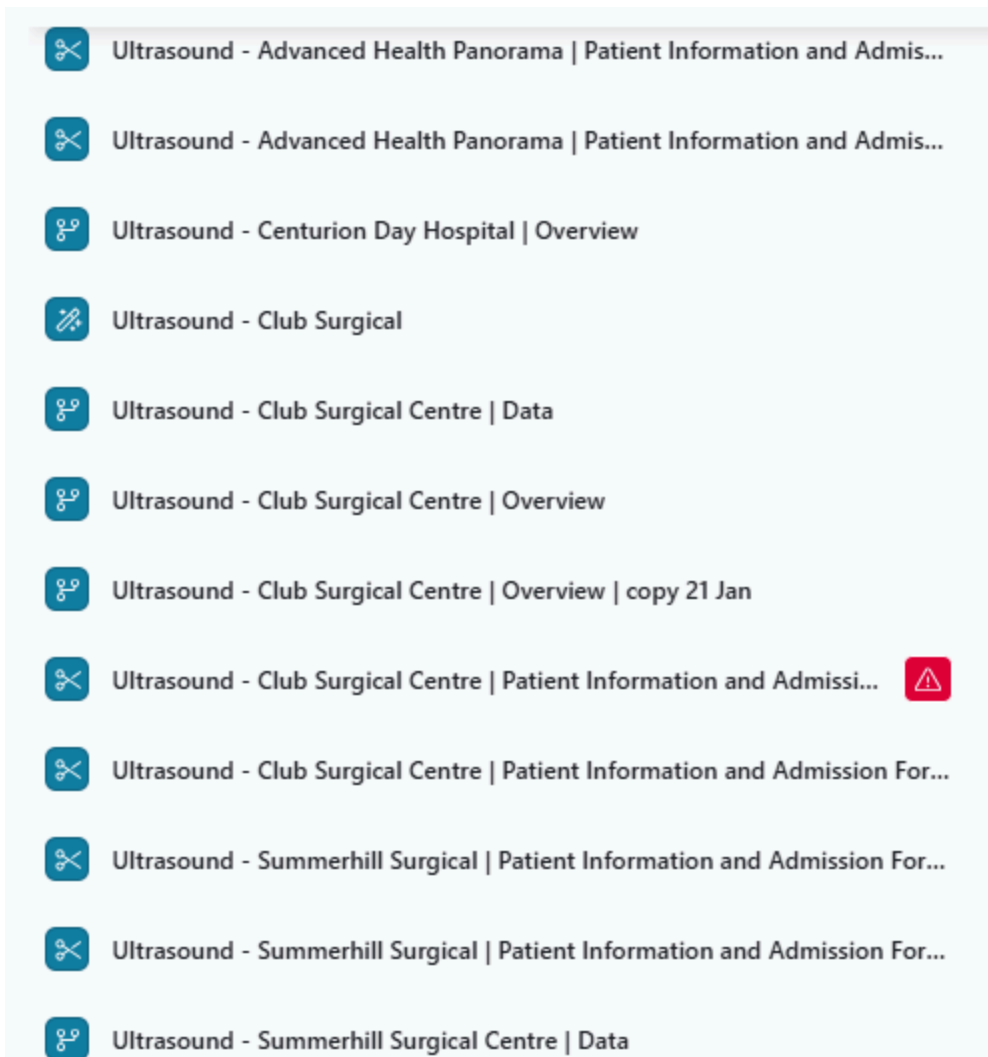
WRENCH

still in development

Suggestions

for workspace management

1. move unused boards to other workspace (not on paid plan since all functionality not required)
2. make use of personal workspaces for "data dumps" (ie. [FOLDER](#) or [SCISSOR](#))
3. make use of shared Google Sheet / Smart Sheet if no Airtabke functionality - automations, forms, linked fields or interfaces - required (ie. [FOLDER](#) or [SCISSOR](#))
4. export old data and store on shared Google Drive ([SCISSOR](#))
FOLDER: Airtable Data Repository
FOLDER: Client Name
FILE: Base Name
5. combine bases ([GROUP](#) icon)



significant amount of duplication

for standardization in future

Colour

too difficult to manage

Icon

any (for those rolled out per client) else LOCK / WRENCH depending on status

Naming Convention

Client | Template (Generic Board) Name - additional details if needed | version



Views

lock any views that have automations or extensions which depend on them with detailed explanation / reason eg. automation xyz

for workspace management in future

group bases for given client with same intention / purpose / functionality

EXAMPLE

 Move Orthopedics - Maryke Time Sheet v1	Opened 12 days ago
 Move Orthopedics - Corali Time Sheet v2	Opened 12 days ago

instead of 2 bases for each nurse at Move to track their work hours
combine into one and

i. differentiate with table names

OR

ii. use same tables but have additional field to identify Maryke vs Corali and then different automation or formula "rules" can be applied accordingly
for instances

each could have own "Retro" sheet

<input type="checkbox"/>	Date	Identify Yourself	Link to Maryke Recon	Link to Corali Recon	+
1	October 27, 2025	Maryke	Maryke Oct 2025		
2	October 28, 2025	Corali		Corali Oct 2025	
3	October 28, 2025	Maryke	Maryke Oct 2025		
4	November 13, 2025	Maryke	Maryke Nov 2025		
5					
+					

make use of other applications or personal workspace where possible

use personal workspace on free plan

if no one else needs access to base

Key Features of the Airtable Free Plan:

- **Workspaces:** Unlimited
- **Bases:** Up to **1,000 bases** (this is a very generous limit for a free plan).
- **Base Size Limit:** **1,000 records per base**. This is the most significant limitation for growing projects.
- **Maximum Record Attachment Space:** **1GB per base** for uploading files and images.
- **Extensions:** **None**. You cannot use custom extensions on the Free plan.
- **Automation Runs:** **100 runs per month**.
- **Synced Tables:** **1 sync** (you can create one two-way sync with an external data source).
- **Revision History:** **2 weeks** of undo and redo history.
- **Rich Field Types:** Support for attachments, checkboxes, dropdowns, and more.
- **Interfaces:** **None**. The visual, no-code app-building tool "Airtable Interfaces" is not available.
- **API:** **Yes**, with a limit of 5 requests per second.
- **User Seats:** **Up to 5 editors** can collaborate on a base. You can also invite unlimited "read-only" commenters and creators.

other applications if no Airtable specific functionality required

if others need to be able to view information then Google Sheets or Smart Sheets can be used

for version control

base versions (LOCK symbol) not altered

rather duplicate and create v(+1)

or implement change made in all other bases from which this one stemmed

CRTICAL

indicate version of base used when duplicated and rolled-out / applied to client