



Workspaces

The Workspace functionality allows you to save queries, reports, and records in personalized locations. Workspaces are designed to serve as your filing system for either private or shared access, depending on your needs individually or as a department.

Save a Query or Record to a Workspace:

Design Run Query ⚡ + ↺

Gender: Female
Overwrite Query
Delete
New Personal Bookmark
New Personal Report

Choose an action



Description: New Teacher Applications for Review

Workspace: Employment
Extended Care
Faculty Home Page
Financial Aid
Guidance

Display in Favorites: YES ☐ Create shared report Cancel

Categorize and name



Workspaces Add Workspace No Notes

All Applications

Queries

- Background Checks for Staff/Fac
- Middle School Staff Attendance - Subs
- Staff/Faculty Salary Report
- Teacher Absent By Class
- Teacher Schedule for Coverage

Records

Access your report

Veracross: DEMO @griffin [log out]

Workspace Overview

Shared

WORKSPACE	WORKSPACE	WORKSPACE	WORKSPACE	WORKSPACE
Admissions	Athletic Program	Communications	Data Integrity	Development
Employment	Extended Care	Faculty Home Page	Financial Aid	Guidance
Head of School	Health	Lower School	Main	Middle School
Online Enrollment	Other Programs	Resource Scheduling	Student Home Page	Transportation

Workspaces Access

To open the Workspace Overview, navigate to this icon. The icon is accessible from all pages within Axiom, including queries and detail screens.

Workspace Overview

The Workspace Overview provides a view of all Workspaces available to you. Pick an individual Workspace to access data and reports.

Workspace

Within an existing Workspace, additional sub-Workspaces can be created as for better organization. Click the "Add Workspace" button to make a new Workspace for personal use.

Queries

The Queries section offers a full list of reports saved within this Workspace. Saved reports display in alphabetical order for easy navigation.

Favorites

If you have a report that's used more frequently than others, add it as a Favorite. You'll also find this report using the star icon in the Launchpad.

Records

Individual records can be bookmarked and saved to a Workspace. Use the Records section to access frequented locations quickly and efficiently.

Add Notes

The Notes section can be used to offer a description of the contents within a Workspace. If the Workspace is shared, use the Notes to provide instructions to other users about particular reports.

Veracross: DEMO @griffin [log out]

Employment

Workspace Overview

Add Workspace

WORKSPACE All Applications WORKSPACE Background Checks WORKSPACE New Hires

Queries

- ★ QUERY Background Checks for Staff/Fac
- ☆ QUERY Staff/Faculty Salary Report
- ☆ QUERY Teacher Absent By Class
- ☆ QUERY Teacher Schedule for Coverage

Records

- ☆ DETAIL Faculty: Paul, Larry - Faculty

Edit Notes

Reference the All Applications folder for information about prospective employees.