

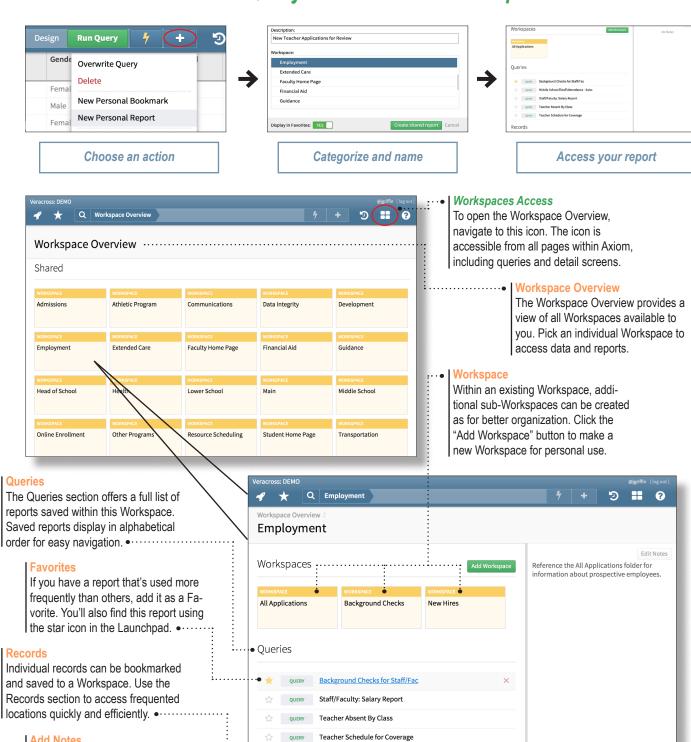
## Workspaces

The Notes section can be used to

offer a description of the contents within a Workspace. If the Workspace

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:



Records

Taculty: Paul, Larry - Faculty

Axiom: Workspaces