



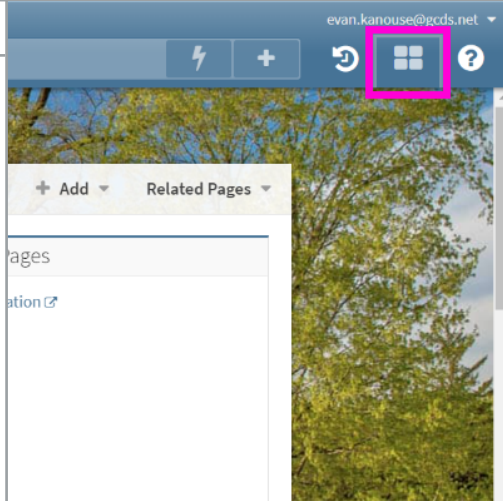
Personal Workspaces in Axiom

Evan Kanouse



The first step is to open **Axiom** and click **Workspaces**

1



Click **your workspace**. If you do not have a workspace, you can request one through support@gcds.net

2

Workspace Overview

Personal



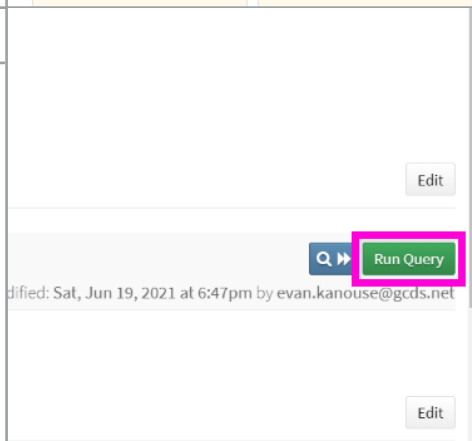
Shared

WORKSPACE	WORKSPACE	WORKSPACE	WORKSPACE
Admissions	Admissions: My Reviews	Athletic Program	Attendance



Your workspace allows you to store queries and records that are useful to you. You can run saved queries directly from your workspace.

3





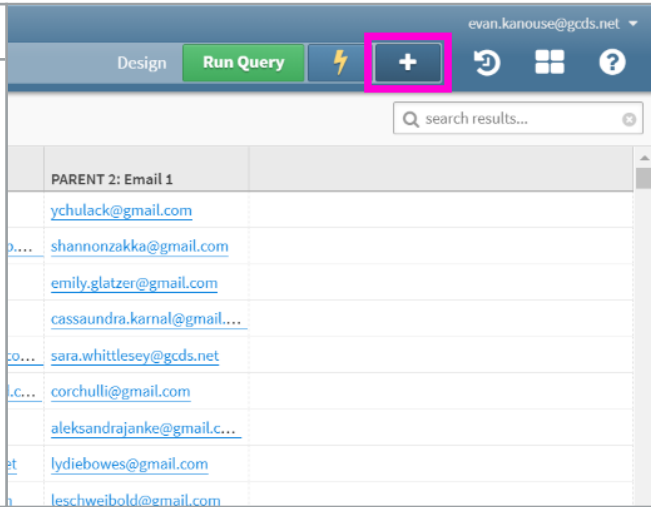
Personal Workspaces in Axiom

Evan Kanouse



To save a query or record to your workspace, run the query or access the record, then press the **Organize menu (+)** to save it to your workspace.

4



That's it. You're done.

5

