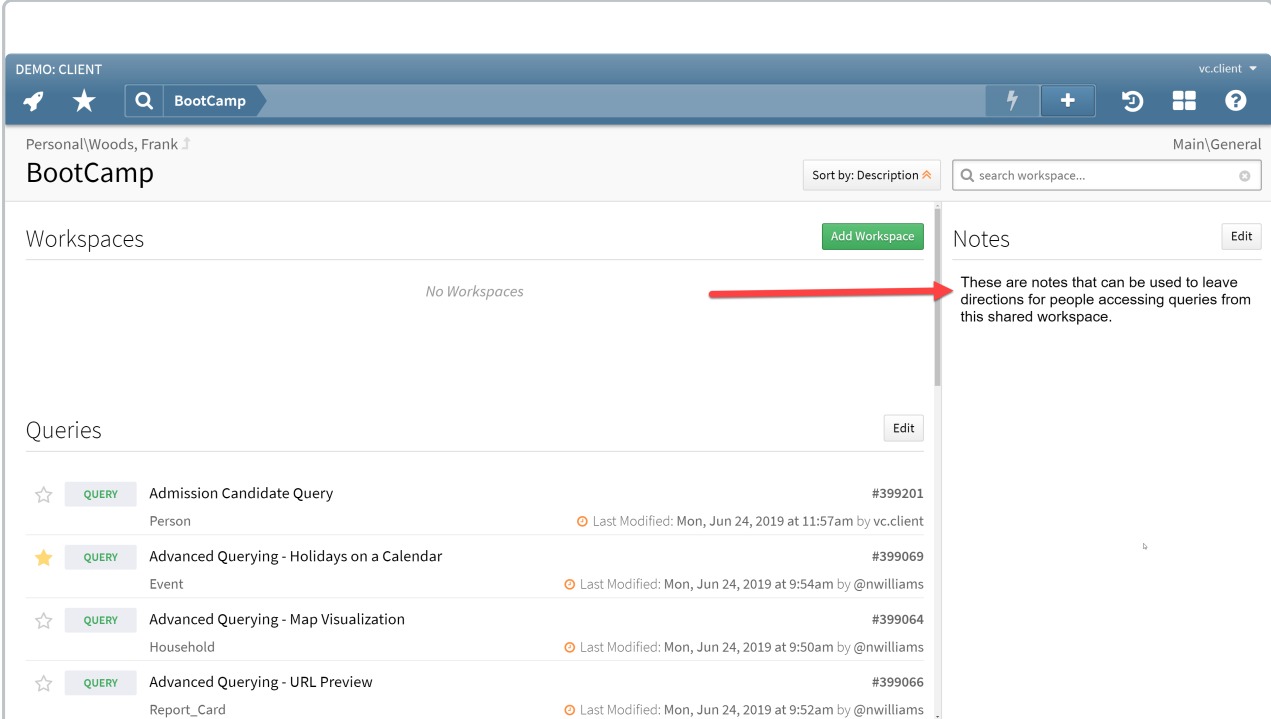


Is there a way to leave instructions for our faculty/staff that access shared workspaces?

Updated Jul 13, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your Implementation or Account Manager for additional information.



The screenshot shows the Veracross workspace interface for a user named 'Personal\Woods, Frank'. The workspace is named 'BootCamp' and is currently empty, displaying 'No Workspaces'. A red arrow points from the 'Add Workspace' button to the 'Notes' field on the right side of the screen. The 'Notes' field contains the text: 'These are notes that can be used to leave directions for people accessing queries from this shared workspace.' Below the 'Queries' section, there is a list of queries with their respective IDs and last modified dates.

Star	Query Name	ID	Last Modified
☆	Admission Candidate Query	#399201	Mon, Jun 24, 2019 at 11:57am by vc.client
★	Advanced Querying - Holidays on a Calendar	#399069	Mon, Jun 24, 2019 at 9:54am by @nwilliams
☆	Advanced Querying - Map Visualization	#399064	Mon, Jun 24, 2019 at 9:50am by @nwilliams
☆	Advanced Querying - URL Preview	#399066	Mon, Jun 24, 2019 at 9:52am by @nwilliams

Clicking the "Edit" button next to the Notes title allows you to save directions for others accessing a shared workspace.

Every workspace has a notes field on the far right side of the screen. The notes field is viewable by any user that has access to the workspace, and editable by users with read/write access.

Workspace notes fields are great ways to preserve workflows that rely on copying data from one query into another. An example of how this could be useful is: Batch adding Students to a Cohort as outlined in [this documentation section](#).