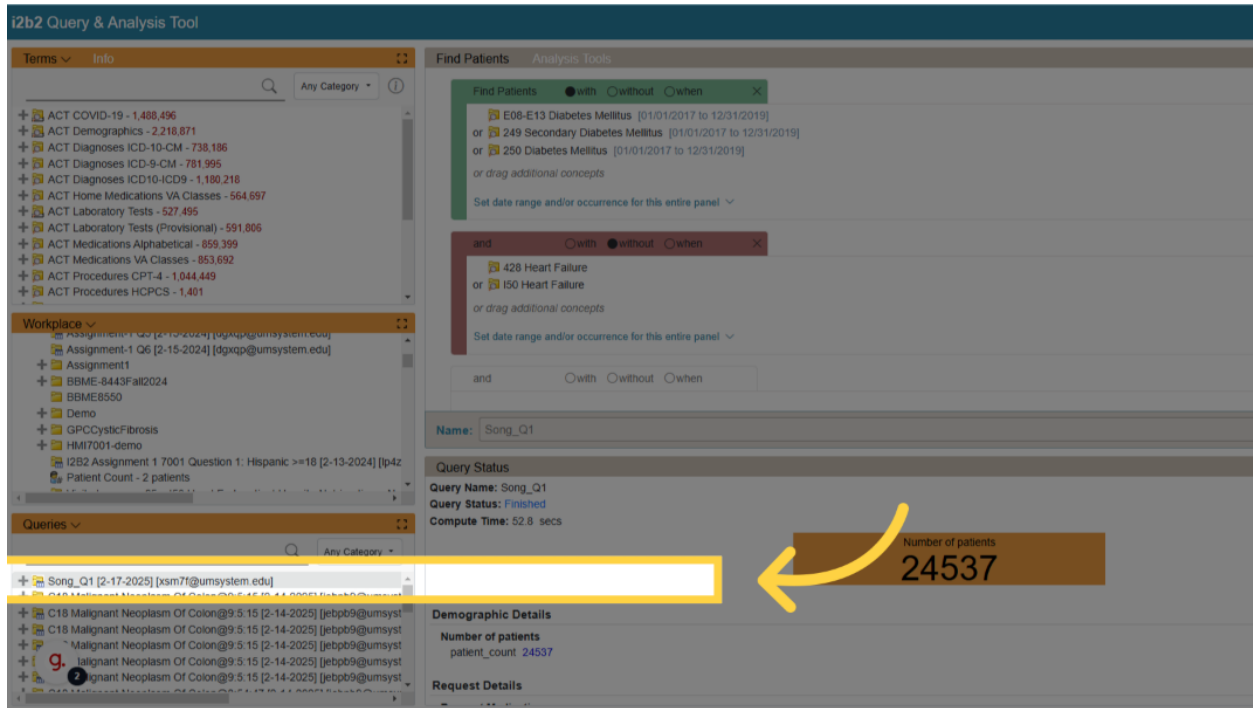1. Save your query following the naming convention: [your-last-name]_[question#]. After query run is completed, you can find it in the "Queries" (query history) panel:

2. Simply drag the query into the *BBME8550* shared folder within the *Workplace* panel