How to pin a Query
Useful for: keeping a frequently used query at the top of a list of recently used queries

To begin pinning a Query to the top of your Recent queries list, hover your mouse over the Queries/Reports icon.

Without clicking anything, move your mouse to hover over the query that you would like to pin to the top of the list. A small gray pushpin will appear to the right of the name of the query. Click on that pushpin.

The query that you pinned will automatically appear under the Pinned section now. To unpin the query, hover over the name of the query under the Pinned section of the list and click on the pushpin. This will move the query back into the general list of recently used queries.

Note: users can also pin recent records under the Records icon.