

# Navigating in Jackrabbit

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## Navigating in Jackrabbit

### The Four Main Areas of Jackrabbit

#### Executive Dashboard

When you login to your Jackrabbit database, the first thing you'll see is the *Executive Dashboard*. The Dashboard's features are explained in the Help section titled [The Executive Dashboard](#). You'll want to familiarize yourself with these features later.

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Jackrabbit

find a family... Go! find a class... Go!

User: HELPCENTER

Home Calendar New Window Signout

FAMILIES | STUDENTS | CLASSES | EVENTS | STAFF | TRANSACTIONS | STORE | REPORTS | STAFF PORTAL | TOOLS

## Executive Dashboard

REFRESH DASHBOARD WEEKLY CALENDAR

The menu bar contains Jackrabbit's main menu options. Point your cursor over any menu to drop down its sub menus.

Help is just a click away! Click ? to open the Support page where you can search our Help Center or contact our Support Team.

Alerts [Settings](#)

- 0 Wait Lists for Classes with Openings
- 0 Incomplete Time Entries
- 24 2-3 Absences in last 14 days
- 0 4+ Absences in last 30 days
- 0 Classes Past End Date To Archive
- 0 Scheduled Trials (Enroll Type= Trial)
- 1 Birthdays (Active) next 10 days
- 0 Birthdays (Not Active) next 10 days
- 0 Items at or below Re-Order Alert Qty
- 3 Classes with Incomplete Staff Portal Attendance (yesterday)
- 0 Scheduled Emails

Tasks [Add](#) [To Do](#) [Completed](#) [Assigned To Others](#) [View Completed?](#)

Due	Task	Assigned By
8-15	Update your hours in your Staff Portal before 8/15!	helpcenter

Announcements [Edit](#)

Revenue Summary [Settings](#)

Current vs. Prior Year Revenue

12-month trailing revenue - Bar Chart | Current vs. Prior 2 Years Revenue

Aged Accounts [Settings](#)

0-30	31-60	61-90	> 90	Total	Balance (incl. Credits)
675.00	0.00	0.00	1,812.75	2,487.75	2,370.75

Refresh

Key Metrics [Settings](#)

37 Enrollment Total	18 Active Families of 38 total
37 Enrollment Category 1 Chart	24 Active Students of 56 total
48.68 Enrollment %	16 Active Classes of 16 total
2 Total Drops last 15 days	3 Active Instructors of 3 total
0 Portal Enrollments last 7 days	0 Web Registrations last 7 days

Welcome to your Executive Dashboard!

## Menu Bar

Jackrabbit's main functions are organized in the *Menu Bar*. Point your cursor to a menu name to see the menu item's choices. The *Menu Bar* is located on every screen in Jackrabbit.

Jackrabbit

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1 2 3 4 5 6 7

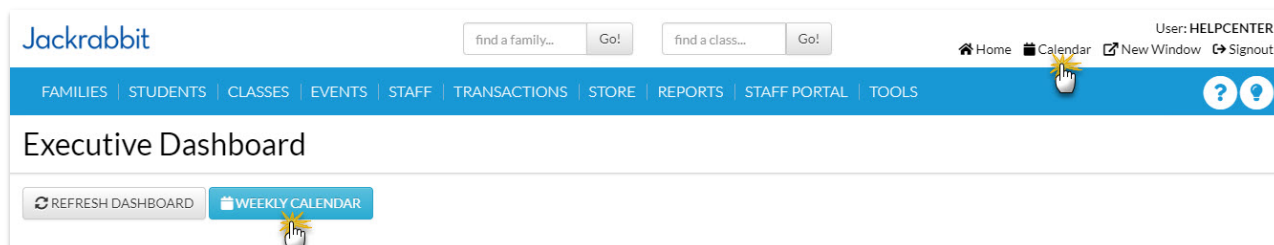
menu options

1. Return to the Executive Dashboard
2. Quick Search Fields
3. Open the Weekly Calendar
4. Open a new browser window with another Jackrabbit screen
5. Sign out of your database
6. Access the Help page

## 7. Submit an idea

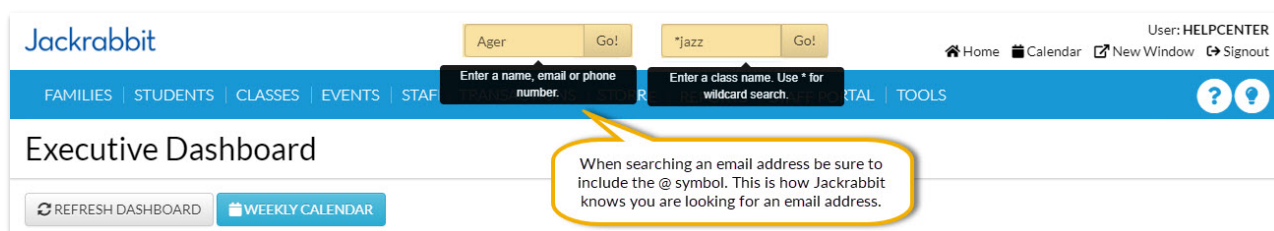
### Weekly Calendar

The Weekly Calendar button on the Executive Dashboard opens a calendar view of your classes by week. This is your class command center and allows you to manage almost all areas of your classes from one screen! See [The Weekly Calendar](#) for more details.



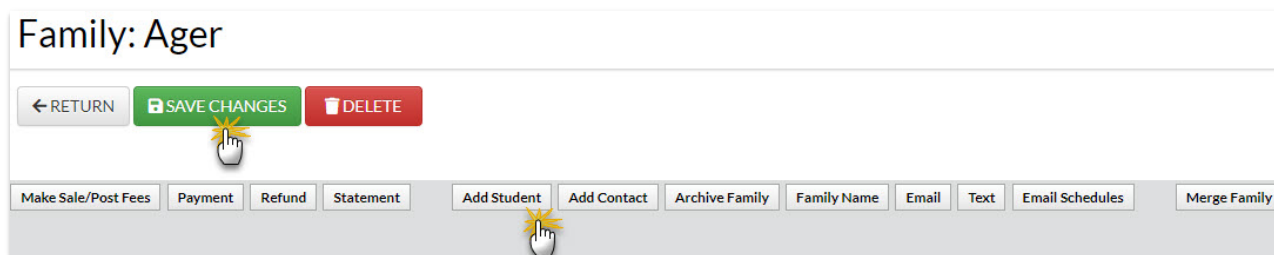
### Quick Search Fields

Jackrabbit has two *Quick Search* fields. One field allows you to search family name, email, or home or cell phone. The other field allows you to search for active classes. We also refer to them as *Global Search* boxes. See [Search for Information in your Database](#) for more details.



### Buttons

*Buttons* are found throughout Jackrabbit. Click a *button* to perform a specific action.



### Tabs

*Tabs* are located on family, student, class, and staff pages in Jackrabbit. *Tabs* are separate areas of organization. For example, clicking the *Billing Info* tab in a Family's information displays a screen specific to the family's billing details.

## Family: Ager

[← RETURN](#) [SAVE CHANGES](#) [DELETE](#)

[Make Sale/Post Fees](#) [Payment](#) [Refund](#) [Statement](#) [Add Student](#) [Add Contact](#) [Archive Family](#) [Family Name](#) [Email](#) [Text](#) [Email Schedules](#) [Merge Family](#)

[Summary](#) [Contacts](#) [Classes](#) [Events](#) [Transactions](#) [Billing Info](#) [Misc](#)

## Links

*Links* are shortcuts to related records and are displayed in blue text and an underline. Once *dink* has been clicked, it displays purple.

Print

Export

Refresh

9 columns hidden

Show/Hide Columns

Save Columns

Restore Columns

Loc	Class	Instructors	Session	Start Date	End Date	Days	Start Time	End Time	Duration	Cat1	Cat2	Open	Size Max	Tuition
Search	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
JRHC	<a href="#">Ballet Intensive</a>	Camille J.	Summer 2016	7/11/2016	7/15/2016	MTWThF	9:00am	3:00pm		Dance		Mon:8 Tue:8 Wed:8 Thu:8 Fri:8	0 8	35.00
JRHC	<a href="#">Barre</a>	Cam		7/16/2016	8/31/2016							7	1 8	
JRHC	<a href="#">Barre - Mon - 8pm</a>	Cam		7/16/2016	8/31/2016	M	8:00pm	9:00pm	1:00	Dance		5	3 8	95.00
JRHC	<a href="#">Barre - Wed - 7:30pm</a>	Camille J.	Summer 2016	7/11/2016	8/31/2016	W	7:30pm	8:30pm	1:00	Dance		6	2 8	95.00

Click the Class link to go to the Class record.

Click the Size link to go to the Enroll List.

## Drop-downs

*Drop-downs* are indicated by a down arrow. When you click on the down arrow, a list of choices displays (drops down). You'll learn how to customize *drop-downs* specifically for your organization in the [Customize Drop-down Lists](#) article.

Class Name

Status  [?](#)

Location  [?](#)

Room

Session  [?](#)

Class Start Date  [?](#)

End Date  [?](#)

Registration Start Date  [?](#)

Days

☐ Mon ☒ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun