Navigating in Jackrabbit

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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.

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.

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.


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.
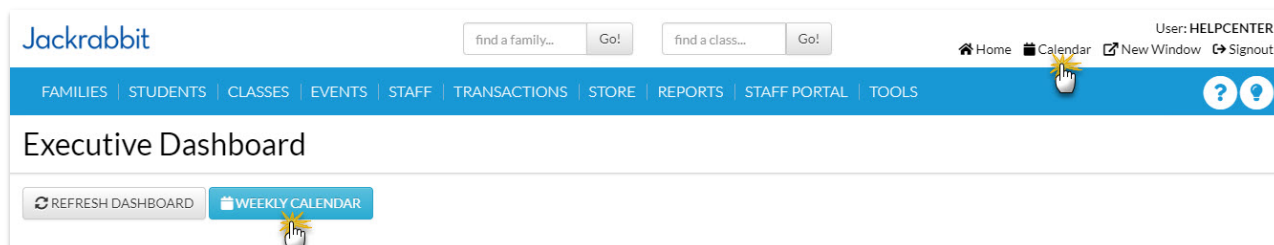

Quick Search Fields

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.
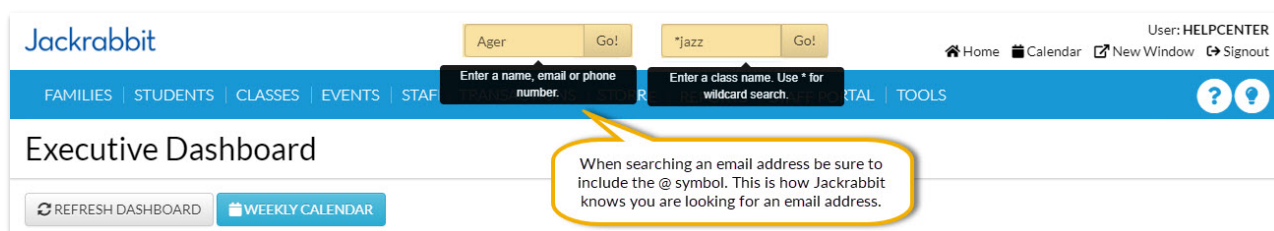
Buttons

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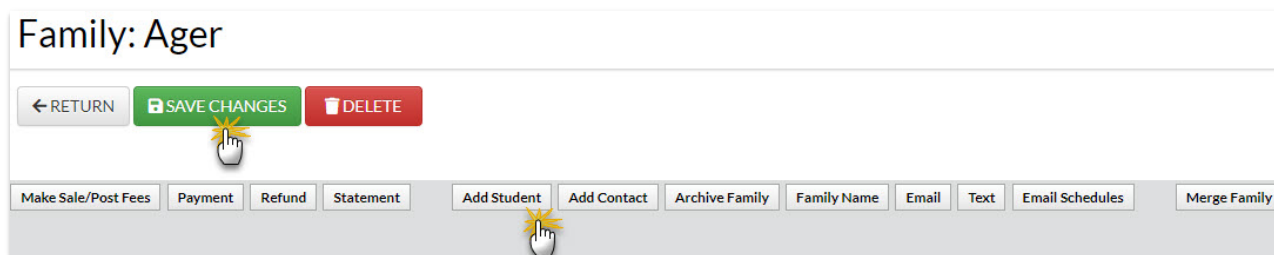
Tabs

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.

Links

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

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.