

Multiple Locations - Things to Consider

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When you have more than one Location in your database there are some important things to know.

Executive Dashboard

Currently, the **Executive Dashboard** shows totals of all Locations. A per Location break down is not currently available on the dashboard.

Drop-down Lists

All Location drop-downs throughout your database are listed alphabetically by **Location Code** (not name). There is no option to change this sorting at this time.

Email Notification Settings

When there are multiple Locations in your database, you can choose either to use the Location email address, or assign a specific email address, to receive email alerts when new families register online or existing families use their Parent Portals to register students, make payments, update contact and student information, etc. See **Email Notification Settings** for more information.

Online Registration and Parent Portal with Multiple Locations

When a family registers online, their Location value is determined by either the Location of the first selected class or, if there is no class enrollment with the registration, by the first alphabetical Location in your database.



Even with multiple Locations, families have only one Parent Portal to log into!

QuickBooks Integration

The QuickBooks export from Jackrabbit does not break down by Location. As a best practice, export each Location separately to complete your deposit and reconcile.
