

Family Address Listing Report

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The **Family Address Listing** report provides you with a list of your families based on filters (Search Criteria) you select.

You can find this report in the *Reports* menu. Go to **Reports > Families / Students > Families > Family Address Listing**.

- ★ Customize a family report with 16 optional filters including: Source, Contact Birth Month, and Neighborhood.
- ★ Send an email to all, or only some, of the families directly from the report results.



If you use this report frequently, make it a [Favorite Report](#) for quick and easy access!

Business Scenario

You would like to send a Happy Birthday email to contacts in your active families who have a birthday in the month of November.

To create this report use these two search filters:

- *Status* = **Active**
- *Contact Birth Month* from **Nov** through **Nov**

The report results will include all contacts with a birthday in November. Use the Email button in the report results to create your birthday message.

Search Criteria

You can filter your list of families using any or all of the available Search Criteria and Jackrabbit will compile a report of families who meet ALL of the criteria chosen.

Search Criteria **Favorites** **Save Favorites** **Refresh**

Run Family/Acct Address Listing Report using search criteria below.

Location

Status **Active**

Balance from through

City State Zip

Neighborhood

Registration Month

Family Discount Disc Amount

Source

Enrolled in Classes (Session)

Enrolled in Classes (Category1)

Contact Birth Month From **Nov** through **Nov**

Date Created From through

Last Updated from through

Date Imported from through

Contract Start Date from through

Contract End Date from through

Submit

Report Results

The report results can be further customized with the ability to show or hide columns of information, sort columns, or modify column width.

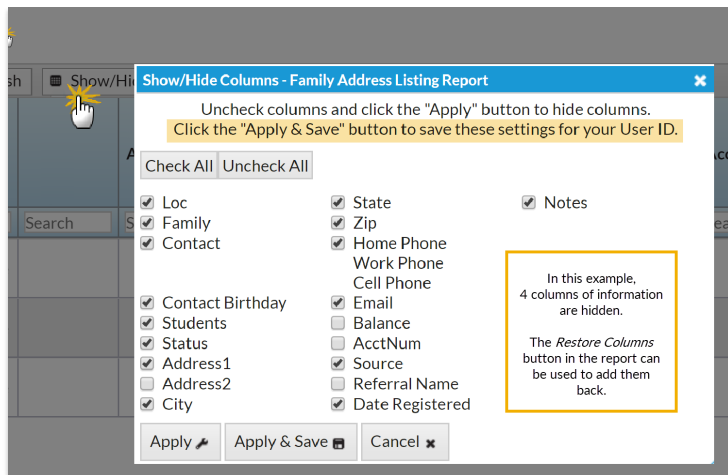
Family Address Listing

Customize your report by selecting which columns of information to display.

View 1 - 3 of 3 **11 columns hidden**

Family	Contact	Contact Birthday	Students	Status	Email	Balance	Date Registered	Email All <input type="checkbox"/>
Ager	Holly Ager	11/11	Dani, Dave, Barbie	Active	hollyager41@gmail.com	0.00	11/5/2016	<input type="checkbox"/>
Evans	Taylor Evans	11/6	Shavna, Gina	Active	tavevans@email.com	491.75	6/6/2019	<input type="checkbox"/>
Harris	Anna Harris	11/18	Alysha, Madison	Active	annab@email.com	51.88	12/5/2017	<input type="checkbox"/>

- Email directly from the report results. Use the checkbox in the **Email All** column to select the contacts you would like to email. Click the **Email** button to open the Jackrabbit email editor and select an email template or create a new email message. A history of this email is kept in the *Family* record, *Misc* tab > *View Sent Emails* for 180 days.
- Click the **Show/Hide Columns** button, to select which columns of information you want displayed.



- Select **Apply** to have these selections applied to only the report you are currently viewing.
 - Select **Apply & Save** to have these selections applied and saved for your User ID. When logged in as your User ID, you will see only the columns of information you chose previously. Other Users will see the columns they selected and saved, which may differ from yours.
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