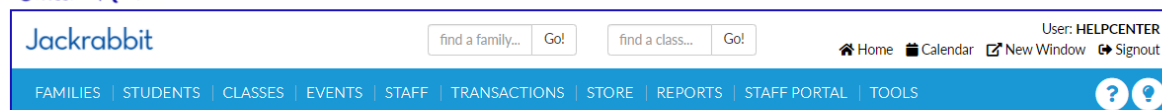


Classic Menu to the New Simplified Menu - Where is it now?

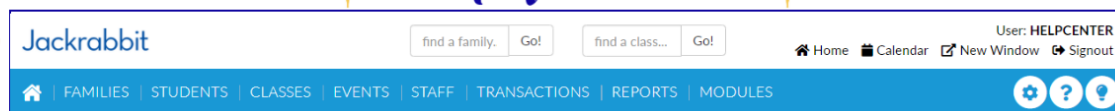
Last Modified on 03/25/2021 9:21 am EDT

In the Fall of 2020, Jackrabbit introduced a **New Simplified Menu**. Our goal was to streamline and simplify your processes while reducing clutter so you can quickly get to the data that runs your business.

Classic Menu



Simplified Menu



We recognize that change can be challenging, so we've compiled some resources to help you hop into the Next Generation of Jackrabbit .



Watch the On Demand Webinar [Classic Menu to the New Simplified Menu - A Deep Dive Experience](#). Step through each of the menus, seeing side by side comparisons of Classic and New, and learn where everything is located in the Simplified Menu.



Speed Learn! Hit some high points with [Frequently Asked Questions](#) about the Simplified menu.



Follow the map! Expand each section below to see the changes that have been made to each menu; where things were in *Classic* and where they are now in the *New Simplified menu*.

FAMILIES

Classic

FAMILIES
List Active Families
All Families NEW
Add Family
Lead File
Email/Text Families
Quick Registration/Add Family
Clear UDF Answers
Merge Families

Simplified

FAMILIES
All Families NEW
Email/Text Families
Quick Registration
Lead File
Find a Report



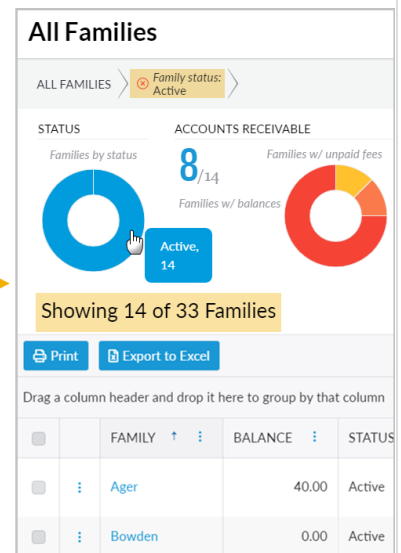
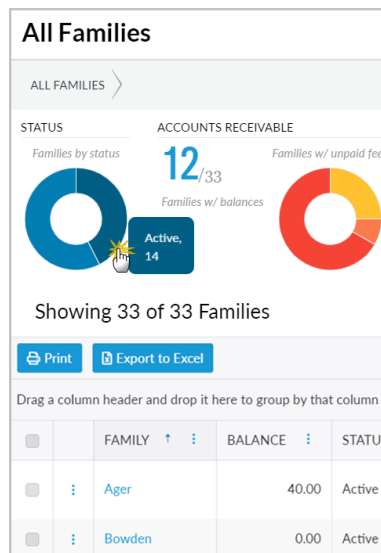
What's moved?

Where is it now?

List Active Families

- Families (menu) > All Families**

Use the **Status** (data visual) to filter for active families only. Click on the portion of the visual representing active families to create a listing of them.

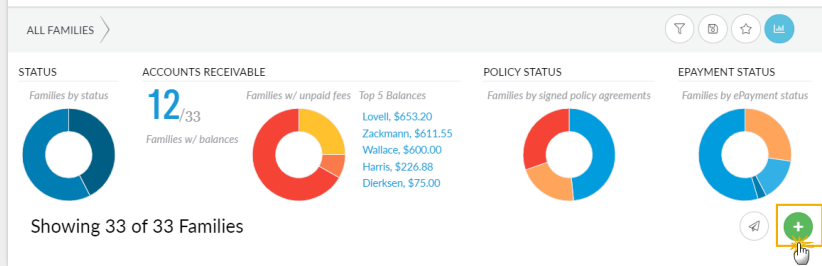


- Families (menu) > All Families**

Use the **+** (button) on the **All Families** page to add a new family to Jackrabbit.

Add Family

All Families



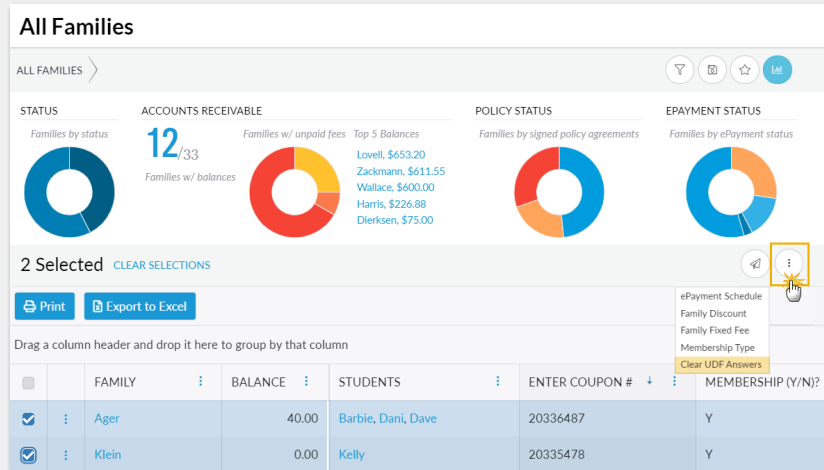
Quick Registration/Add Family

- Families (menu) > Quick Registration

Clear UDF Answers

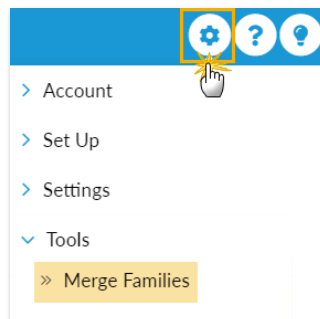
- Families (menu) > All Families > More (menu) > Clear UDF Answers

Use the filters in **All Families** to drill down to the families whose User-defined Fields you want to clear. Select the check boxes for the families you want to be included in the mass action, click the **More (menu)**, and select **Clear UDF Answers**.



Merge Families

- From the **Gear (icon)** > **Tools (drop-down menu)** > **Merge Families**



What's new?

- Families (menu) > Find a Report
Select **Find a Report** to navigate to the *Families* (tab) of the Families/Students Reports where you will find all reports related

to families.

Find a Report

Families / Students Reports

Recommended

Families

Students

All

[Aged Accounts Details \(Aged Fees\)](#)

[Aged Accounts Summary](#)

[Contact Listing](#)

[Email Listing](#)

[Families Search](#)

[Family Labels](#)

[Family Address Listing](#)

[Family Balance Summary](#) ♥

[Family ePayment Listing](#)

[Family Listing](#)

[List Active Families](#)

[List All Families](#)

[List All Leads](#)

[Notes](#) ♥

[Parent Portal Log](#)

[Search Leads](#)

[Statements - Email](#)

[Statements - Print](#)

[Telephone Listing](#)

STUDENTS

Classic

STUDENTS |

List Active Students

All Students

NEW

Skills/Levels

Skills/Levels Search

Skills/Levels Mass Update

Skills/Levels Add to Classes

Who's Scheduled To Be Here

Email Student Schedules

Clear UDF Answers

Simplified

STUDENTS |

All Students

NEW

Email Student Schedules

Find a Report

What's moved?	Where is it now?
	<ul style="list-style-type: none">Students (menu) > All Students Use the Status (data visual) to filter for active students only. Click on the portion of the visual representing active students to create a listing of them.

List Active Students

All Students

ALL STUDENTS > Student status: Active

STATUS: Students by status 1/54 Students had absences

ABSENCES (LAST 14 DAYS): # of absences 1 2 3 4+

Showing 54 of 54 Students

Print Export to Excel

Drag a column header and drop it here to group by that column

	STUDENT	FAMILY	STATUS
	Dani Ager	Ager	Active
	Dave Ager	Ager	Active

All Students

ALL STUDENTS > Student status: Active

STATUS: Students by status 1/23 Students had absences

ABSENCES (LAST 14 DAYS): # of absences 1 2 3 4+

Showing 23 of 54 Students

Print Export to Excel

Drag a column header and drop it here to group by that column

	STUDENT	FAMILY	STATUS
	Dani Ager	Ager	Active
	Dave Ager	Ager	Active

Skills/Levels, Skills/Levels Search, Skills/Levels Mass Update, Skill/Levels Add to Classes

- **Modules (menu) > Skills (drop-down menu)**
All **Skills** options are now located in the **Modules (menu)**.

MODULES

- Costume Management
- Recital
- Skills
 - » Student Skills/Levels
 - » Skill/Levels Search
 - » Mass Update
 - » Add To Classes
 - » Class Skills/Level

Who's Scheduled To Be Here

- **Students (menu) > Find Report**
Who's Scheduled To Be Here is found on the **Students (tab)** of the **Families/Students Reports**.

Clear UDF Answers

- **Students (menu) > All Students > More (menu) > Clear UDF Answers**
Use the filter in **All Students** to find the students you want to clear User-defined Field answers for. Select the check boxes for the students you want included in the mass action, click the **More (menu)**, and select **Clear UDF Answers**.

All Students

ALL STUDENTS > Student status: Active

STATUS: Students by status 1/23 Students had absences

ABSENCES (LAST 14 DAYS): # of absences 1 2 3 4+

DROPS (LAST 14 DAYS): # of drops 0/23 Students had drops

MAKEUPS OWED: # of makeups 11/23 Students are owed makeups

23 Selected CLEAR SELECTIONS

Print Export to Excel

Drag a column header and drop it here to group by that column

	STUDENT	FAMILY	STATUS	GENDER	DOB	AGE	GRADE LEVEL
<input checked="" type="checkbox"/>	Dani Ager	Ager	Active	Non-Binary	Jul 11, 2002	18 yrs, 01 mths	

Student fixed fees
Add a note
Clear UDF Answers

What's new?

Find a Report

- **Students (menu) > Find a Report**

Select **Find a Report** to navigate to the *Students* (tab) of the Families/Students Reports where you will find all reports related to students.

Families / Students Reports

Recommended	Families	Students	All
-------------	----------	-----------------	-----

[Absences-Makeups](#)
[Costume Listing by Student](#)
[Drop History](#)
[Email Listing](#)
[Enroll History](#)
[Enrollment Detail](#)
[List Active Students](#)
[List All Students](#)
[Measurement Worksheet](#)
[Notes](#)
[Process Class Registrations](#) ♥
[Student Attendance Report](#)
[Student Detail Report](#) ♥
[Student Info Sheets](#)
[Student Labels](#)
[Student Sizes \(formerly Costume Sizes \)](#)

[Student Skills/Levels Search](#)
[Students Search](#)
[Who's Scheduled To Be Here](#) ♥

CLASSES

Classic

CLASSES
Search
List Active Classes
List All Classes
List Archived Classes
Add Class
Openings
Class Schedule
Class Rolls
Class Skills/Levels Report
Sign In/Out Sheets
Master Lesson Plans
Copy Classes
Edit All Classes
Archive Classes
Search Wait Lists
Wait Lists with Openings
Weekly / Daily Calendar
Monthly Calendar



Simplified

CLASSES
All Classes NEW
Search
Add Class
Copy Classes
Edit All Classes
Archive Classes
Master Lesson Plans
Find a Report

What's moved?	Where is it now?
List Active Classes	<ul style="list-style-type: none"> Classes (menu) > All Classes Use the filters in All Classes to select only active classes.
List All Classes	<ul style="list-style-type: none"> Classes (menu) > All Classes This page defaults to display all classes. Filters can be applied to drill down to specific classes.
List Archived Classes	<ul style="list-style-type: none"> Classes (menu) > Find a Report List Archived Classes is found on the Classes (tab) of the Classes/Enrollment Reports.

Openings,
Class Schedule,
Class Rolls,
Class Skills/Levels Report,
Sign In/Out Sheets,
Search Wait Lists,
Wait Lists with Openings,
Weekly/Daily Calendar,
Monthly Calendar

- **Classes (menu) > Find a Report**

These reports are all found on the *Classes* (tab) of the Classes/Enrollment Reports.

TIP: Mark your top reports as **My Reports** ♥ to have them added to the simplified *Reports (menu)* for quick and easy access!

What's new?

Find a Report

- **Classes (menu) > Find a Report**

Select **Find a Report** to navigate to the *Classes* (tab) of the Classes/Enrollments Reports where you will find all reports related to classes.

Classes / Enrollment Reports

Recommended

Classes

Attendance

Enrollment

All

[Class Rolls](#) ♥

[Class Schedule](#)

[Class Skills/Levels Report](#)

[Classes Search](#)

[Costume Listing by Class](#)

[Enrollment Snapshot 1](#)

[Enrollment Snapshot 2](#)

[Instructor Scheduled Time Report](#)

[Instructor Schedules](#)

[List Active Classes](#)

[List All Classes](#)

[List Archived Classes](#) ♥

[Master Lesson Plans](#)

[Measurement Worksheet](#)

[Monthly Schedule / Calendar](#)

[Notes](#)

[Openings](#)

[Search Wait Lists](#)

[Sign In/Out Sheets](#)

[Wait Lists with Openings](#)

[Weekly / Daily / Room Schedule](#)

[Weekly Calendar](#)

[Who's Scheduled To Be Here](#)

EVENTS

Classic

EVENTS
List Event Types
Add Event Type
List Dates & Times
Calendar-Open
Calendar-Booked
Calendar-Hold
Calendar-Unavailable
Calendar-Notice
Calendar-ALL
Events Detail Report
Sign In/Out Sheets
Online Registrations
List Recital



Simplified

EVENTS
Add Event Type
List Event Types
List Dates & Times
Calendar
Find a Report

What's moved?

Calendar - Open,
Calendar - Booked,
Calendar - Hold,
Calendar - Unavailable,
Calendar - Notice,
Calendar - ALL,

Where is it now?

- Events (menu) > Calendar

Open the **Calendar** and use the *Calendar View* filter to select which type of events to display.

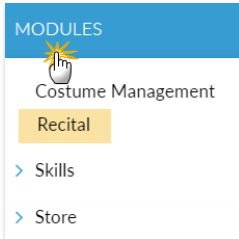
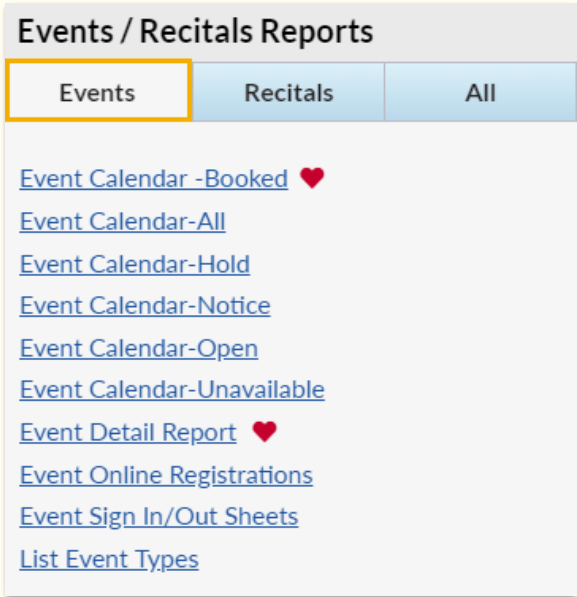
Calendar View: All Events

<< Previous Month | September 2020 | Next Month >>

Sunday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 1:00p Dance Fever Party (1) 7:00p Sock Hop Saturdays (1)
6	8	9	10	11	12 1:00p Dance Fever Party (1) 7:00p Sock Hop Saturdays (1)
13	14	15	16	17	18 1:00p Dance Fever Party (1) 7:00p Sock Hop Saturdays (1)
20	21	22	23	24	25 1:00p Dance Fever Party (1) 7:00p Sock Hop Saturdays (1)
27	28	29	30		

Sep 2020 Go

External Event Calendar Link: <https://apo.jackrabbitclass.com/eventcalendar.asp?orplD=522358>

Events Detail Report, Sign In/Out Sheets, Online Registrations	<ul style="list-style-type: none"> • Events (menu) > Find Report These reports are all found on the <i>Events</i> (tab) of the Events/Recitals Reports.
List Recital	<ul style="list-style-type: none"> • Modules (menu) > Recital 
What's new?	
Find a Report	<p>Events (menu) > Find a Report</p> <ul style="list-style-type: none"> • Select Find a Report to navigate to the <i>Events</i> (tab) of the Events/Recitals Reports where you will find all reports related to events. 

STAFF

Classic

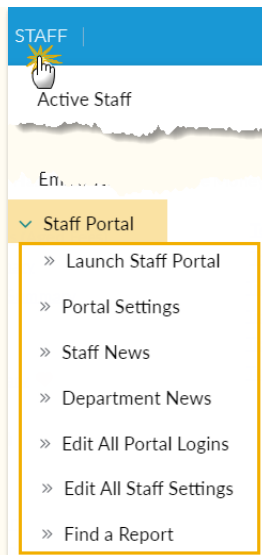
STAFF
Search
List Active Staff
List All Staff
Add Staff
Certifications
Email/Text Staff
Instructor Scheduled Time Report
Instructor Schedules
Pay Rate Report



Simplified

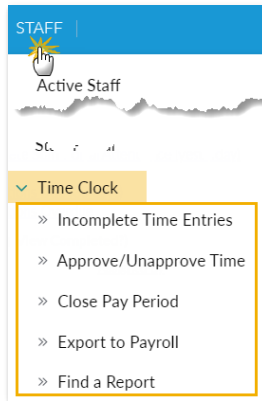
STAFF
Active Staff
Search
Add Staff
Certifications
Email/Text Staff
> Staff Portal
> Time Clock
Find a Report

What's moved?	Where is it now?
List Active Staff	<ul style="list-style-type: none"> • Staff (menu) > Active Staff
List All Staff, Instructor Scheduled Time Report, Instructor Schedules, Pay Rate Report	<ul style="list-style-type: none"> • Staff (menu) > Find Report These reports are all found on the <i>Staff</i> (tab) of the Staff Reports. TIP: Mark your top reports as My Reports ❤️ to have them added to the simplified <i>Reports</i> (menu) for quick and easy access!
What's new?	
Staff Portal	<ul style="list-style-type: none"> • Staff Portal options have been moved from the <i>Staff Portal</i> (menu) into the Staff (menu).



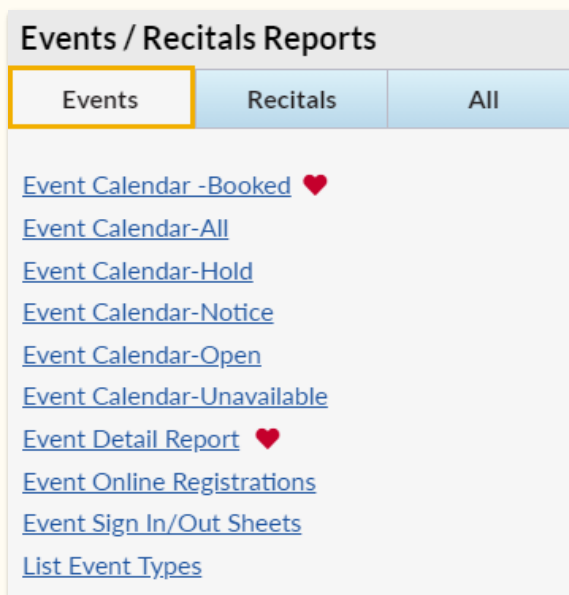
Time Clock

- **Time Clock** options have been moved from the *Staff Portal* (menu) into the **Staff** (menu).



Find a Report

- **Staff (menu) > Find a Report**
Select **Find a Report** to navigate to the *Staff* (tab) of the Staff Reports where you will find all reports related to your staff.



TRANSACTIONS

Classic

TRANSACTIONS
Search
Post Fees to a Family
Find Unapplied Credits
Delete Transactions
Post Class Transactions
Post Annual Fees
Post Late Fees/Misc Fees
Post Tuition Fees
Delete Tuition Fees
Process Credit Cards/Bank Accts



Simplified

TRANSACTIONS
Search
Post Tuition Fees
Find Unapplied Credits
Process ePayments
> Post Transactions
> Delete Transactions
Find a Report

» Annual Fees

» Class Transactions

» Fees to a Family

» Late Fees/Misc Fees

» Transaction Fees

» Tuition Fees

What's moved?	Where is it now?
Post Fees to a Family	<ul style="list-style-type: none"> Transactions (menu) > Post Transactions (drop-down menu) > Fees to a Family
Delete Transactions	<ul style="list-style-type: none"> Transactions (menu) > Delete Transaction (drop-down menu) > Transaction Fees Use this option to delete any fee transactions posted that are NOT tuition fees, e.g., late fees or class transactions.
Post Class Transactions	<ul style="list-style-type: none"> Transactions (menu) > Post Transactions (drop-down menu) > Class Transactions
Post Annual Fees	<ul style="list-style-type: none"> Transactions (menu) > Post Transactions (drop-down menu) > Annual Fees
Post Late Fees/Misc Fees	<ul style="list-style-type: none"> Transactions (menu) > Post Transactions (drop-down menu) > Late Fees/Misc Fees
Delete Tuition Fees	<ul style="list-style-type: none"> Transactions (menu) > Delete Transactions (drop-down menu) > Tuition Fees Use this option to delete tuition fees specifically.

Process Credit Cards/Bank Accts

- Transactions (menu) > Process ePayments

What's new?

Find a Report

- Transactions (menu) > Find a Report

Select **Find a Report** to navigate to the *All* (tab) of the Transactions/Financial Reports where you will find all reports related to transactions.

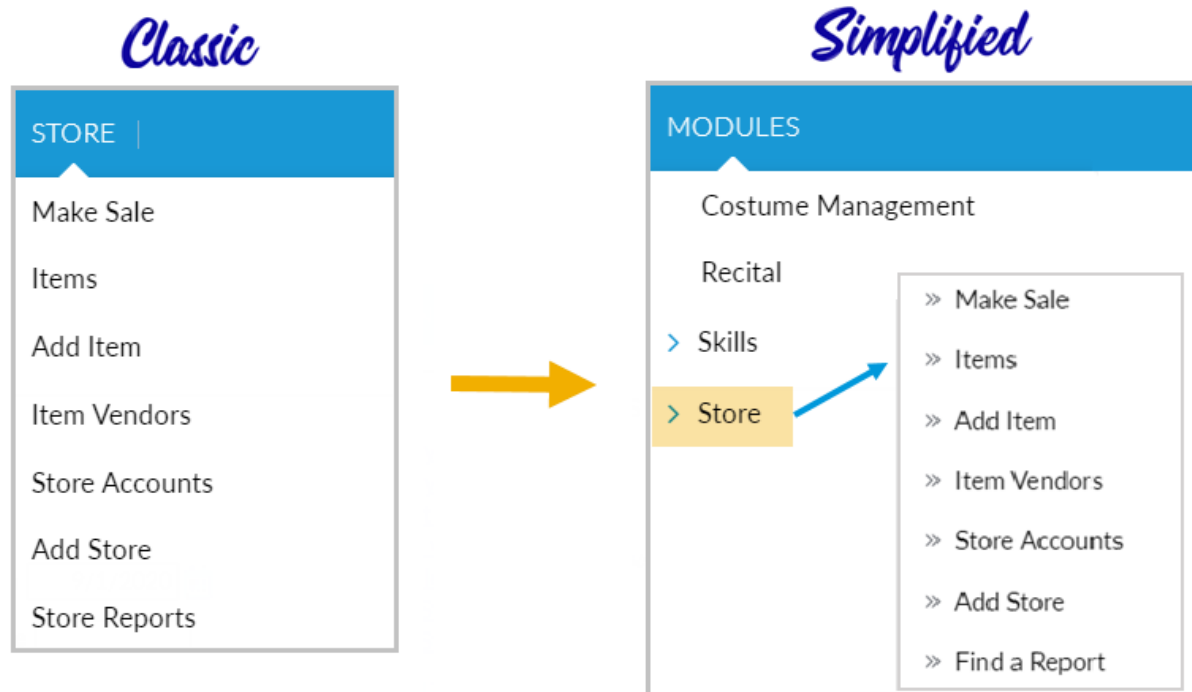
Transactions / Financials Reports

Recommended	Who Has Paid	Who Owes Me Money	Transactions Research	For The Accountant	All
-------------	--------------	-------------------	-----------------------	--------------------	-----

[Aged Accounts Details \(Aged Fees\)](#)
[Aged Accounts Summary](#)
[Class/Event Revenue Summary](#)
[Deposit Slip](#) ♥
[Export to QuickBooks](#)
[Family Balance Summary](#) ♥
[Fee Summary](#)
[Paid Fees](#) ♥
[Payment Method Summary](#)
[Revenue Reconciliation Reports](#)
[Revenue Snapshot \(QuickBooks Rpt\)](#)
[Revenue Summary](#) ♥
[Statements - Email](#)
[Statements - Print](#)

[Terminal ePayment Exception Report](#)
[Transaction Listing Report](#)
[Transaction Sub-type Listing](#)
[Transaction Summary](#)
[Transactions Search](#)
[Tuition Not Posted Report](#)

STORE



What's moved?	Where is it now?
The whole Store menu!	<ul style="list-style-type: none"> Modules (menu) > Store (drop-down menu) <p>All Store options are now located in the Modules (menu).</p>

What's new?

Find a Report

- **Modules** (menu) > **Store** (drop-down menu) > **Find a Report**
Select **Find a Report** to navigate to the Store Reports where you will find all reports related to the store.

Store Reports

[List Items](#)

[Profit](#) ❤️

[Re-Order Alert Quantity](#)

[Sales Detail](#)

[Store Item Tax](#)

REPORTS

Classic

REPORTS
Find Reports
Favorite Reports
New Reports
All Reports
Families / Students
Classes / Enrollment
Events / Recitals
Staff
Transactions / Financials
Store
Staff Portal
Email / Text / Marketing
Costumes



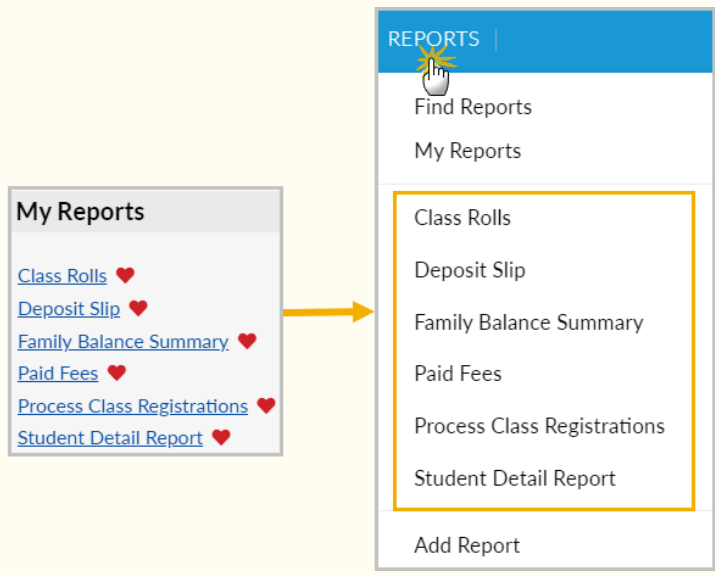
Simplified

REPORTS
Find Reports
My Reports
Class Rolls
Deposit Slip
Family Balance Summary
Process Class Registrations
Student Detail Report
Weekly Calendar
Add Report

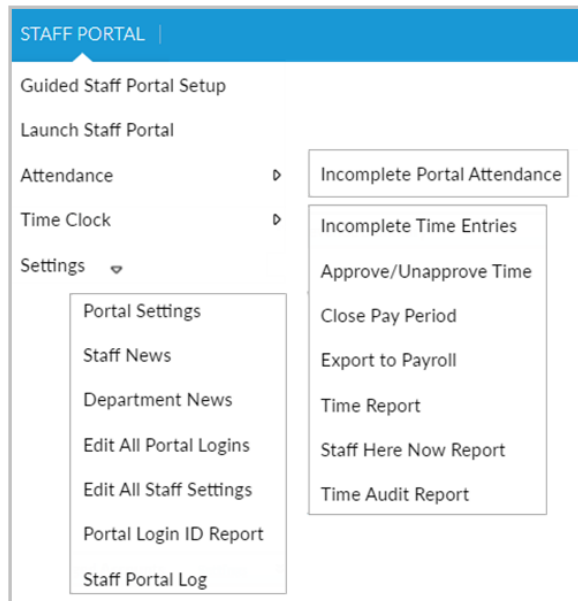
What's moved?

Where is it now?

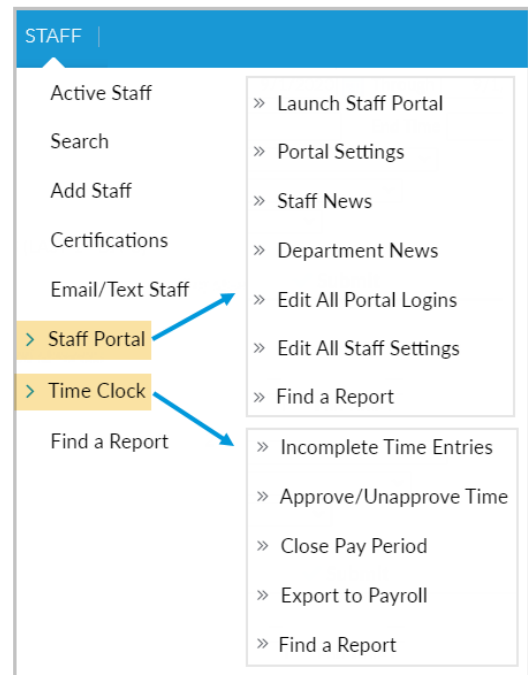
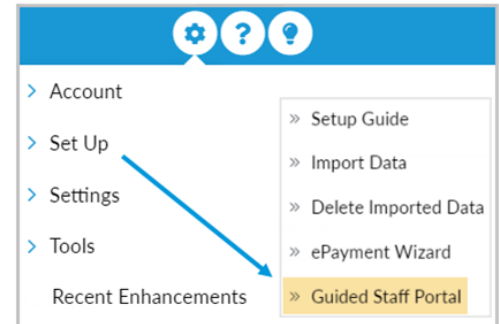
- **Reports** (menu) > **My Reports**


Favorite Reports	Favorite Reports has been renamed to My Reports
New Reports	<ul style="list-style-type: none"> • Reports (menu) > Find Reports > New Reports (left menu)
All Reports	<ul style="list-style-type: none"> • Reports (menu) > Find Reports > All Reports (left menu)
Families / Students, Classes / Enrollment, Events / Recitals, Staff, Transactions / Financials, Store, Staff Portal, Email / Text / Marketing Costumes	<ul style="list-style-type: none"> • Reports (menu) > Find Reports > categories (left menu) The report categories have been removed from the top level of the <i>Reports (menu)</i> and are now accessed from Find Reports. • Find a Report, in the various menus, gives quick access to the respective categories of reports.
What's new?	
Customize your <i>Reports</i> menu!	<ul style="list-style-type: none"> • When you add reports to My Reports by marking them with a ❤️, they are added to your <i>Reports (menu)</i> for quick and easy access. This listing of reports is unique to your Jackrabbit User ID. <p>Go to the Reports (menu) > Add a Report to add a report to <i>My Reports</i>.</p> <p>Go to the Reports (menu) > My Reports and clear the heart for a report to remove it from your <i>Reports (menu)</i>.</p> <p>View a PDF that steps through this process.</p> 

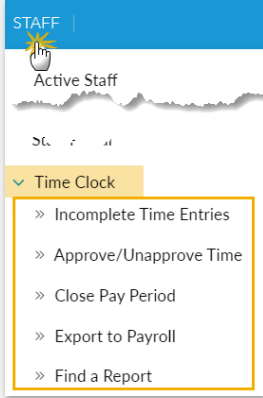
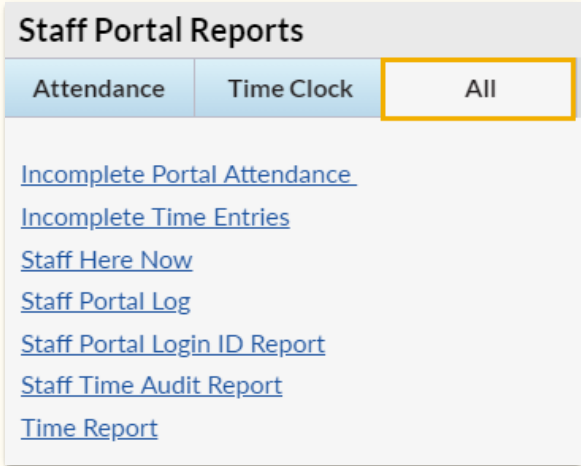
Classic



Simplified



What's moved?	Where is it now?
Guided Staff Portal Setup	<ul style="list-style-type: none"> Go to the Gear (icon)  > Set Up (drop-down menu) > Guided Staff Portal
Launch Staff Portal	<ul style="list-style-type: none"> Staff (menu) > Staff Portal (drop-down menu) > Launch Staff Portal
Attendance > Incomplete Portal Attendance	<ul style="list-style-type: none"> Staff (menu) > Staff Portal (drop-down menu) > Find a Report Incomplete Portal Attendance is found on the <i>Attendance</i> (tab) of the Staff Portal Reports.
	<ul style="list-style-type: none"> Staff (menu) > Time Clock (drop-down menu)

Time Clock	 <p>The screenshot shows a blue header with the word "STAFF" and a magnifying glass icon. Below it, "Active Staff" is displayed. A search bar contains the text "St. r. at". A dropdown menu is open, showing "Time Clock" selected. The dropdown list includes: "» Incomplete Time Entries", "» Approve/Unapprove Time", "» Close Pay Period", "» Export to Payroll", and "» Find a Report".</p>
Settings	<ul style="list-style-type: none"> • Staff (menu) > Staff Portal (drop-down menu) Portal Settings, Staff & Department News, Edit All Portal Logins, and Edit All Staff Settings are located in the Staff Portal (drop-down menu). • Staff (menu) > Staff Portal (drop-down menu) > Find a Report Portal Login ID Report and Staff Portal Log are found on the Attendance (tab) of the Staff Portal Reports.
What's new?	
Find a Report	<ul style="list-style-type: none"> • Staff (menu) > Staff Portal (drop-down menu) > Find a Report Select Find a Report to navigate to the Staff Portal Reports where you will find all reports related to the staff portal.  <p>The screenshot shows the "Staff Portal Reports" section. It has three tabs: "Attendance", "Time Clock", and "All", with "All" selected. Below the tabs, a list of links is displayed: Incomplete Portal Attendance, Incomplete Time Entries, Staff Here Now, Staff Portal Log, Staff Portal Login ID Report, Staff Time Audit Report, and Time Report.</p>




TOOLS

Classic

TOOLS
My Account
Pay Bill/Update Account
Notes
Setup Guide
Change Password
Edit Settings
ePayments Settings
Costume Management
Edit Email Templates
Manage Users & Permissions
Search User Activity
Online Web Registration
Parent Portal
QuickBooks Export
Drop Unpaid Families
Import Data
Delete Imported Data
Update Grade Levels
Clear Fixed Fees and Discounts
Recent Enhancements















Simplified





  
<ul style="list-style-type: none"> Account <ul style="list-style-type: none"> My Account Change Password
<ul style="list-style-type: none"> Set Up <ul style="list-style-type: none"> Setup Guide Import Data Delete Imported Data ePayment Wizard Guided Staff Portal
<ul style="list-style-type: none"> Settings <ul style="list-style-type: none"> General Tuition ePayments Email Templates Users & Permissions Online Registration Parent Portal
<ul style="list-style-type: none"> Tools <ul style="list-style-type: none"> Merge Families QuickBooks Export Search User Activity Update Grade Levels Drop Unpaid Families
Recent Enhancements

What's moved?

Where is it now?

- Go to the Gear (icon)  > Account (drop-down menu) > My

My Account	Account
Pay Bill / Update Account	<ul style="list-style-type: none"> Go to the Gear (icon)  > Account (drop-down menu) > My Account > Billing Portal (link)
Notes	<ul style="list-style-type: none"> Reports (menu) > Find Reports > Keyword Search Notes TIP: Add Notes to My Reports and have it added to your Reports (menu) for quick access!
Setup Guide	<ul style="list-style-type: none"> Go to the Gear (icon)  > Set Up (drop-down menu) > Setup Guide
Change Password	<ul style="list-style-type: none"> Go to the Gear (icon)  > Account (drop-down menu) > Change Password
Edit Settings	<ul style="list-style-type: none"> Go to the Gear (icon)  > Settings (drop-down menu) > General
>ePayments Settings	<ul style="list-style-type: none"> Go to the Gear (icon)  > Settings (drop-down menu) > ePayments
Costume Management	<ul style="list-style-type: none"> Modules (menu) > Costume Management
Edit Email Templates	<ul style="list-style-type: none"> Go to the Gear (icon)  > Settings (drop-down menu) > Email Templates
Manage Users & Permissions	<ul style="list-style-type: none"> Go to the Gear (icon)  > Settings (drop-down menu) > Users & Permissions
Search User Activity	<ul style="list-style-type: none"> Go to the Gear (icon)  > Tools (drop-down menu) > Search User Activity
Online Web Registration	<ul style="list-style-type: none"> Go to the Gear (icon)  > Settings (drop-down menu) > Online Registration
Parent Portal	<ul style="list-style-type: none"> Go to the Gear (icon)  > Settings (drop-down menu) > Parent Portal
QuickBooks Export	<ul style="list-style-type: none"> Go to the Gear (icon)  > Tools (drop-down menu) > QuickBooks Export
Drop Unpaid Families	<ul style="list-style-type: none"> Go to the Gear (icon)  > Tools (drop-down menu) > Drop Unpaid Families

Import Data	<ul style="list-style-type: none"> Go to the Gear (icon)  > Set Up (drop-down menu) > Import Data
Delete Imported Data	<ul style="list-style-type: none"> Go to the Gear (icon)  > Set Up (drop-down menu) > Delete Imported Data
Update Grade Levels	<ul style="list-style-type: none"> Go to the Gear (icon)  > Tools (drop-down menu) > Update Grade Levels
Clear Fixed Fees and Discounts	<ul style="list-style-type: none"> Families (menu) > All Families > More (menu) > Family Fixed Fee / Family Discount Use the powerful filtering in All Families to drill down to only those you want to updated Fixed Fees or Discounts for. Select the check boxes for the families you want included in the mass action, click the More (menu), and select Family Fixed Fee or Family Discount. Students (menu) > All Students > More (menu) > Student Fixed Fees Use the powerful filtering in All Students to drill down to only those you want to updated Fixed Fees for. Select the check boxes for the students you want included in the mass action, click the More (menu), and select Student Fixed Fees. <p>Note: The More (menu) only displays when one or more students have been selected with a check box.</p>
Attendance Barcode Reader (when tracking attendance)	<ul style="list-style-type: none"> Go to the Gear (icon)  > Tools (drop-down menu) > Attendance Barcode Reader