Consistent Data Leads to Consistent Results

The data you enter in Jackrabbit directly affects what you get out of it. With multiple people working in one database, it's very important to prevent inconsistencies as much as possible. For example, Jackrabbit allows you to **customize drop-down lists** found throughout your database. It is not always apparent what values should be used when completing tasks. Keeping control of these values, how they are used, and when, is best managed by a designated **system administrator**.

Where Data Lives in Jackrabbit

Become familiar with data found on different pages. For example, the **Family record** houses transactions (fees and payments). Since transactions are associated with the family, you know where to locate information to edit as needed.

Discuss the importance of complete and accurate information with your office staff. The more they understand, the better the results. There are many areas where data is entered including, but not limited to:

Editing drop-down lists	**Adding and assigning skills**	**Adding families**
Adding staff	**Adding classes and events**	**Enrolling students**
Posting transactions	**Creating & selling store items**	

Check for Inconsistencies

Implement **daily** and **weekly** procedures to keep an eye on different areas of your database. It is much easier to find and fix inconsistencies within the same day or week instead of waiting until the month or year-end. It also presents a great learning opportunity for your staff while the scenario is still fresh in their mind!

Another recommendation is to spot check data using Search Reports. For example, if your office staff just created a new session of classes, run the **Classes Search** report. Make sure information is entered in applicable columns. See our Help section, **Work with Reports**, to get the most out of using these search reports.

Consistency is a must with data-driven software like Jackrabbit. Contact our Support team using the ⑦ button in Jackrabbit for any additional questions!

Set **user permissions** for your office staff to cover what is needed for their daily

tasks. Fewer hands in the pot will help with consistency!