

The Reports Menu - An Overview

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Watch a (1:38) video tutorial on [How to Find a Report](#)

Jackrabbit offers great flexibility in reporting with over 100 reports for families, students, classes, staff, enrollment, financial information, and more.

Many of these reports are located throughout the various menus (Families, Students, Classes, etc.), however, all reports can be found in the *Reports* menu.

The Reports menu offers four ways to help you locate the report you are looking for.

- [Find Reports](#)
- [Favorite Reports](#)
- [New Reports](#)
- [All Reports](#)

Report Categories and Tabs

Visible from *Find Reports*, *Favorite Reports*, *New Reports*, and *All Reports*, report categories group related reports together.

Tabs provide further breakdown within each category.

Note: Reports may be found in more than one category or within multiple tabs in a category.

The screenshot shows the Jackrabbit Reports interface. At the top left is the Jackrabbit logo. The main title is "Reports". There are buttons for "Return", "Help", and "Send Idea". A sidebar on the left lists navigation options, with "Classes / Enrollment" highlighted. The main content area is titled "Classes / Enrollment Reports" and contains several tabs: "Recommended", "Classes", "Attendance", "Enrollment", and "All". Below the tabs are several report links: "Class Rolls", "Class/Event Revenue Summary" (with a heart icon), "Enrollment Detail", "List Active Classes", "List All Classes", "Monthly Schedule / Calendar", "Weekly / Daily / Room Schedule", "Weekly Calendar" (with a heart icon), and "Who's Scheduled To Be Here". A callout box points to the "Class/Event Revenue Summary" link, stating: "This report displays all revenue associated with a Class/Event such as Tuition Fees, Costume Fees, Competition Fees etc." Another callout box points to the "Weekly Calendar" link, stating: "This report has been marked as a Favorite". A third callout box points to the "Class/Event Revenue Summary" link, stating: "Hover over a report name to see a short description of the report".